

Course Gateway Bulk Enrolment & License Management Guide

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Important information

For bulk purchases over \$2,000.00, invoices can be provided for your organisation **upon request** and must be accompanied with a purchase order.

For purchases under \$2,000.00, skip to [Section 2](#).

Section 1: Bulk Enrolment Process (for purchases over \$2,000.00)

Step 1: Request an invoice from TQCourseGateway@tafeqld.edu.au and advise the number of licences you require.

Step 2: The Course Gateway team will contact you and provide a *Request to Create Debtor* form that is required to set your organisation up with finance so TAFE QLD can generate an invoice. For invoices over \$2,000 a purchase order may be required from your organisation.

Step 3: Nominate your preferred administration account email, noting that this will need to be consistent as it will be the primary login for the administration of licences.

Step 4: Once TAFE QLD has received the debtor application and the required administration details, the Course Gateway team will create your Course Gateway administration account.

Step 5: The administration account will be handed over via email to your nominated administration email. Due to security and privacy policies, account details will only ever be discussed with the primary account holder.

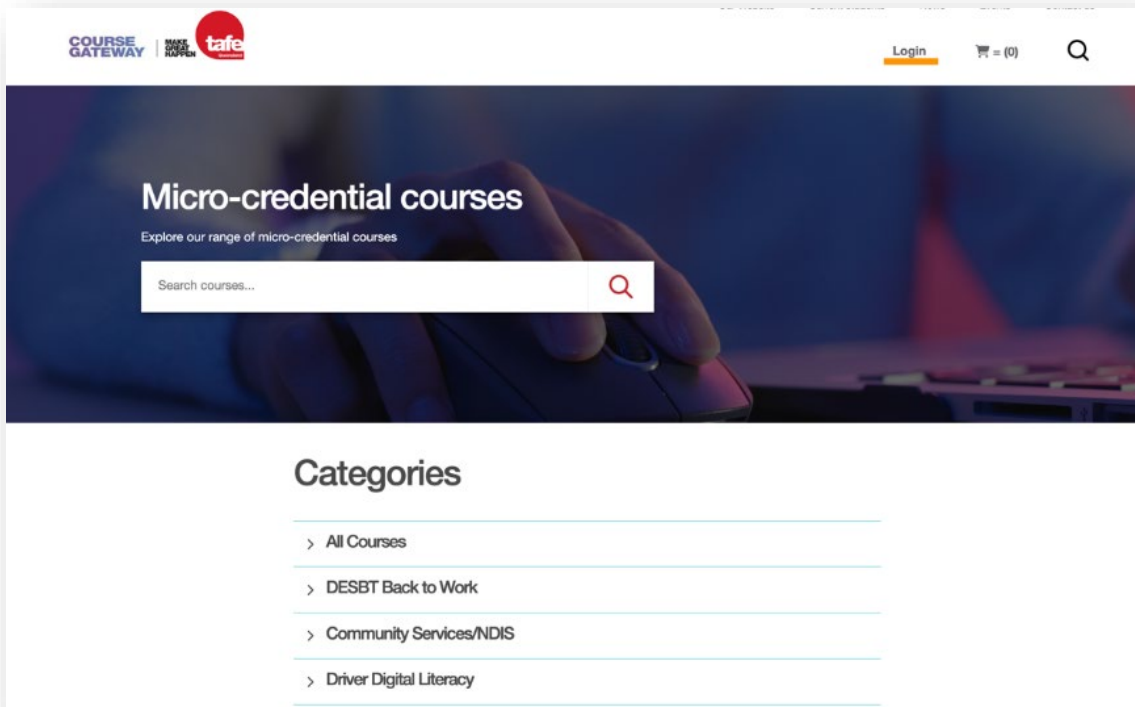
Step 6: Once you receive notification from the Course Gateway team, log in to [Course Gateway](#) with your administration account user details and reset your password.

Step 7: You are now able to log in to your administration account and manage your licences. Additional licences can be purchased using this administration account email via credit card directly through the Course Gateway portal, or by requesting an additional invoice (for purchases over \$2,000.00).

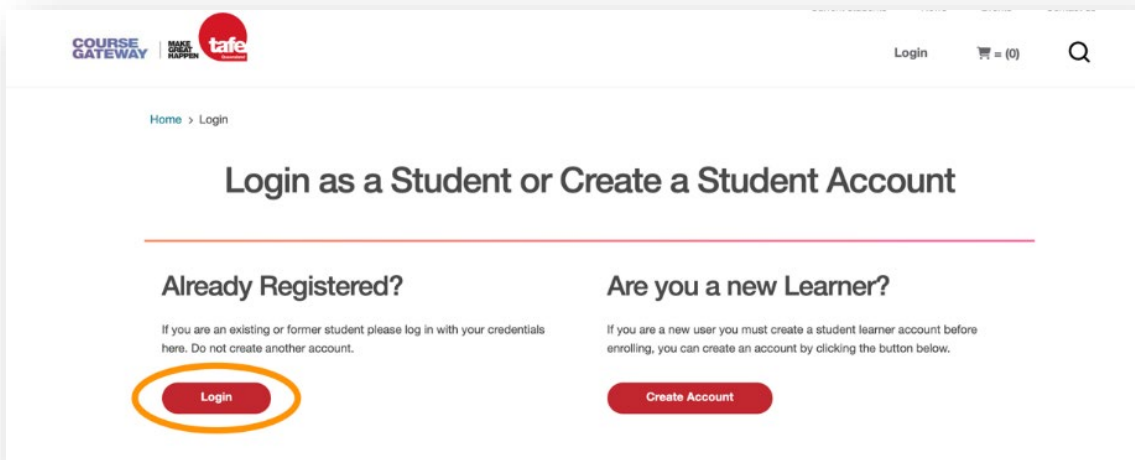
Section 2: Initial Login

Once your administration details have been received and your password is established, you will be able to log in by following the below steps:

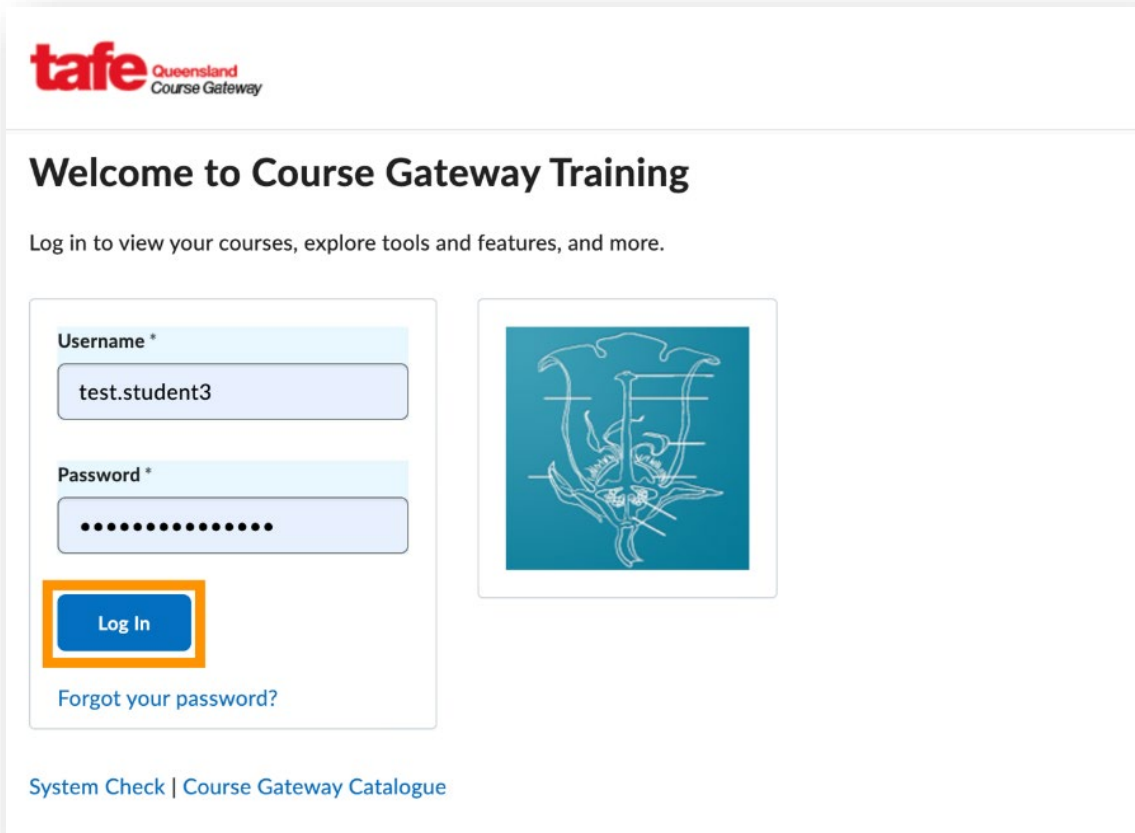
Step 1: Navigate to “Login” on the top right-hand navigation panel.



Step 2: Select the “Login” option.



Step 3: Enter your login credentials and click “Log In”.

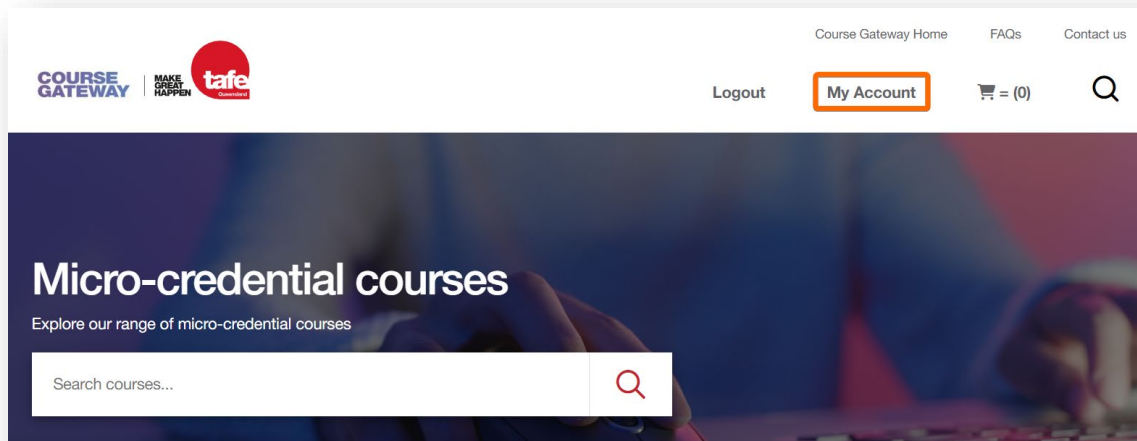


The screenshot shows the login page for TAFE Queensland Course Gateway Training. At the top left is the TAFE Queensland logo. The main heading is "Welcome to Course Gateway Training". Below this is a sub-heading: "Log in to view your courses, explore tools and features, and more." The login form consists of a "Username*" field with the text "test.student3", a "Password*" field with masked characters, a blue "Log In" button (highlighted with an orange border), and a "Forgot your password?" link. To the right of the form is a blue square containing a white line-art illustration of a plant. At the bottom left of the page are links for "System Check" and "Course Gateway Catalogue".

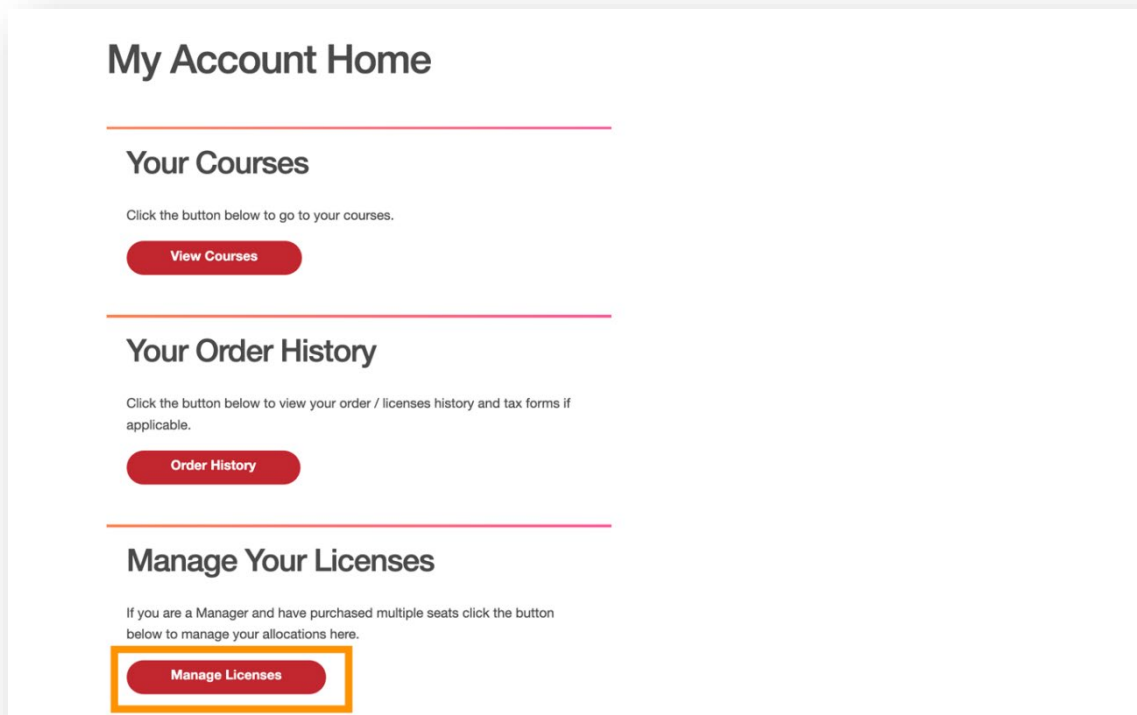
Section 3: Managing your licenses

Once you have logged in, you can start managing your licenses by following the below steps:

Step 4: Navigate to “My Account” on the top right-hand navigation panel.



Step 5: Select the “Manage Licenses” option.



Step 6: Your Manage Licences dashboard should look like the below with the following sections:

Home > Manage Licences

1 Manage Students

studentList

Create a student list

Your Licences

2 To allocate licences:

(1) Click the 'Create a student list' link above

(2) Choose the Product(s)/Licence(s) you wish to assign to the Student List

(3) Select the Student List and click the 'Add Students' link

(4) Enter or upload a list of students you wish to enrol

Course Code	Course Name	Duration	Licences Remaining	Total Purchased
MO_MCC00041_TQM_01	MCC00041 (Recruitment for small business)	n/a	13	15
TEST_TQC_01	Test Course	n/a	4	5

3

Number 1 in the diagram above allows you to create and manage your student lists;

Number 2 in the diagram above shows the instructions for how to allocate licences;

Number 3 in the diagram above shows the total number of purchased licences and licences remaining for a particular course.

Step 7: Your Student List dashboard should look like the below with the following sections:

[Home](#) > [Manage Licences](#) > [Student List](#)

Student List: studentList

1
Edit this list
Delete this list
Add Students

Courses assigned to this Student List 2

Course Code	Course Name	Duration	Licences Remaining	Total Purchased
TEST_TQC_01	Test Course	n/a	3	5

Enrolled Students 3

First Name	Last Name	Email Address	Select
Test	Student	tqcoursegateway@tafeqld.edu.au	<input type="checkbox"/>
			Select All <input type="checkbox"/>

Invited Students

These students are currently being processed.
Refresh this page to update the list.

First Name	Last Name	Email Address
Test	Student2	tqcoursegateway@tafeqld.edu.au2

Not Enrolled Students

First Name	Last Name	Email Address	Select
Test	Student3	tqcoursegateway@tafeqld.edu.au3	<input type="checkbox"/>
			Select All <input type="checkbox"/>

Enrol Selected Students

Remove Selected Students 4


Number 1 in the diagram above allows you to manage the selected student list;

- **Edit this list:** Rename the student list;
- **Delete this list:** Delete the student list;
! *This action is permanent and cannot be undone. Deleted lists are no longer accessible or retrievable and any licence tokens allocated to a student will no longer be valid.*
- **Add Students:** Three options to add students to a student list:

1. **Add an individual student:** Enter one student's email address and full name;
2. **Add multiple students:** Enter multiple lines of student's email addresses and full names, one line per student with each detail separated by a comma:
e.g., emailaddress, firstname, lastname;
3. **Upload students:** Upload a .CSV (comma delimited) file containing multiple lines of student's email addresses and full names, one line per student with each detail separated by column; no commas:
e.g., emailaddress | firstname | lastname;

Number 2 in the diagram above shows the list of courses assigned to the selected student list along with a brief overview of the total number of purchased licences and licences remaining;

Number 3 in the diagram above shows the list of...

- **Enrolled Students:** Students who have clicked on the course invite email link and claimed the licence token to get access to the course;
- **Invited Students:** Students who have been allocated a licence token and sent a course invite email to claim it for access, noting that **tokens cannot be reallocated once assigned**;
 *"Course enrolment invitation" emails will be sent from Course Gateway Admin <TQCourseGateway@tafeqld.edu.au> and may be redirected to Junk/Spam folders.*
- **Not Enrolled Students:** Students who have been added to the student list but have yet to be invited or allocated a licence token;

Number 4 in the diagram above allows you to Enrol or Remove a select student from the "Not Enrolled Students" list;

Section 4: Course Completion

Once your staff members have successfully completed the Knowledge Check to evidence their competency, they will be awarded a Digital Badge as confirmation of completing the course.

They will receive an email within a few hours of completion advising that their digital badge has been issued via our badging platform [Canvas Credentials](#). They will be able to access, view and share their digital badge upon [signing in](#). *This digital badge will NOT be accessible within Course Gateway.*

If they have not previously created a Canvas Credentials account, they may do so by clicking [Create an account](#). Please ensure they use the same email address as the one registered to their TAFE Queensland Course Gateway account to ensure the learning management system can transfer the badge to their Canvas Badges Backpack.

They may also click the Awards link on the navigation menu of the learning management system to be directed to the [Canvas Credentials](#) website.

For more information on how to share badges, please visit the [Canvas Credentials Knowledgebase](#).



1 Example of Digital Badge