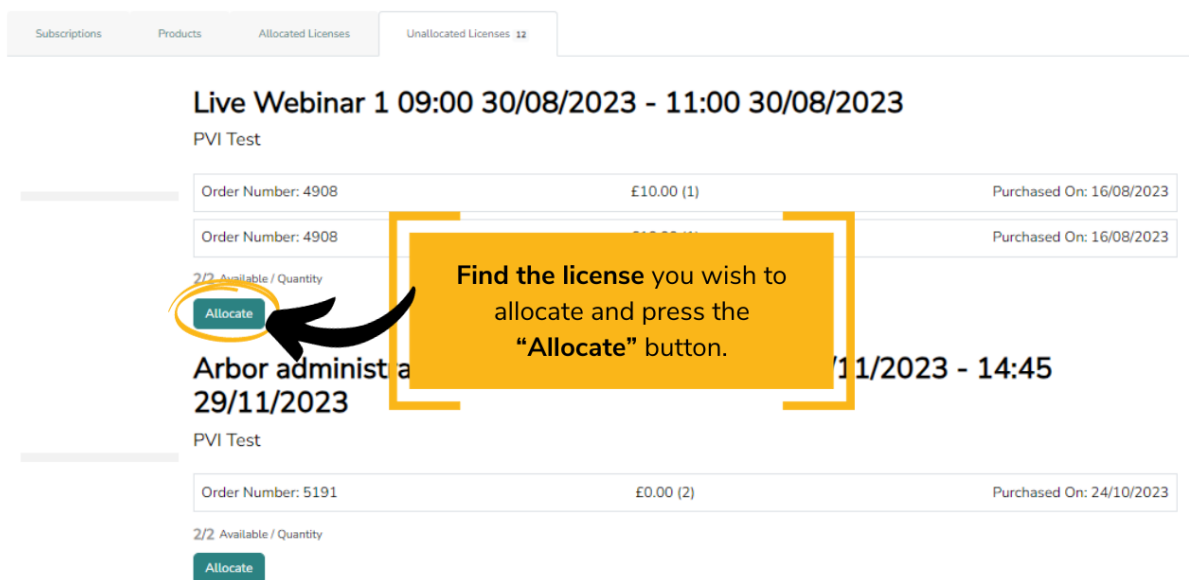
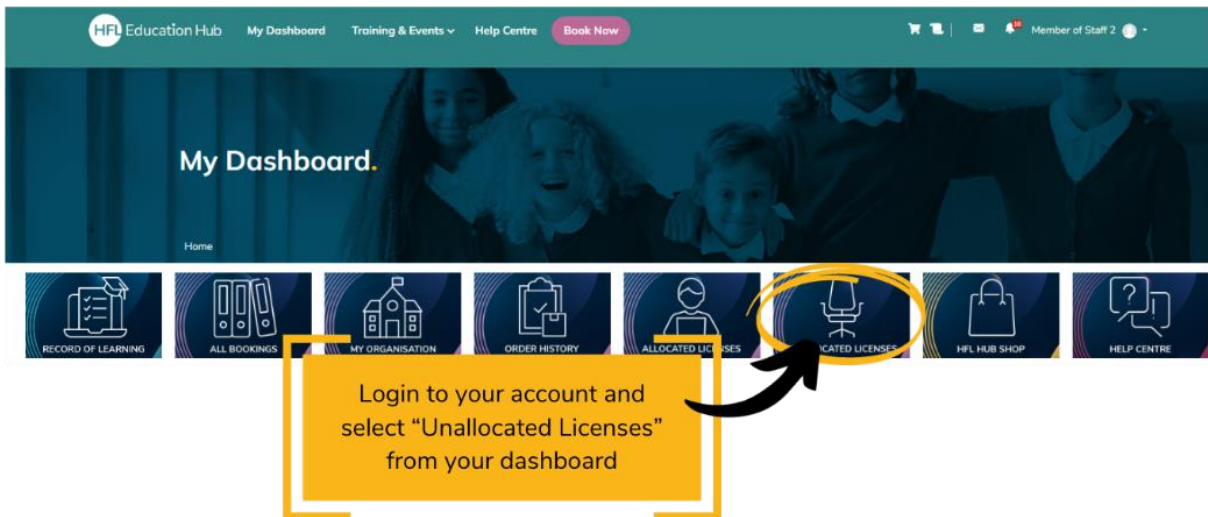


Who is this guide for?

- **Organisation administrators** looking to **allocate** courses to individuals.
- This process will only work once a **course license** has been **purchased** in the shop.
- You can allocate courses to users **immediately after purchase**. To see how to do this, please refer to our guide “Allocating courses immediately after purchase”.

What is in this guide?

- How to **allocate a pre-bought course** license to users within an organisation. This will allow them to attend the course.



Manage Members • Allocations • Manage Learning • Organisation Admin •

Select or deselect learners to allocate to each. Click 'Undo Changes' to undo your changes. Click 'Save Changes' when you are finished.

2 Scroll back to the top of the page and press "Save Changes"

Package	Arbor custom report writer - eLearning	Financial sustainability in schools - eLearning	Effective teaching and learning in the Early Years Foundation Stage - eLearning	HFL Education Environmental Sustainability Leads Network 16:00 20/04/2023 - 17:00 20/04/2023	Primary Maths Subject Leader Update 15:45 17:00 10/01/2024 - 17:00 10/01/2024	Arbor administrators virtual user group 13:15 14:45 29/11/2023 - 29/11/2023	29/11/2023 - 29/11/2023	16/11/2023 - 16/11/2023	30/08/2023 - 30/08/2023	19/11/2023 - 19/11/2023
Licences	1	1	1	1	1	2	1	1	6	1
Total Learners Allocated	0	0	0	0	0	0	0	0	1	0

1 Use the tick-boxes to allocate the courses to the users you wish to attend.

Search:

name	Surname	Select all/none	Select all/none	Select all/none	Select all/none	Select all/none	Select all/none	Select all/none	Select all/none	Select all/none
Member of	Staff 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member of	Staff 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member of	Staff 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member of	Staff 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member of	Staff 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Outcome

- Completing these steps will enrol your users onto courses you have purchased.

How will I know it has worked?

- The user/s you have allocated the course to will receive an email notification telling them they have been enrolled on the course.

Troubleshooting (common errors)

- Check you have already purchased a course in the shop. It will not be possible to allocate a course to a user within your organisation until after the license has been purchased.
- After allocating the course (Step 5 Part 1), make sure you scroll up and select "Save Changes". Exiting the page before doing this will reset the page and the course will not have been allocated.
- If you wish to allocate the course to a member of staff who does not currently have an account, they will need to be added as a user. Please see our guide "**Adding users to your organisation**".