Pork Avenue™
TRAINING PORTAL

Batch Enrollments
Step-by-Step Guide

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1
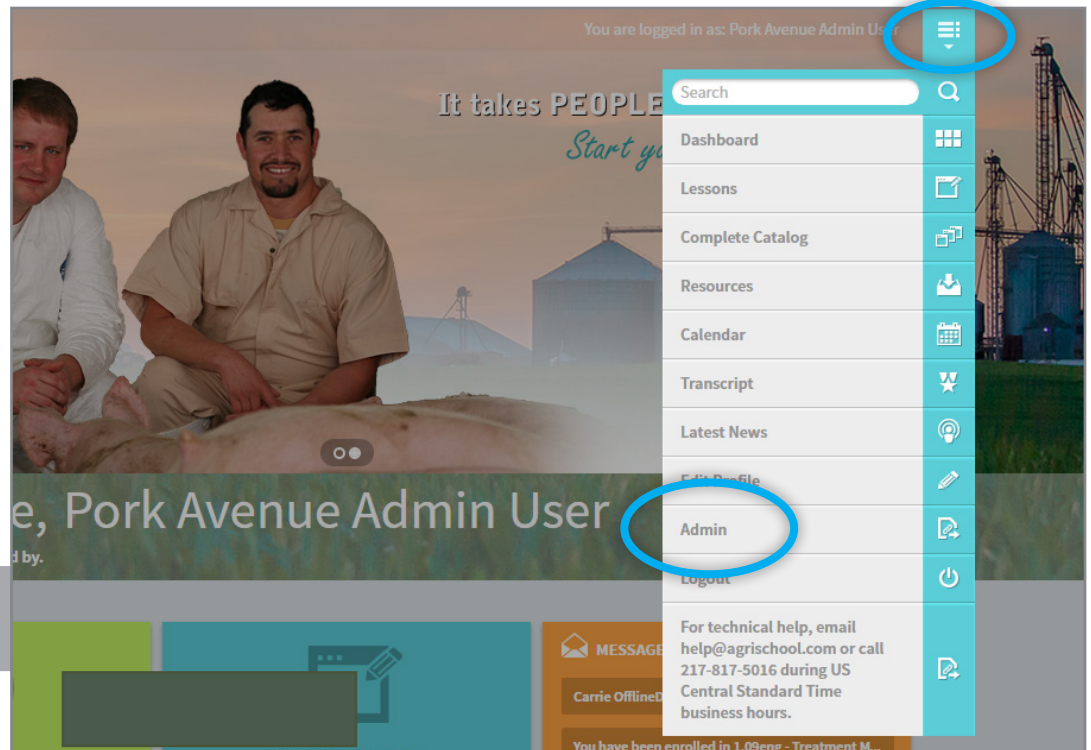
Once you have logged into Pork Avenue Training Portal, move from the learner side of Pork Avenue, to the admin side so you can manage enrollments on your farm. Click on the icon that is near the upper right of the page that resembles a drop down menu. Select "Admin." This will launch the administrator side of the site, which allows you to manage your farm.

2
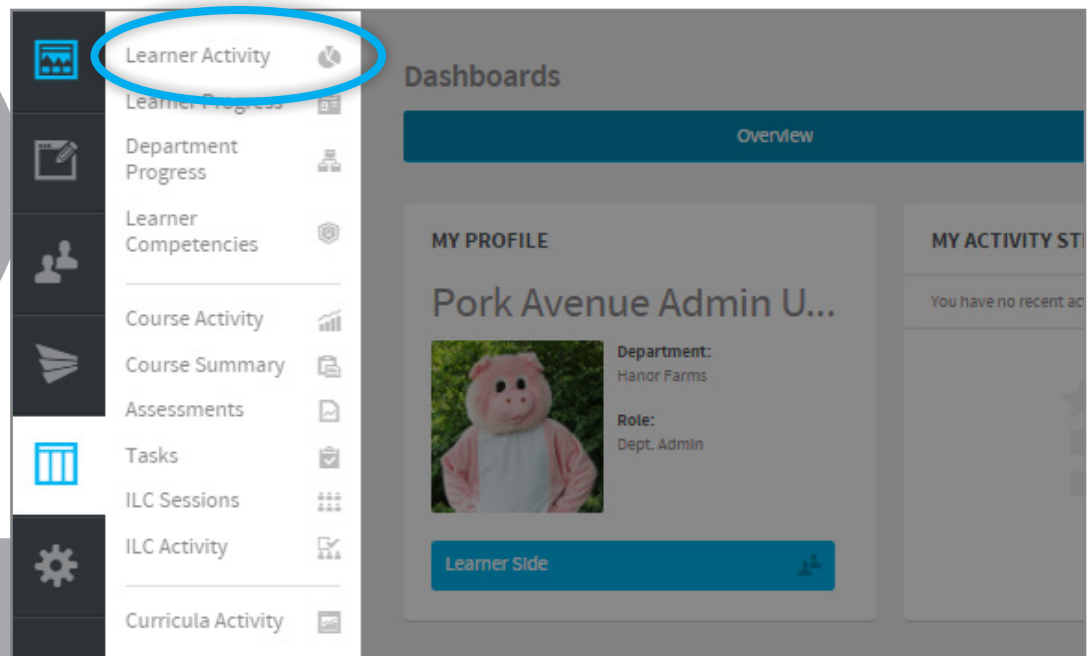
Click on "Reports" and then "Learner Activity."

3

Learner Activity

Actions ▼   **Mass Actions** ▼

▽ ⚙ Filter & Refine

	Last Name ▲	First Name ▶	Username ▶
☐	Admin	HANOR	HANOR_Admin
☐	Admin User	Pork Avenue	CarrieDemo
☐	Admin1	HANOR	HANOR_Admin1
☐	Admin2	HANOR	HANOR_Admin2
☐	Admin3	HANOR	HANOR_Admin3
☐	Admin4	HANOR	HANOR_Admin4
☐	Admin5	HANOR	HANOR_Admin5
☑	Aguilar	Luis	Luis_Aguilar
☑	Ajcuc	Felipe	Felipe_Ajcuc
☐	Amado-Cabello	Jose	Jose_Amado-Cabello
☐	Angeles	Julio	Julio_Angeles

1 - 20 of 135 items

You can filter this list by any of the columns listed.

4

Learner Activity

Actions ▼   **Mass Actions** ▼

▽ ⚙ Filter & Refine

1 - 20 of 135 items

	Last Name ▲	First Name ▶	Username ▶	Department ▶	Enrollments ▶
		HANOR	HANOR_Admin	Hanor Farms	74
		Pork Avenue	CarrieDemo	Hanor Farms	3
		HANOR	HANOR_Admin1	Hanor Farms	74
		HANOR	HANOR_Admin2	Hanor Farms	74
		HANOR	HANOR_Admin3	Hanor Farms	74
		HANOR	HANOR_Admin4	Hanor Farms	74
		HANOR	HANOR_Admin5	Hanor Farms	74
		Luis	Luis_Aguilar	Hanor - 305 - Farrowing	0
☐	Ajcuc	Felipe	Felipe_Ajcuc	Hanor - 306 - Farrowing	0
☐	Amado-Cabello	Jose	Jose_Amado-Cabello	Hanor - 306	0
☐	Angeles	Julio	Julio_Angeles	Hanor - 309 - Farrowing	0
☐	Arroyo	Gerardo	Gerardo_Arroyo	Hanor - 300 - Breeding	0
☐	Avelino	Eri	Eri_Avelino	Hanor - 322 - Breeding	0

Dropdown menu:
- ☐ Enrollments
- ☐ First Logged In
- ☑ First Name
- ☐ Id
- ☐ Job Title
- ☐ Language
- ☐ Last Logged In
- ☑ Last Name
- ☐ Learner Date Added
- ☐ Learner Date Edited
- ☐ Location
- ☐ Middle Name
- ☐ Phone

If you do not see the column you are looking for click on the ⊞ **symbol and chose the category you are looking for.**

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5

Click on the 🔽 icon next to the column you want to filter.

6

If you would like to see all learners that are in "Breeding" change the settings to "contain" the word "Breeding" and click on "Add Filter" to view your results.

7

☐	Vargas-Moreno	Luis
☐	Vazquez Espana	Ciriaco
☐	Whitehead	Willie
☐	Zurita-Veneroso	Margarit
↻	1000 ▾ Items Per Page	

Only learners with the location set to "Breeding" should remain.
Scroll to the bottom of the page and change the "Items per Page"
to include all available items.

8

☐ ▾	1 - 37 of 37 Items	
	Select this page	
	Deselect All	
		Gerardo
☐	Avelino	Eri
☐	Baez	Rosa
☐	Diaz	Maria
☐	Domingo-Garcia	Fernando
☐	Escalante-Renteria	Manuela

Click on the selection box and choose, "Select this page" to highlight all available items.

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Enroll Users

Users

There are 37 users selected
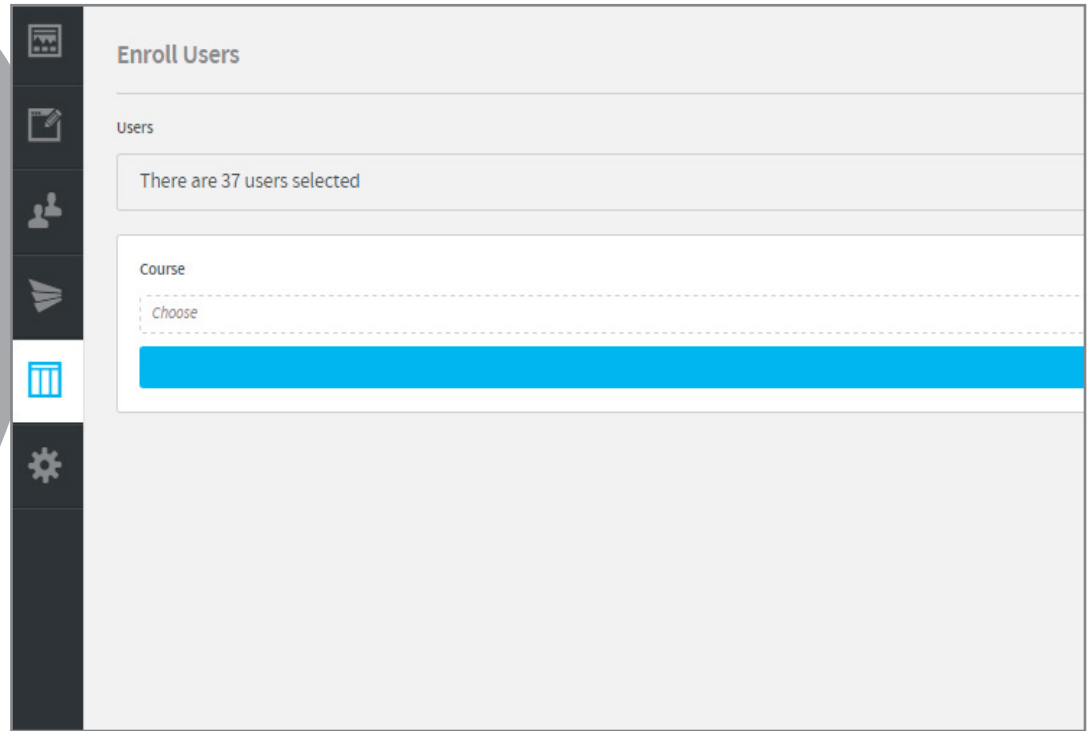
Course

Choose
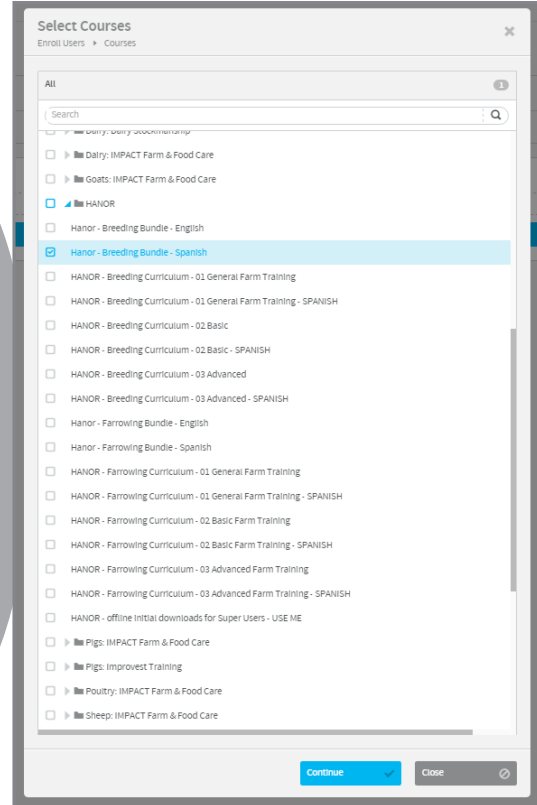
On the right-hand side of the page, choose "Enroll Users" to enroll all breeding departments into specific lessons.

10

Select Courses
Enroll Users ▸ Courses   ✕

All   ⓘ

[Search]   🔍

☐ ▸ 📁 Dairy: Dairy Stockmanship
☐ ▸ 📁 Dairy: IMPACT Farm & Food Care
☐ ▸ 📁 Goats: IMPACT Farm & Food Care
☐ ▾ 📁 HANOR
☐ Hanor - Breeding Bundle - English
☑ Hanor - Breeding Bundle - Spanish
☐ HANOR - Breeding Curriculum - 01 General Farm Training
☐ HANOR - Breeding Curriculum - 01 General Farm Training - SPANISH
☐ HANOR - Breeding Curriculum - 02 Basic
☐ HANOR - Breeding Curriculum - 02 Basic - SPANISH
☐ HANOR - Breeding Curriculum - 03 Advanced
☐ HANOR - Breeding Curriculum - 03 Advanced - SPANISH
☐ Hanor - Farrowing Bundle - English
☐ Hanor - Farrowing Bundle - Spanish
☐ HANOR - Farrowing Curriculum - 01 General Farm Training
☐ HANOR - Farrowing Curriculum - 01 General Farm Training - SPANISH
☐ HANOR - Farrowing Curriculum - 02 Basic Farm Training
☐ HANOR - Farrowing Curriculum - 02 Basic Farm Training - SPANISH
☐ HANOR - Farrowing Curriculum - 03 Advanced Farm Training
☐ HANOR - Farrowing Curriculum - 03 Advanced Farm Training - SPANISH
☐ HANOR - offline initial downloads for Super Users - USE ME
☐ ▸ 📁 Pigs: IMPACT Farm & Food Care
☐ ▸ 📁 Pigs: Improvest Training
☐ ▸ 📁 Poultry: IMPACT Farm & Food Care
☐ ▸ 📁 Sheep: IMPACT Farm & Food Care

[Continue ▾]   [Close ⊘]

Click on "Add Courses" to see a list of choices of your course bundles.
Press "Continue" and then "Enroll" to confirm the enrollments.

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