Using the PLI Enrolment System

The enrolment system allows you to monitor attendance, mark attendance and communicate with your participants.

ACCESS

Access to the enrolment system is enabled by a VKEY officer from the PLI.

To access the enrolment system go to https://pliadmin.education.tas.gov.au

When entering the enrolment system click on ‘Upcoming Sessions’ and you will see the programs that you are the co-ordinator/ facilitator of.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SESSION DATE</th>
<th>SESSION TIME</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Classrooms</td>
<td>06 Jun 2017</td>
<td>09:00 AM - 03:30 PM</td>
<td>PLI, Timbers Road, Goodwood</td>
</tr>
<tr>
<td>Journey to Authentic Leadership</td>
<td>06 Jun 2017</td>
<td>09:00 AM - 03:30 PM</td>
<td>Penguin Community Learning Centre, 105 Ironcliff Road, Penguin</td>
</tr>
</tbody>
</table>

Click on the course that you want to view, this will show the number of enrolments and the participant’s name. You can also export the list of names out to excel.
SENDING EMAILS TO PARTICIPANTS

To send an email to participants, ensure you have selected ‘confirmed’ on the enrolment status and then click on the ‘send email’ button at the bottom of the screen.

You can send an email to all participants or individuals by clicking on or off the ticks.

Send Email

You can use a template that has previously been set up in the system or create your own by leaving the Template option as ‘Blank’.

Ensure you enter a subject (i.e. Program Name – Workshop Reminder and Details)

Copy and paste any of the relevant available tokens and place them where best fits into your content.
Documents can be attached as per the Attachments field at the bottom of the page.

**Send Email From**  
- PLI System Account  
- Nicole Wolfe <nicole.wolfe@education.tas.gov.au>

**Send Preview To**  
nicole.wolfe@education.tas.gov.au

**Template**  
Blank

**Subject**  
Digital Classrooms - Welcome to the Program

Dear [%GivenName%]

Reason for email

Regards

Your Name

Co-ordinator Digital Classrooms

Available tokens

[ShortDate%]  [LongDate%]  [EnrolmentID%]  [GivenName%]  [Surname%]  
[Name%]  [Email%]  [PositionNumber%]  [PositionTitle%]  [OrgUnitName%]  
[PrincipalOrSupervisorGivenName%]  [PrincipalOrSupervisorSurname%]  
[EnrolmentDate%]  [CourseTitle%]  [EnrolmentCost%]  [BlockStartDate%]  
[FirstVenue%]  [PaymentCompletedDate%]  [PaymentReversedDate%]

**Attachments**

None

It is recommended that you always send a preview of your email to yourself before sending to recipients. When you are happy with the email, go back and click on send email.
You can view emails that have been sent by clicking on the Activity tab.

To view the actual content of an email you will need to click on Enrolments and the Edit button next to a participant’s name. Scroll to the bottom of the page and click on View Log. You can then click on the hyperlink under Notes.

Please note: A hyperlink will only be created if you have entered in a Subject in your original email.

User Action Log  Enrolment: 13956
MARKING ATTENDANCE

To mark the attendance after each session click on the relevant program under Completed Sessions and click on MARK ATTENDANCE.

Click on the drop down box next to each participant and click on ‘present’, ‘absent’ or ‘notified absence’. If the absence was notified, relevant add details in the box provided. Click on Save at the bottom of the page.

Attendance 06 Jun 2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Jack</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Notified Absence</td>
<td>Away sick with certificate</td>
<td></td>
</tr>
<tr>
<td>Sam</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Danny</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Tom</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>thy</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
</table>