USING THE TEACHABLE DASHBOARD (Practical lesson 2)

Enrolling Students in a Course

Procedure:

1. Click on "users" on the dashboard
2. Click on "Add Students" on the top right of the screen
3. Type in the name and email of the student that you want to enrol (You can choose the password for the student or leave it for them to choose their own passwords)
4. Add more students by clicking on the "Add another" button (You can only add up to 5 students at a time).
5. Confirm that the selected users have consented to receiving emails from your school by ticking in the box.
6. Tick the "Enrol these students…" button. A box showing one course appears. Click on the course and a list of more courses offered in the school will appear. Pick the one you are enrolling students in.
7. Complete the enrolment by clicking the import (green) button.

Enrolling Students into a Course, Directly From the Main List of Students.

8. Click on the name of the student you want to enrol (one at a time). The selected student's profile appears.
9. Click on "Enrolments" on the dashboard to manually enrol the selected student.
10. Select the course you want to enrol the student in and click the green "enrol" button
11. Below the enrol button, you will see "enrolments" (the courses the student is enrolled in) and the % of progress of the student in each course.
12. If you want to unenroll a student, click on the three dots in front of the enrolled course and choose "unenroll". You will get a prompt asking you whether you are sure you want to remove the student from the course. If that is want you want, choose OK.

Sending Emails to Students Directly From the Teachable Platform

1. You can either email an individual student or send the same email to a group of students.
2. Select the student(s) that you want to email by clicking in the box right before their names
3. Click the **"Email Students"** button at the top right of the screen
4. The addressee section will show the number of students you want to email and the sender will be MCC.
5. You can then go ahead and fill in the subject of the email, type the message (main body) of the email that you want to send the students, then hit the "send email" button.
6. You can preview your email before you send it.