

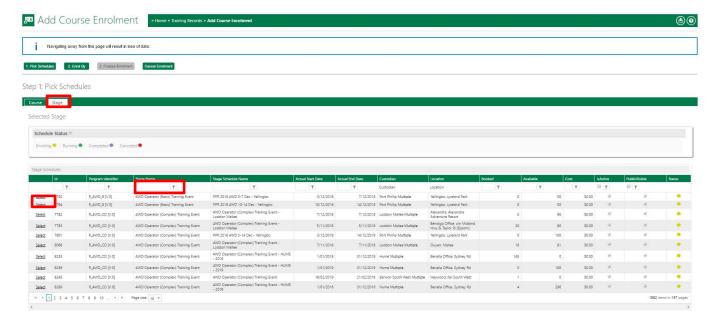
This Quick Reference Guide (QRG) outlines how to add new students to existing training stages in IaDIS.

Manually Enrol students into a single Stage Schedule (eg. Training Event Stage Schedule or Accreditation Stage Schedule)

This section describes how to add participants to **any** Stage Schedule. There are three steps to this process; these are described in this section.

Step 1: Pick Schedule

- 1. From the LaDIS home page, hover your mouse over the **Training Records** menu then select **Add Course Enrolment**. The **Add Course Enrolment** screen displays.
- 2. Click the Stage tab
- 3. Click in the **Stage Name** or **Stage Schedule name** field and type a key word contained in the name of the relevant accreditation. It is recommended to use the Stage Name as this relies on generic wording. Click the and select **Contains** from the menu. Matching Stage Schedules display.
- 4. Identify the relevant Stage Schedule and click Select.



5. The selected stage is highlighted and displays in the **Selected Stage** section in the top section of the screen.







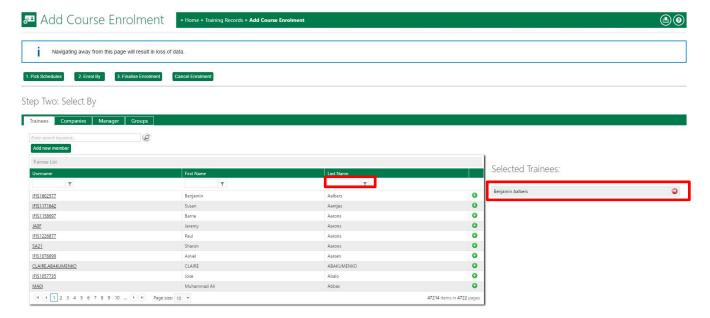
OOPS! Wrong Stage Schedule selected

To remove the Schedule, click adjacent to the Schedule Name in the Selected Stage Panel.

6. Click 2. Enrol By to select students to enrol. The process moves to the next step.

Step 2: Select Students

- 1. The second step is to identify and select the students you want to enrol into the selected Stage Schedule. The following steps outline how to do this.
- 2. Click in the **Last Name** search field and type the last name of a relevant fire role holder. Click the and select **Contains** from the menu. Matching students display. Do not use the search filter in the top left hand side of the screen as this currently does not work.
- Identify the relevant student and click
- 4. Repeat steps 2 to 4 (of Step 2) to add additional students.





OOPS! Wrong Person selected

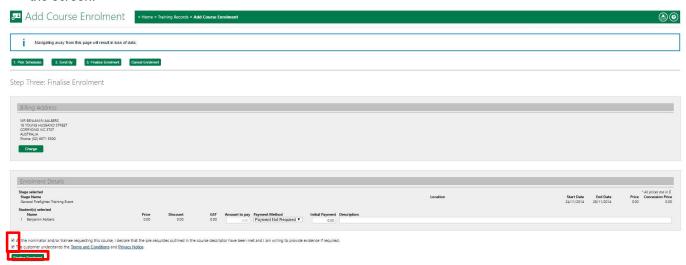
To remove a student, click adjacent to their name in the Selected Trainees list.

5. Click 3. Finalise Enrolment . The process moves to the next step.

Step 3: Finalise Enrolment

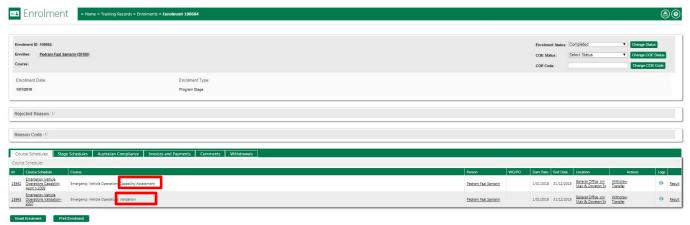
The third step is to finalise the enrolment of the selected fire role holders into the selected Stage Schedule. The following steps outline how to do this.

- 1. Tick the 'As the nominator and/or trainee requesting...' tick box
- 2. Tick the 'The customer understands the terms and conditions' tick box. Click Finalise Enrolment at bottom of the screen.



3. The selected students are now enrolled into the selected Stage Schedule.

To ensure that you have enrolled a student correctly, you can go to their enrolment (**Training Records>Enrolments>Edit icon located next to the student enrolment record**:



For example, if enrolled correctly in an Accreditation or Re-accreditation Stage Schedule, you will see both the Capability Assessment and the Validation Assessment Courses. To learn how to mark a training event assessment or a capability or validation assessment, please see Manage Assessments – Quick Reference Guide.

Manually Enrol students into multiple Stage Schedules (eg. Training Event Stage Schedule and an Accreditation Stage Schedule)

This new feature allows users to enrol a student (or a number of students) into multiple Stage Schedules (of the **same** Program/Role) at once eg. General Firefighter Training Event Stage Schedule and General Firefighter Accreditation Stage Schedule. This is as opposed to enrolling a student in one stage at a time.

Step 1: Search for Program

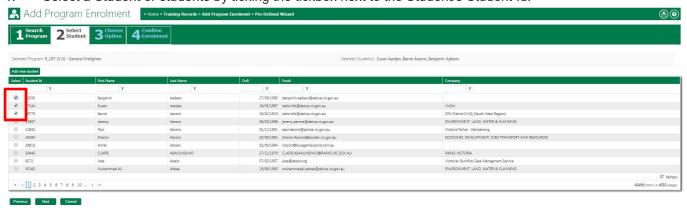
- 1. From the LaDIS home page, hover your mouse over the **Training Records** menu then select **Add Program Enrolment** and then **Pre-Defined Wizard**.
- 2. Search for the relevant Program eg. R_GFF General Firefighter under Skillsets, Full Courses and Qualifications (or under Search for Keyword) and click on the Program. The Program will then appear under Program Details on the right hand side fo the screen:



Click on Next

Step 2: Select Student/s

1. Select a Student or students by ticking the tickbox next to the Student/s Student Id:



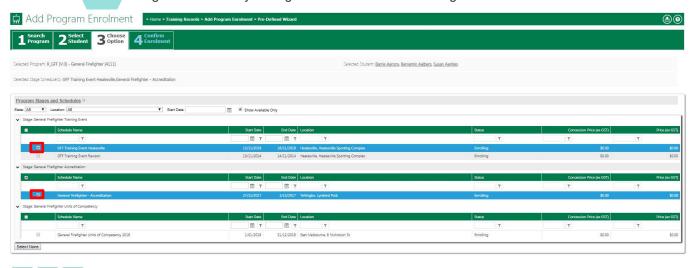
Click on Next





Step 2: Select Stage Schedules

1. Select the relevant Stage Schedules by ticking the tickbox next to the Stage Schedule:

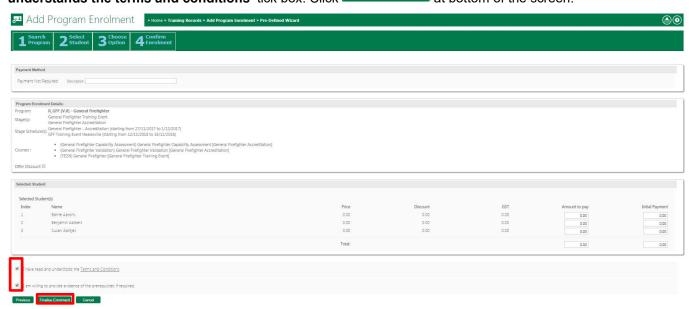


Click on Next

Note, if you cannot find the Stage Schedule, untick the 'Show Available Only' tickbox.

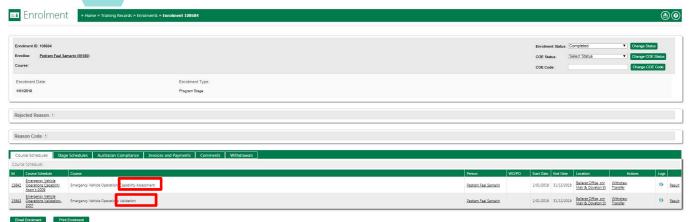
Step 4: Finalise Enrolment

1. Next, tick the 'As the nominator and/or trainee requesting...' tick box. Also tick the 'The customer understands the terms and conditions' tick box. Click Finalise Enrolment at bottom of the screen.



The selected students are now enrolled into the selected Stage Schedules.

To ensure that you have enrolled a student correctly, you can go to their enrolment (**Training Records>Enrolments>Edit icon located next to the student enrolment record**:



For example, if enrolled correctly in an Accreditation or Re-accreditation Stage Schedule, you will see both the Capability Assessment and the Validation Assessment Courses. To learn how to mark a training event assessment or a capability or validation assessment, please see **Manage Assessments – Quick Reference Guide**.