Adding Learners to a Course

How to add learners to a course:

1. Select a course from the **Courses** page
2. Click **Add Learners**
3. For learners without accounts, select **Create and Add** and enter their information. Click Create Account to confirm.
4. For learners with an account, click **Search and Add** and select learners from the table. Click Add Learners to confirm.

How to add several learners at a time (Bulk Upload):

1. Select a course from the **Courses** page
2. Click **Add Learners**
3. Click **Bulk Upload**
4. Download the csv template and enter all information for all learners
5. Select **Click to Upload** and select your file and upload

Using an Enrollment Key

Enrollment keys are a quick way for learners to be added to a course. Each course generates a specific key which can be used by learners to enroll in that course from inside the platform or from the login page.

How to generate an enrollment key:

1. Select your course
2. Click **Settings** on the right side of the page
3. Click the **Refresh Icon** next to **Enrollment Key**

Your enrollment key will now show under your course name.

How learners without an Imago account can use an enrollment key:

1. Share your course's enrollment key with learners via email or in-person
2. Learners will navigate to the login page at **learn.weareimago.com**
3. Learners will click **Sign Up With Enrollment Key**
4. Learners need to enter the enrollment key, their name, and their email address
5. Learners will need to either check their email for instructions on setting their password and logging in. This email will come from friends@weareimago.com. Or, they can choose to sign in with Google or Microsoft.

How learners with an Imago account can use an enrollment key:

1. Share your course's enrollment key with learners via email or in-person
2. Learners will navigate to the login page at **learn.weareimago.com** and log in
3. Learners will click **+ Join A Course** on the left panel
4. Learners need to enter the enrollment key and click **Enroll**