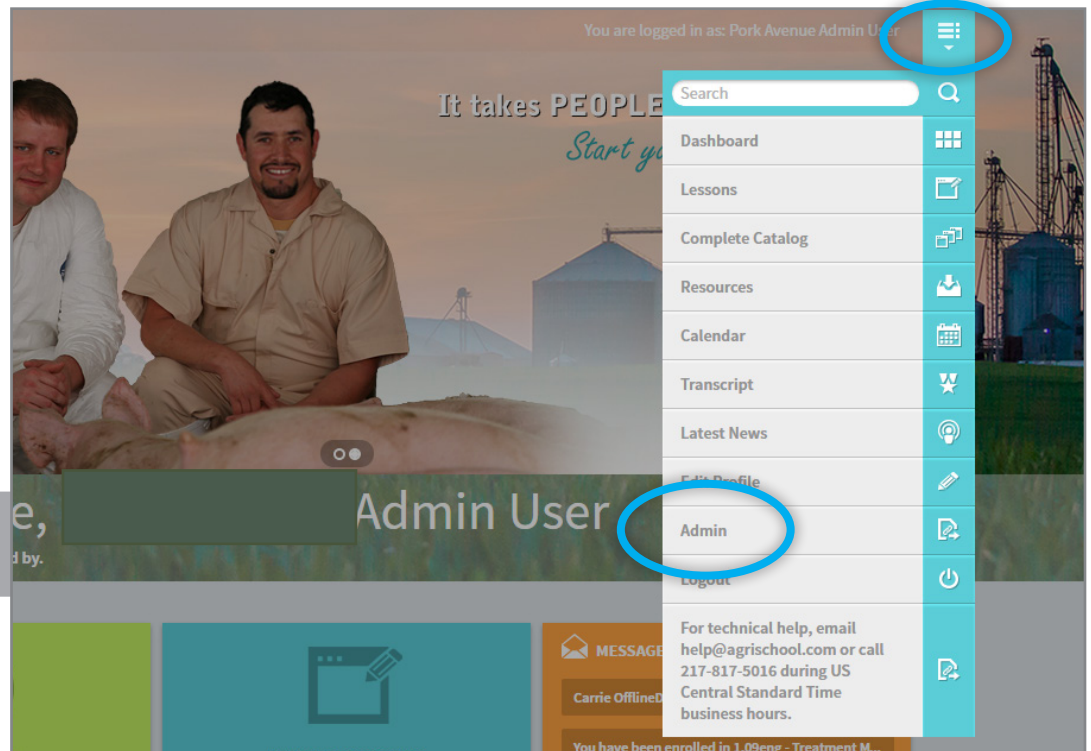# Pork Avenue™
TRAINING PORTAL
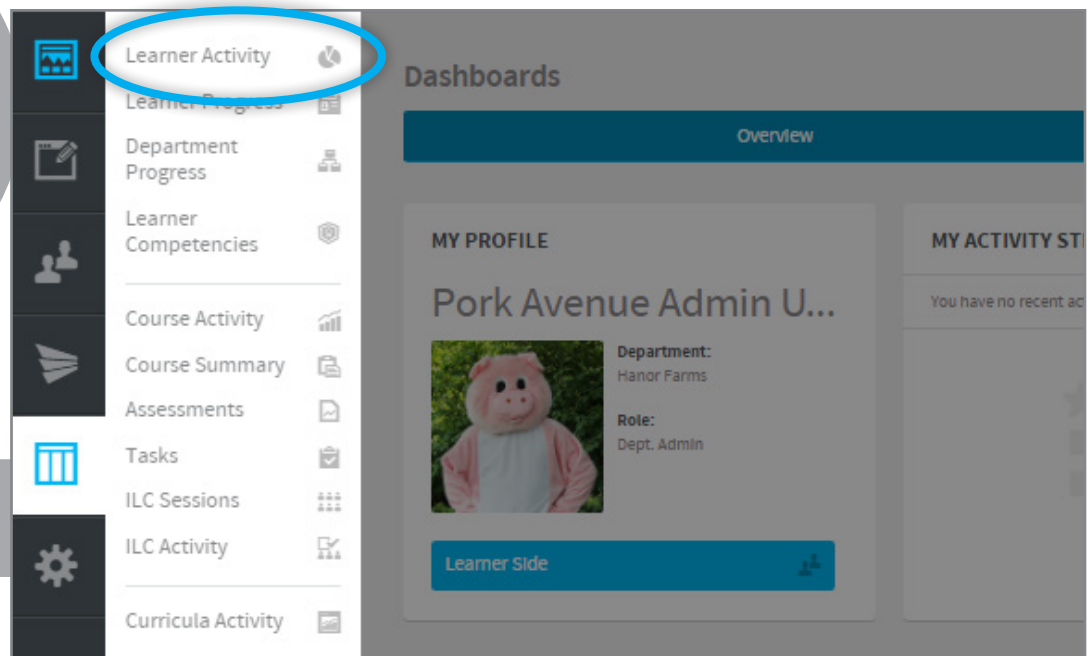
Mass Actions by User
Step-by-Step Guide

www.porkavenuetraining.com

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

Select multiple users.

4

Learner Activity

Actions ▾ **Mass Actions** ▾

Mass Actions ▾	
Message Users	✉
Activate Users	☑
Deactivate Users	☒
Change Department	⇄
Enroll Users	☑
Delete Users	🗑

▽ ⚙ Filter & Refi...

	Last Name ▲		First Name ▸
☐	Admin		HANOR
☐	Admin User		Pork Avenue
☐	Admin1		HANOR
☐	Admin2		HANOR

1 - 20 of 135 Items

Choose your Mass Action selection.
Your choice will apply to all users selected.

Mass Action – Enrollment
You can enroll multiple users into multiple lessons

1

Learner Activity

Actions ▼	Mass Actions ▼
	Message Users ✉
	Activate Users 👤✓
	Deactivate Users 👤✕
	Change Department ⇄
	Enroll Users 👤+
	Delete Users 🗑

Filter & Refi...

1 - 20 of 135 Items

	Last Name ▲	First Name ▶
☐	Admin	HANOR
☐	Admin User	Pork Avenue

Click on "Enroll Users" from the "Mass Action" drop down menu.

2

Enroll Users

Users

There are 4 users selected

Luis Aguilar ⊗ Felipe Ajcuc ⊗ Alma Bautista ⊗ ➕
Wayne Blue ⊗

Course

Choose

Click on "Add Courses" to enroll multiple users into a curriculum or lesson.

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Mass Action – Enrollment.
You can enroll multiple users into multiple lessons
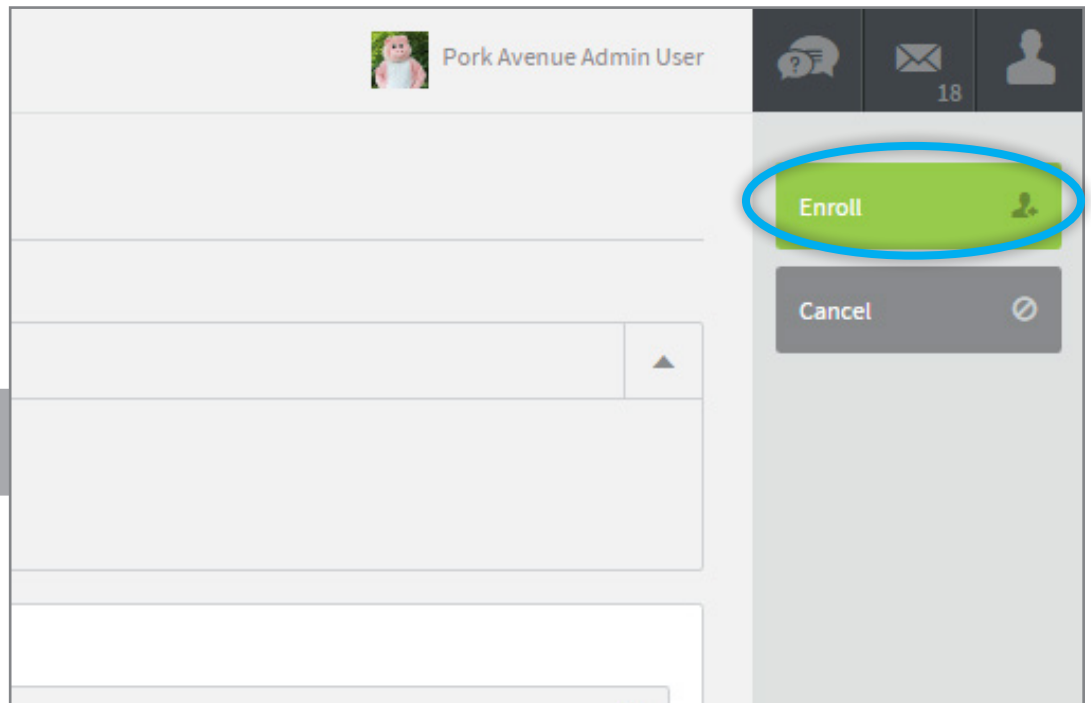
3
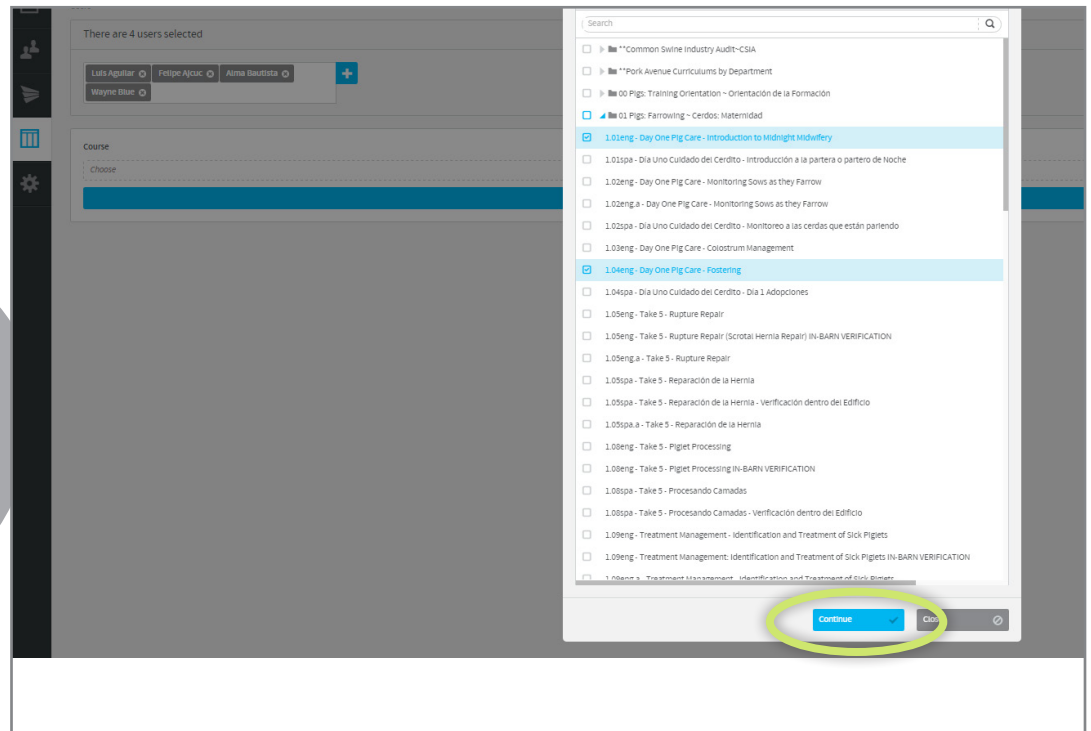
Select individual courses for enrollment, or select a Curriculum. Then click "Continue."

NOTE: If you do not have a preferred Curriculum for your learners, Pork Avenue Training Portal has recommended curriculums for all areas of production including Farrowing, Breeding and Wean-to-Market. You can choose to enroll your users into the curriculums by language.

4

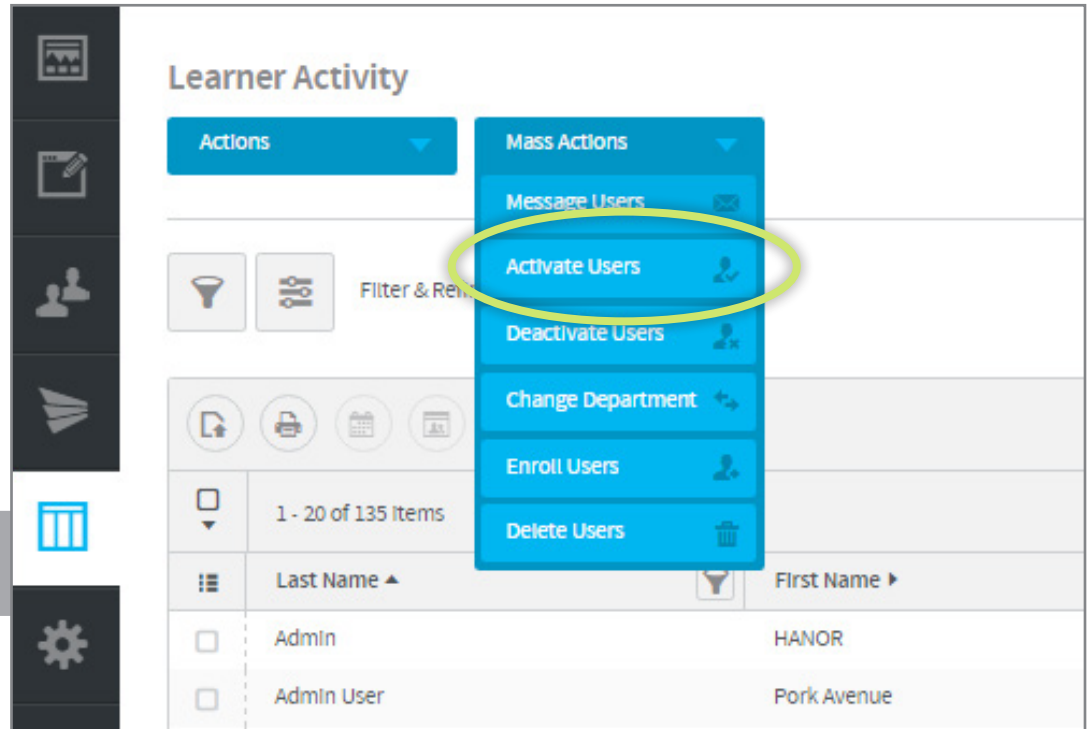**Click "Enroll" to complete your selections.**
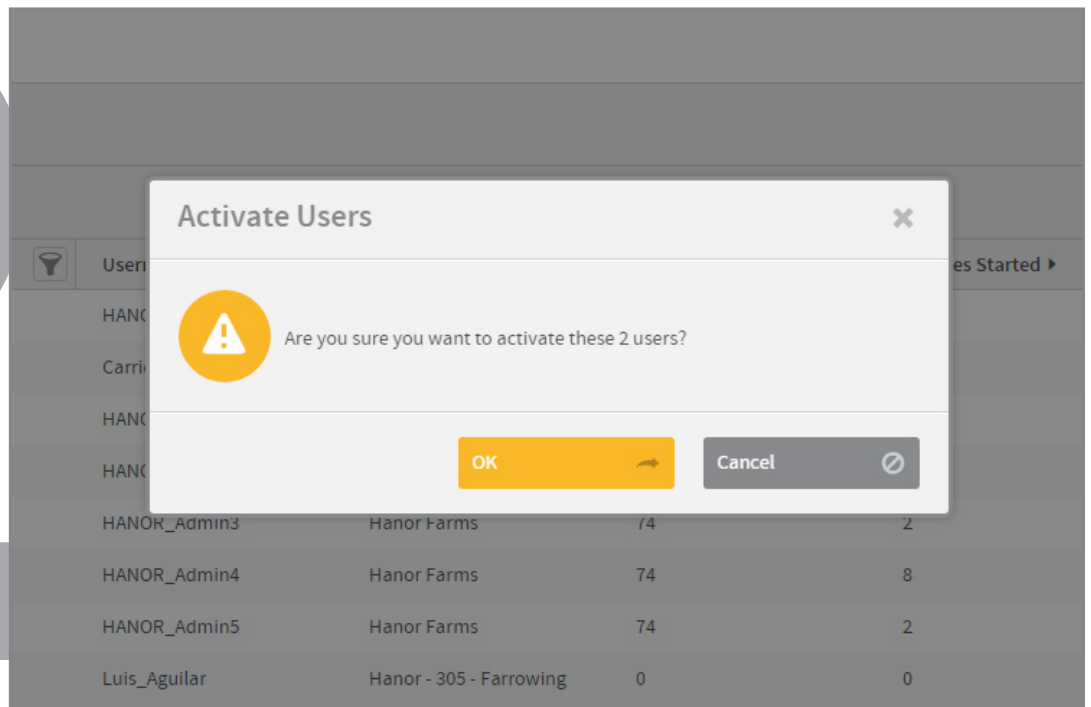
Pork Avenue
TRAINING PORTAL

Mass Action – Activate Users

Click on "Enroll Users" from the "Mass Action" drop down menu.
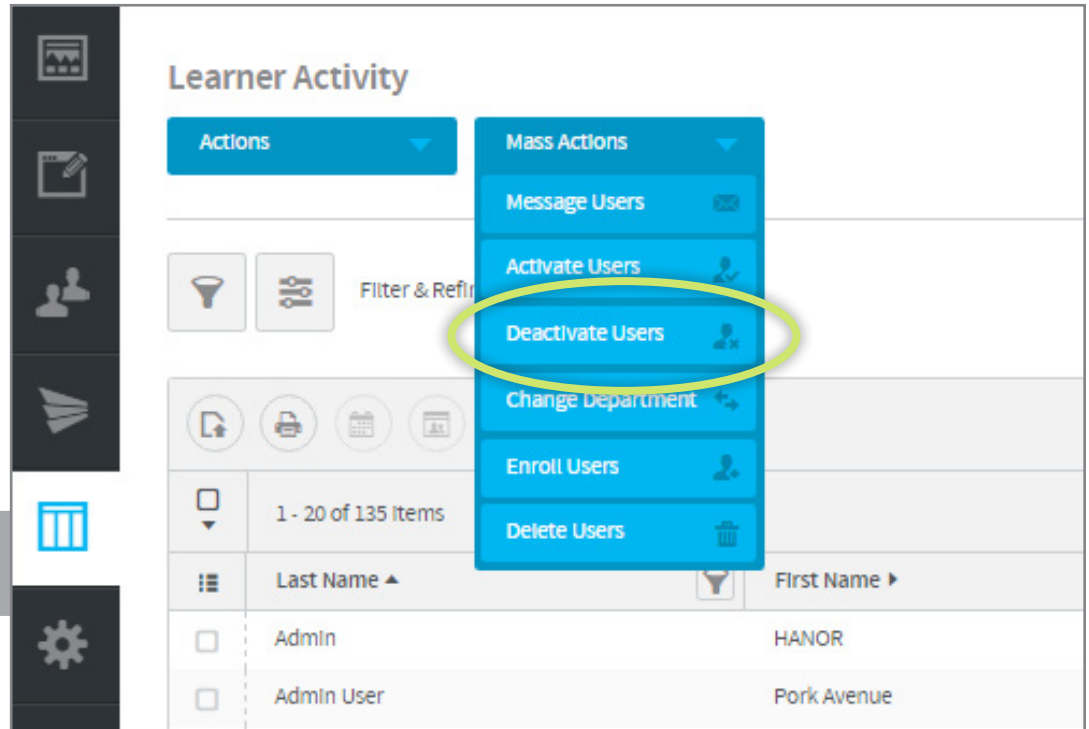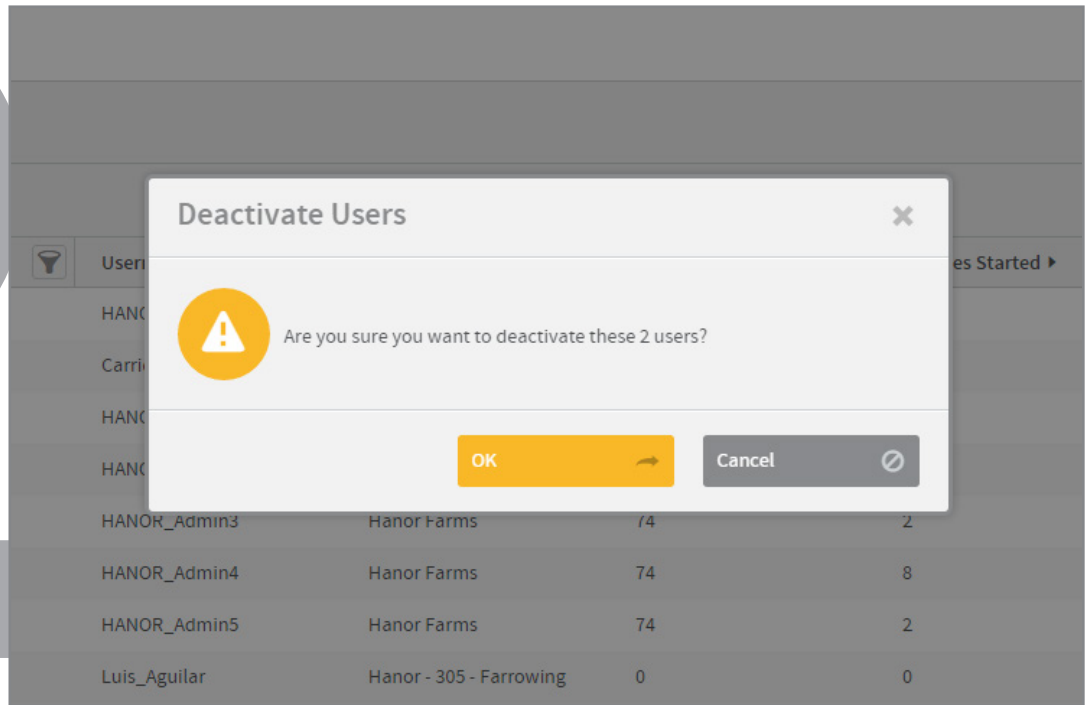

Click "OK."

Mass Action – Deactivate Users

1

Click on "Enroll Users" from the "Mass Action" drop down menu.

2

Click "OK."