

PORADNIKI DLA HR

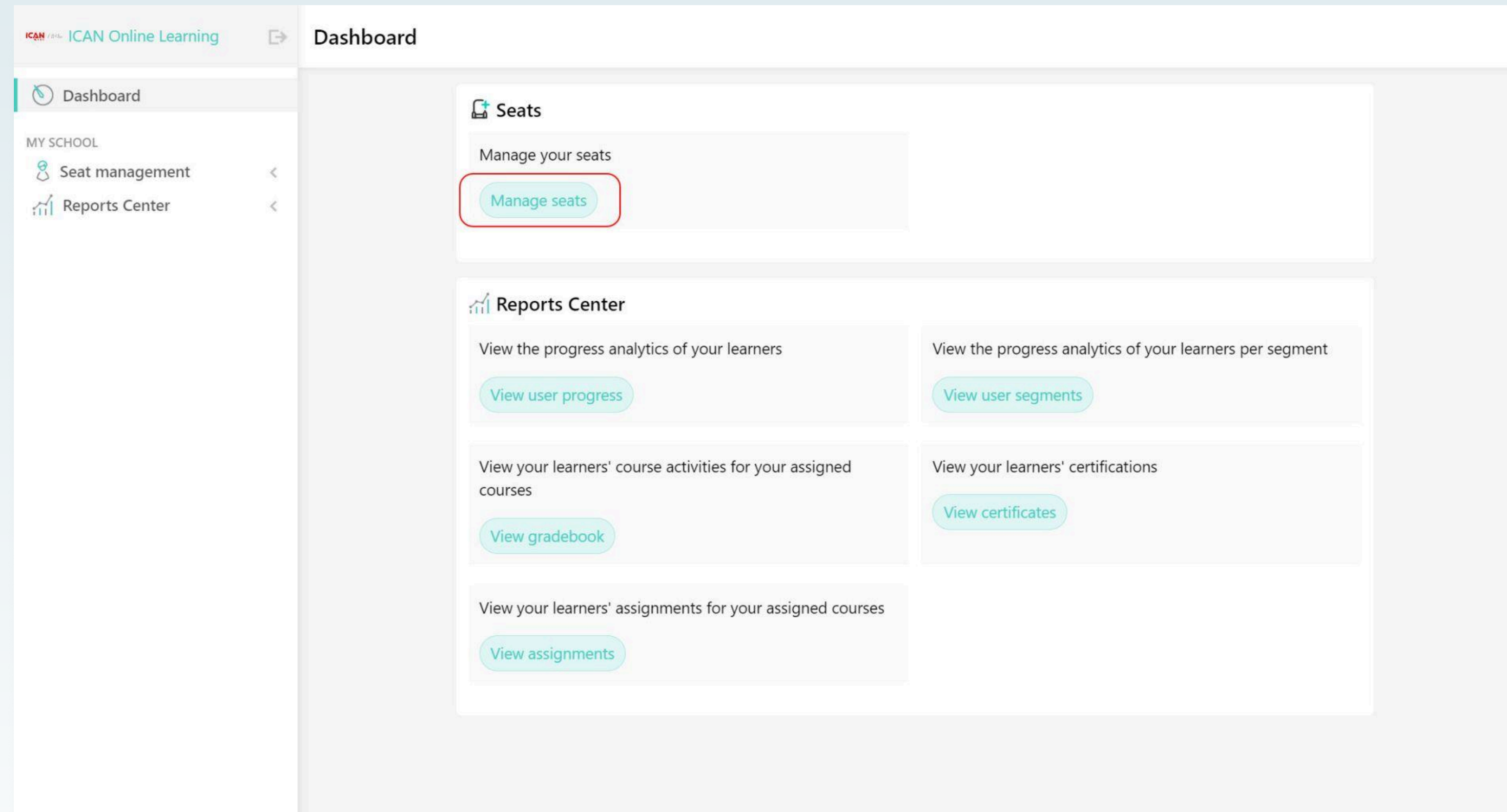
Jak nadać dostęp do szkoleń?

ICAN **Online**
LEARNING



Krok 1

Przejdź do Dashboardu, zlokalizuj sekcję Seats i kliknij: **Manage seats**.



The screenshot displays the ICAN Online Learning Dashboard. The top navigation bar includes the ICAN logo and the text 'ICAN Online Learning'. The main content area is titled 'Dashboard' and features a sidebar on the left with the following menu items: 'Dashboard', 'MY SCHOOL', 'Seat management', and 'Reports Center'. The 'Seat management' item is currently selected. The main content area is divided into two sections: 'Seats' and 'Reports Center'. The 'Seats' section contains a 'Manage your seats' card with a 'Manage seats' button highlighted by a red circle. The 'Reports Center' section contains five cards: 'View the progress analytics of your learners' (with 'View user progress' button), 'View the progress analytics of your learners per segment' (with 'View user segments' button), 'View your learners' course activities for your assigned courses' (with 'View gradebook' button), 'View your learners' certifications' (with 'View certificates' button), and 'View your learners' assignments for your assigned courses' (with 'View assignments' button).

Krok 2

Wybierz użytkownika, któremu chcesz nadać dostęp, następnie wejdź w opcje i wybierz **Enroll in courses**.

Alternatywnie, jeśli chcesz usunąć dostęp do wybranych szkoleń, wybierz **Unenroll from courses**.

The screenshot displays the 'Users / Multiple Seats / ICAN B2B' management page. At the top, it shows '13 available seats out of 25' with a progress bar, '43 Courses', and '186 Total enrollments'. Below this, a table lists members with columns for 'Member', 'Occupying Seat', 'Got seat on', 'Last activity', 'Currently enrolled', and 'Manage'. The user 'Agnieszka Przywara' is highlighted in light blue. A dropdown menu is open for her, showing 'PROFILE' options (Update Password, Reset Password, Send Message) and 'PRODUCT' options (Enroll in courses, Unenroll from courses). A red box highlights the 'Enroll in courses' option, labeled with a red '2'. Another red box highlights the 'Manage' button (three dots), labeled with a red '1'. The 'Remove from seat' button is also visible next to the user's name.

Member	Occupying Seat	Got seat on	Last activity	Currently enrolled	Manage
Adam Nowak a.nowak@ican.pl	●	2023-10-20 09:35:41	2023-10-10 12:10:00	●●●●● +31	
Agnieszka Przywara a.przywara@ibro.pl	●	2023-12-15 15:09:00	2023-12-08 10:22:57	●●●●	Remove from seat 1
Anita Gnifka a.gnifka@ican.pl	●	2023-12-01 13:08:11			2
Anna Kowalska a.kowalska@ican.pl	●	2023-10-27 11:46:26	2023-12-21 16:31:14	●●●●● +36	

Krok 3

Z rozwijanej listy (1) wybierz szkolenie, które ma otrzymać użytkownik. Może to być:

- jedno szkolenie,
- wszystkie szkolenia (All courses),
- lub kilka wybranych szkoleń (Custom list...).

Następnie kliknij **Enroll user** (2).

The screenshot displays the 'Enroll in courses' interface in the ICAN Online Learning system. The left sidebar shows navigation options: 'BACK', 'MANAGEMENT', and 'Multiple Seats'. The main content area includes a search bar, a progress indicator for '13 available seats out of 25', and a list of members. The right panel is titled 'Enroll in courses' and contains the following fields and actions:

- User's full name:** A text input field containing 'Agnieszka Przywara'.
- Select courses:** A dropdown menu with 'All courses' selected. A red '1' is placed to the left of this dropdown.
- Enroll user:** A green button with white text. A red '2' is placed to the left of this button.