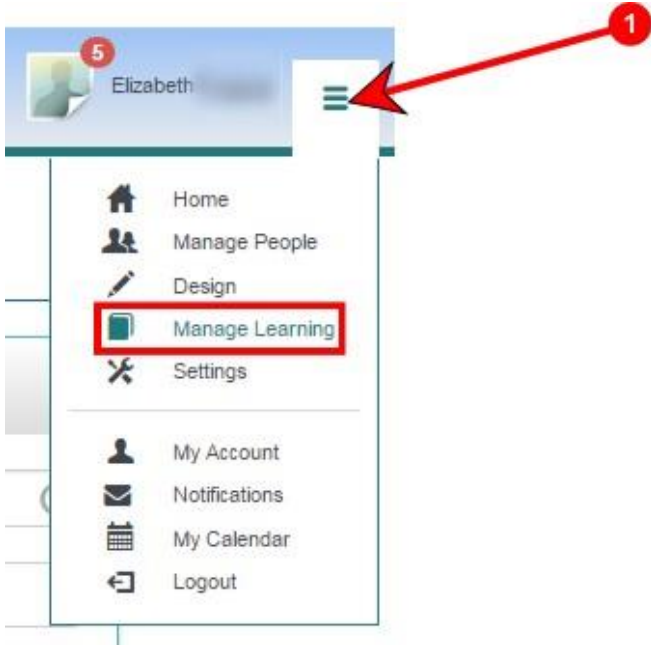
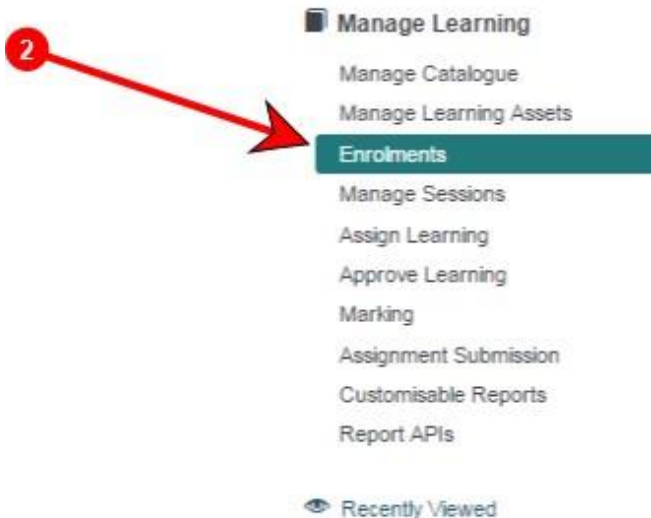
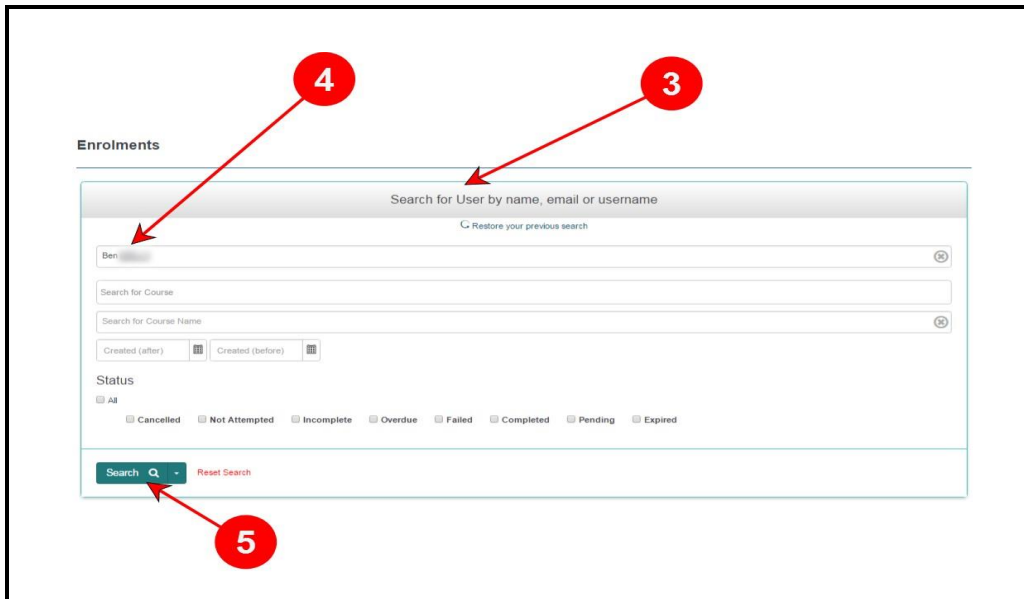


Browse enrolments for a user under supervision

This reference guide details how supervisors can browse enrolments for staff under their supervision.

	<p>Step 1: Click the hamburger menu in the top right hand corner of the screen and select the Manage Learning menu item.</p>
	<p>Step 2: Select the Enrolments menu item from the menus presented on the left hand side of the screen.</p>

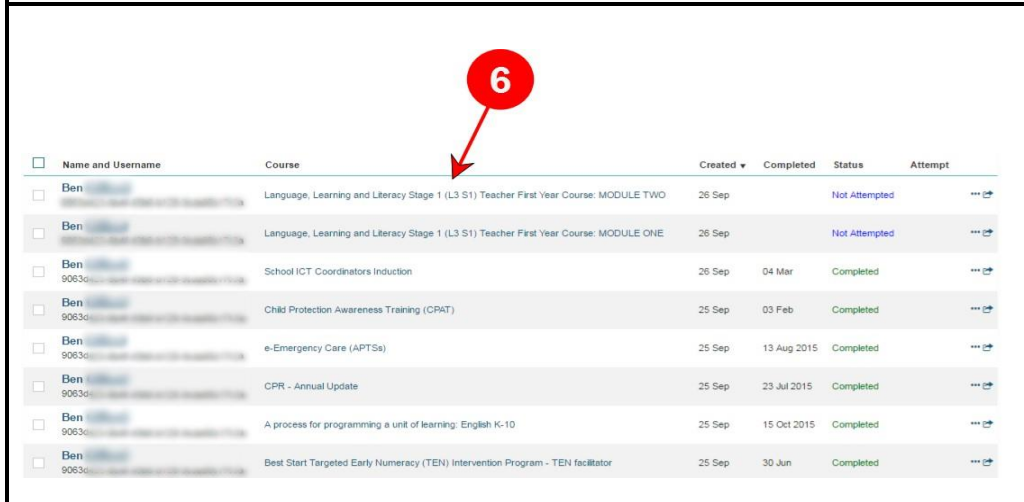


The screenshot shows the 'Enrolments' search interface. At the top, there is a title bar 'Search for User by name, email or username' with a 'Restore your previous search' link. Below this is a search input field containing 'Ben'. Below the search field are two more search fields: 'Search for Course' and 'Search for Course Name'. There are also filters for 'Created (after)' and 'Created (before)'. A 'Status' section has radio buttons for 'All' and checkboxes for 'Cancelled', 'Not Attempted', 'Incomplete', 'Overdue', 'Failed', 'Completed', 'Pending', and 'Expired'. At the bottom, there is a green 'Search' button with a magnifying glass icon and a red 'Reset Search' link. Red callout boxes with numbers 3, 4, and 5 point to the title bar, the search input field, and the 'Search' button respectively.

Step 3: Click the **Search for User** by title bar.

Step 4: Type in the staff member you wish to search for in the dialogue box presented.

Step 5: Click the **Search** button to begin your search.



The screenshot shows a table of search results. The table has columns: Name and Username, Course, Created, Completed, Status, and Attempt. A red callout box with the number 6 points to the 'Course' column.

Name and Username	Course	Created	Completed	Status	Attempt
Ben [redacted]	Language, Learning and Literacy Stage 1 (L3 S1) Teacher First Year Course: MODULE TWO	26 Sep		Not Attempted	...
Ben [redacted]	Language, Learning and Literacy Stage 1 (L3 S1) Teacher First Year Course: MODULE ONE	26 Sep		Not Attempted	...
Ben [redacted]	School ICT Coordinators Induction	26 Sep	04 Mar	Completed	...
Ben [redacted]	Child Protection Awareness Training (CPAT)	25 Sep	03 Feb	Completed	...
Ben [redacted]	e-Emergency Care (APTSs)	25 Sep	13 Aug 2015	Completed	...
Ben [redacted]	CPR - Annual Update	25 Sep	23 Jul 2015	Completed	...
Ben [redacted]	A process for programming a unit of learning: English K-10	25 Sep	15 Oct 2015	Completed	...
Ben [redacted]	Best Start Targeted Early Numeracy (TEN) Intervention Program - TEN facilitator	25 Sep	30 Jun	Completed	...

6 The professional learning history as recorded by MyPL is listed in the results screen.