



# Enrolling in a Course Step-by-Step Guide

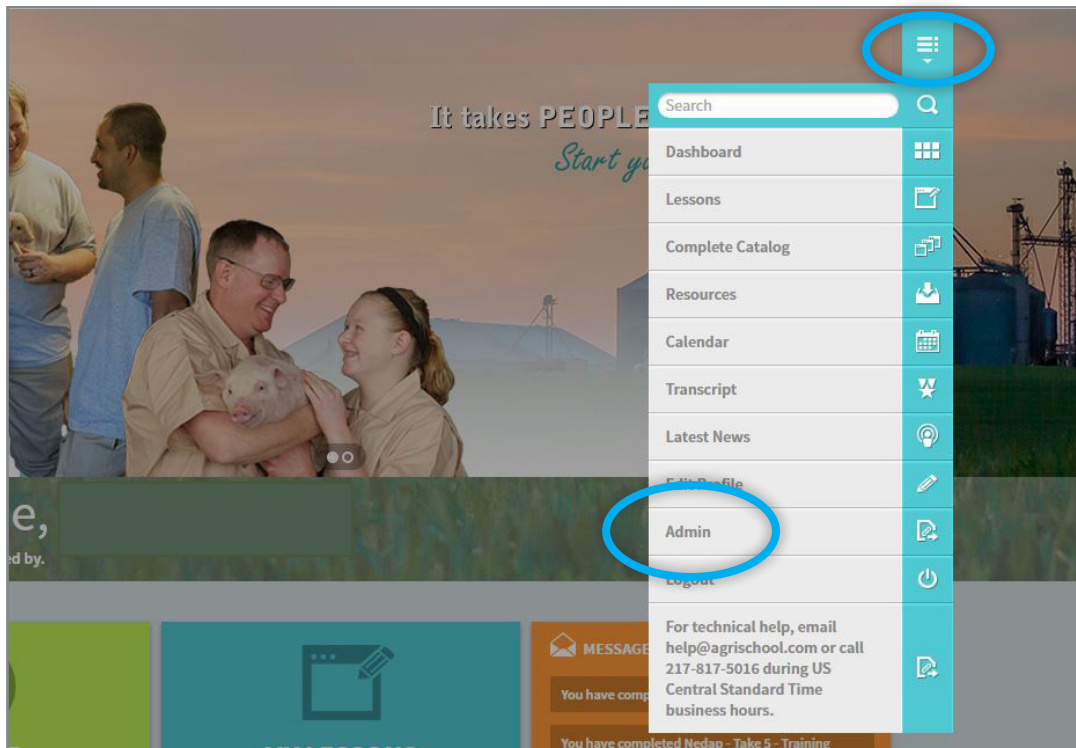
[www.porkavenuetraining.com](http://www.porkavenuetraining.com)

As an administrator on your farm, it is important to understand that there are two sides of Pork Avenue available to you.

The LEARNER side – Be a student. Complete lessons or browse our on-line catalog. View Pork Avenue just like your staff.

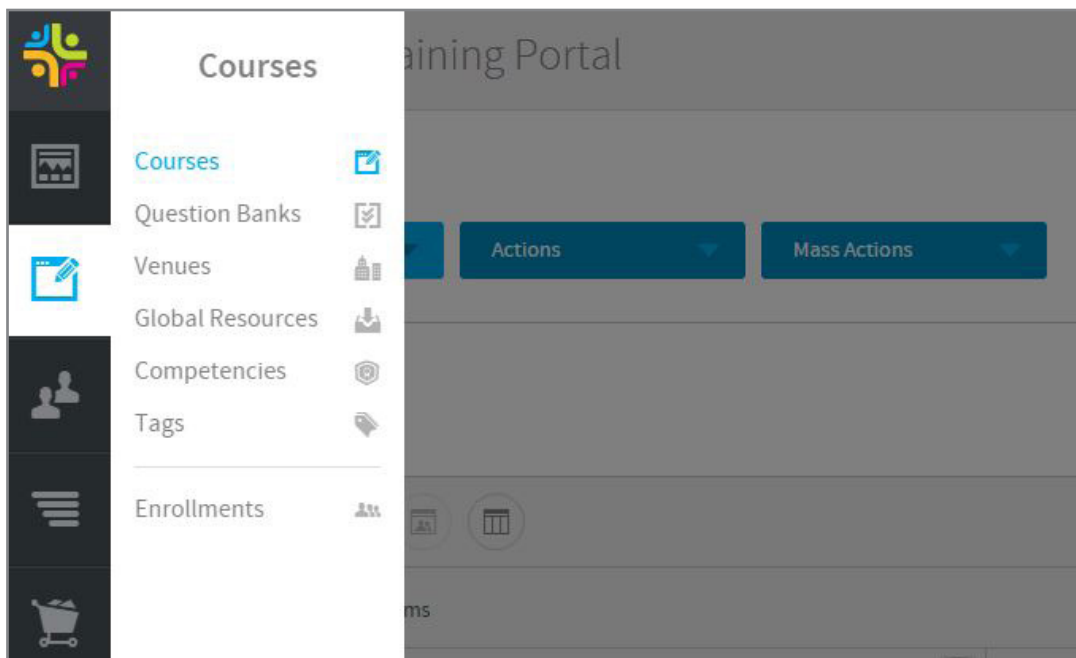
The ADMINISTRATOR side – Manage your farms. Add users, assign lessons, and run reports.

1



Once you have logged into Pork Avenue Training Portal, you need to move from the learner side of Pork Avenue, to the admin side so you can manage enrollments on your farm. Click on the icon that is near the upper right of the page that resembles a drop down menu. Select "Admin". This will launch the administrator side of the site, which allows you to manage your farm.

2



From the Admin side, you need to find the course list, represented by a pencil and paper icon. Select "Courses" from this submenu.

# 3

**Agrischool Training Portal**

### Courses

Add New Actions Mass Actions

Add Filter

21 - 40 of 420 items

Name	Category	Type
<input checked="" type="checkbox"/> 1.01spa - Día Uno Cuidado del Cerdito - Introducción a la partera o partero de Noche	01 Pigs: Farrowing ~ Cerdos: Maternidad	Online Course
<input type="checkbox"/> 1.02eng - Day One Pig Care - Monitoring Sows as they Farrow	01 Pigs: Farrowing ~ Cerdos: Maternidad	Online Course
<input checked="" type="checkbox"/> 1.02spa - Día Uno Cuidado del Cerdito - Monitoreo a las cerdas que están pariendo	01 Pigs: Farrowing ~ Cerdos: Maternidad	Online Course
<input checked="" type="checkbox"/> 1.03eng - Day One Pig Care - Colostrum Management	01 Pigs: Farrowing ~ Cerdos: Maternidad	Online Course
<input checked="" type="checkbox"/> 1.03spa - Día Uno Cuidado del Cerdito - Manejo del Calostro	01 Pigs: Farrowing ~ Cerdos: Maternidad	Online Course
<input type="checkbox"/> 1.04eng - Day One Pig Care - Fostering	01 Pigs: Farrowing ~ Cerdos: Maternidad	Online Course
<input type="checkbox"/> 1.04spa - Día Uno Cuidado del Cerdito - Día 1 Adopciones	01 Pigs: Farrowing ~ Cerdos: Maternidad	Online Course
<input type="checkbox"/> 1.05eng - Take 5 - Rupture Repair	01 Pigs: Farrowing ~ Cerdos: Maternidad	Online Course

Select all the courses you would like to enroll your users in. Once you have done this, click the blue “Enroll Users” button on the right side of your screen.

# 4

**Agrischool Training Portal**

### Enroll Users

Users

There are 0 users selected

Kayla

Kayla Owens

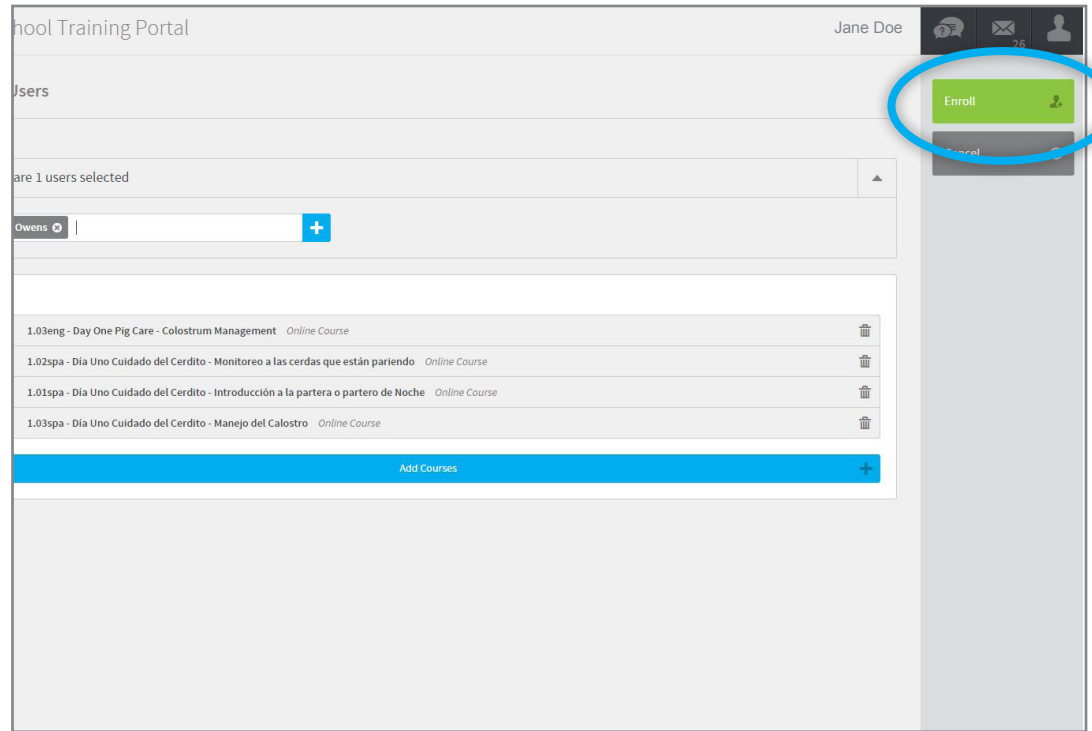
Course

1	1.03eng - Day One Pig Care - Colostrum Management	Online Course
2	1.02spa - Día Uno Cuidado del Cerdito - Monitoreo a las cerdas que están pariendo	Online Course
3	1.01spa - Día Uno Cuidado del Cerdito - Introducción a la partera o partero de Noche	Online Course
4	1.03spa - Día Uno Cuidado del Cerdito - Manejo del Calostro	Online Course

Add Courses

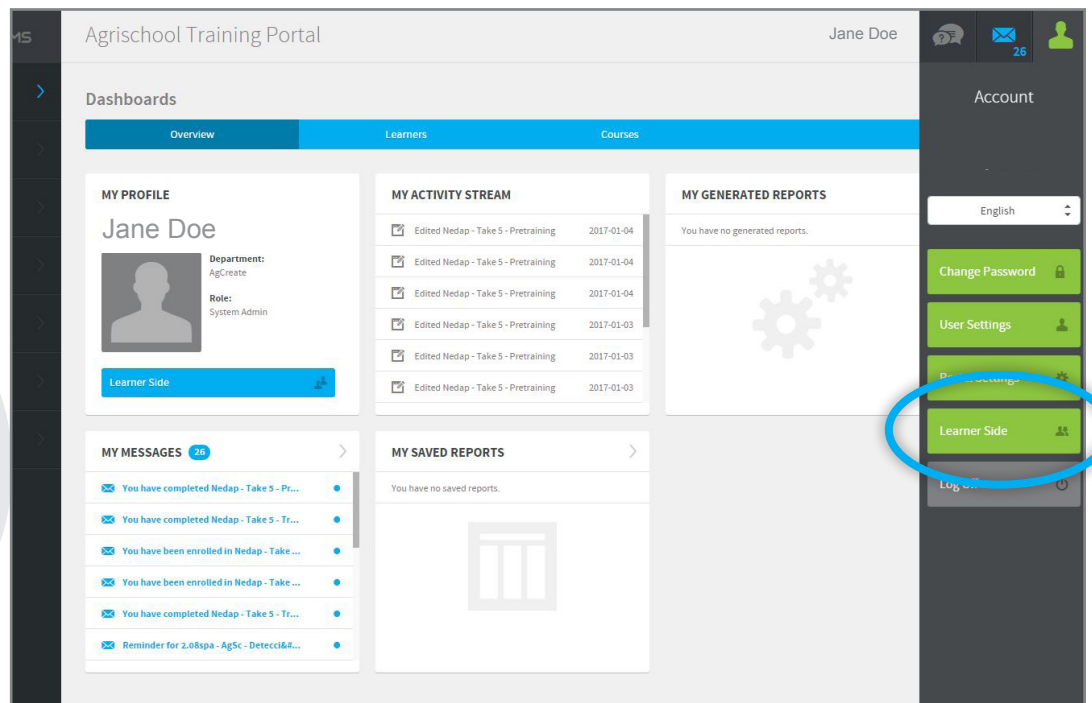
Once you have arrived at the Enroll Users page, type the names of the users you would like to enroll in the course. As you begin typing, a menu will drop down below that will allow you to easily select the name you are typing out. Don't forget to enroll yourself!

# 5



After you have selected all of the users click the green “Enroll” button. Now you have enrolled users into the course!

# 6



To check out the new lesson, you will need to go back to the learner side of the site. Click on the icon at the top, right of your screen that resembles a silhouette of a person. A drop down menu will appear from which you will select “Learner Side.” This will take you back to the learner side, where you can confirm that you enrolled yourself correctly. Get ready to enjoy the new lesson!