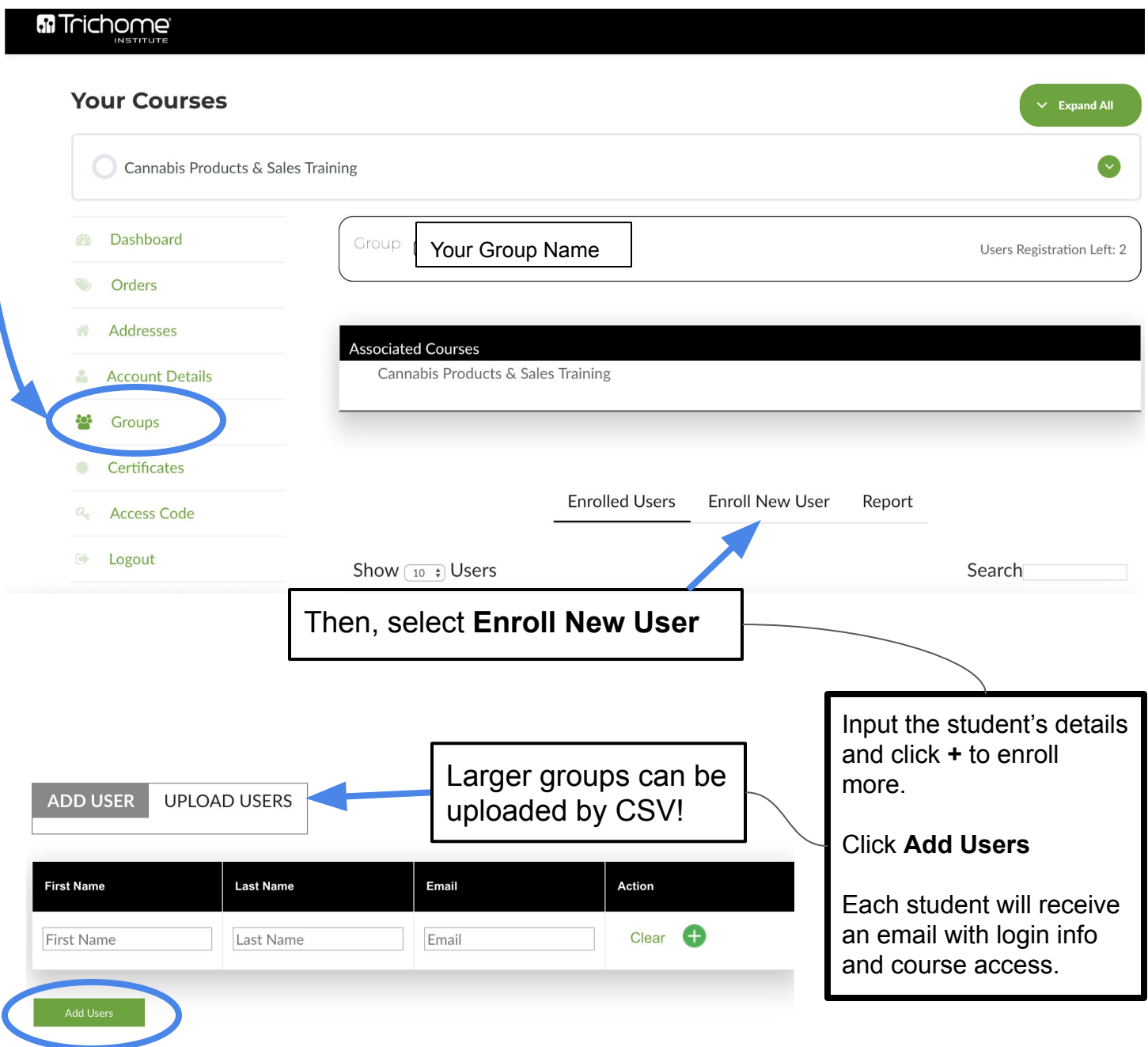


Congratulations on your new group course enrollment! This guide will help you enroll your students, monitor their progress, and access certificates.

## Enrolling Students

Navigate to the [My Account](#) page, scroll down, and click on **Groups**.



**Trichome**  
INSTITUTE

### Your Courses

Cannabis Products & Sales Training Expand All

Group:  Users Registration Left: 2

**Associated Courses**  
Cannabis Products & Sales Training

Enrolled Users | **Enroll New User** | Report

Show  Users Search

**Then, select Enroll New User**

**ADD USER** **UPLOAD USERS**

**Larger groups can be uploaded by CSV!**

First Name	Last Name	Email	Action
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	Clear <input type="button" value="+"/>

**Add Users**

Input the student's details and click + to enroll more.

Click **Add Users**

Each student will receive an email with login info and course access.

## Monitoring Progress and Accessing Certificates



Select the **Report** tab, choose your course, and click **Show Report**

Enrolled Users   Enroll New User   Report

**Select Course**

Cannabis Products & Sales Training ▾

Show Report

	Student Name	Student Email	Course Progress	Certificates
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">           Course Progress Overview            100% Complete            Exams            Certificate            Score            Statistics            Date            CPST Final Exam            -            94%            April 17, 2019 11:59 pm         </div>				
			0%	-
			0%	-
			100%	<div style="border: 2px solid blue; border-radius: 50%; padding: 5px; display: inline-block;">  </div>
			0%	-
			100%	

The right two columns will show progress and certificates achieved. Click the icon to print or download..

The left two columns show student information including name, email, test scores and time of completion.

You may resend course invites from the **Enrolled Students** tab if someone needs another nudge to get started. If for any reason a student must be removed from your group, click the **Remove** button AND contact us at [info@trichome.us](mailto:info@trichome.us). If you need any additional help getting started or assistance with your group enrollments, please contact us at [info@trichome.us](mailto:info@trichome.us) or [Submit a Ticket](#).