

# How to Batch Enroll Non-learners in WIN Career Readiness System

Hello, and welcome to the WIN Learning how to video series. Before we start, please note that the products, login, URL access, and person types you see in this video may be different from what you see in your portal, but the functions are the same.

I am going to show how we do batch enrollment for non-learners.

We start at our home page. You press onto admin. Under batch enrollment we click import file.

For non-learners we want to choose the non-learner we want to enroll. Today we're showing teacher.

Make sure to review field definitions. For required, it'll have yes. Obviously for ones that are not required it'll state no. Please note that some are case sensitive.

For teachers, I would recommend that they're able to choose their own password. We would create a temporary one for them, and they'll change it upon login.

We can always download the template. This is what that will look like.

Alright. My file is already created.

Again, teacher, we're gonna upload file. We need to choose the school this is going to go to.

Under map fields you shouldn't have to do anything. It is already optimally defaulted.

Hit submit for validation.

Alright. The results. We are not yet done.

They're just showing at this point in time that there's no errors within the system. If there was, you would edit record and fix it here, same as you would with a student upload.

We want to click all proctors and hit resubmit records. Once more, hit all proctors and import pending records. You wanna resubmit all eight. Hit continue.

Now all of these proctors are within the system.

From time to time, you will see one or two kind of just hang out there for a moment. Hit refresh, and they should be in there.

Your proctors are now all in the system.

Thank you for watching this WIN Learning how to video. If you have any questions or need assistance, please contact the WIN Learning support team at 888-717-9461, option 3, or email [support@winlearning.com](mailto:support@winlearning.com).