

Browse & Request Guide for Admin

How to Utilize Browse & Request as an Admin

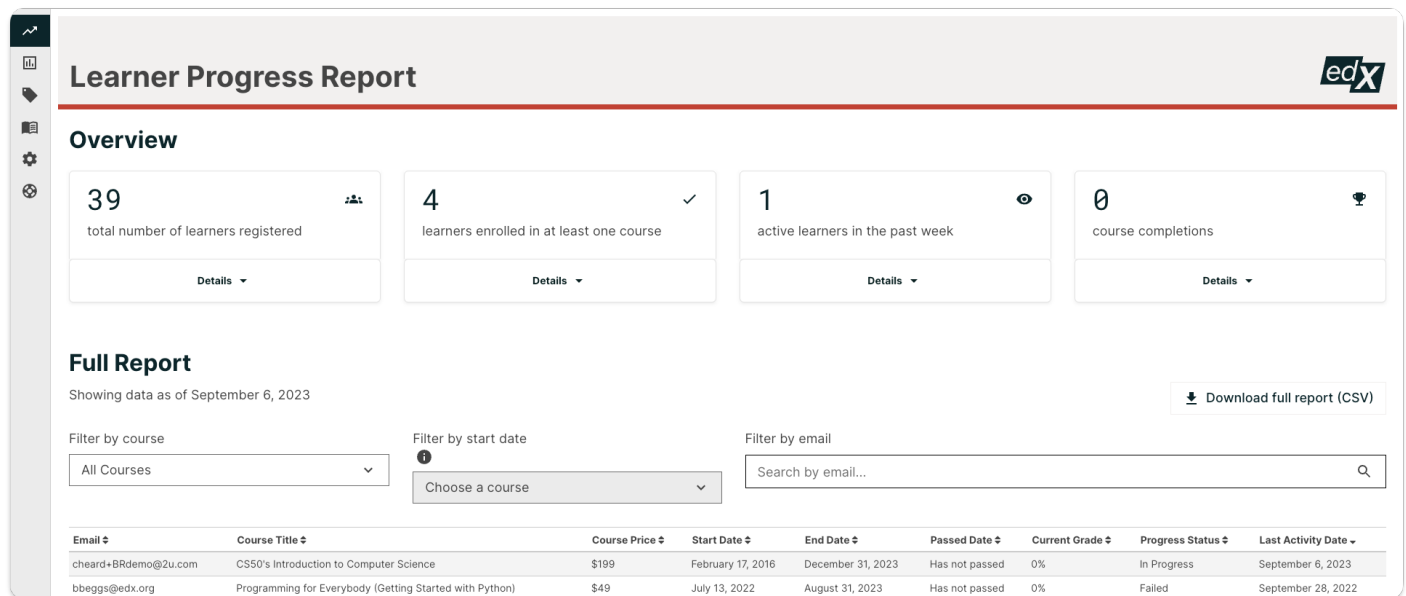
- Step 1: Login into the Admin portal
- Step 2: Go to the Settings
- Step 3: Enable browsing on-demand
- Step 4: Generate and share link
- Step 5: Manage requests

Enabling and Utilizing Browse & Request as an Admin

Below are the steps required to successfully enable and utilize Browse & Request in the admin portal.

Step 1: Login into the Admin portal

Login to your organization's edX admin portal. Once logged in you will be brought to a screen that looks like this:

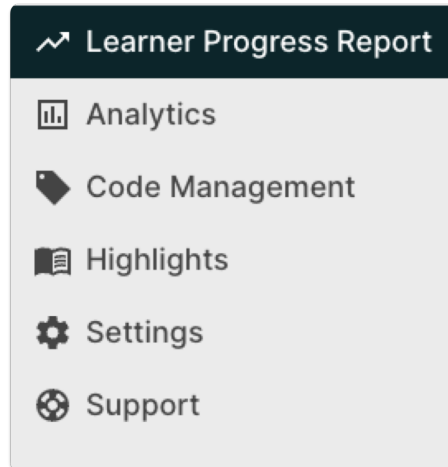


The screenshot shows the 'Learner Progress Report' dashboard in the edX admin portal. The dashboard includes an 'Overview' section with four key metrics: 39 total learners registered, 4 learners enrolled in at least one course, 1 active learner in the past week, and 0 course completions. Below this is a 'Full Report' section showing data as of September 6, 2023, with a 'Download full report (CSV)' button. The report is filtered by course (All Courses), start date (Choose a course), and email (Search by email...). The table below lists the data for two learners.

Email	Course Title	Course Price	Start Date	End Date	Passed Date	Current Grade	Progress Status	Last Activity Date
cheard+BRdemo@2u.com	CS50's Introduction to Computer Science	\$199	February 17, 2016	December 31, 2023	Has not passed	0%	In Progress	September 6, 2023
bbeggs@edx.org	Programming for Everybody (Getting Started with Python)	\$49	July 13, 2022	August 31, 2023	Has not passed	0%	Failed	September 28, 2022

Step 2: Go to the Settings

Now that you have successfully logged into the admin portal you will need to navigate to the Settings, located in the navigation panel on the left side:



Once you're in the Settings you will need to click on the "Configure Access" tab (as shown in the image below):

Settings

Portal Appearance **Configure Access** Learning Platform

Enable browsing on-demand

Allow learners without a subsidy to browse the catalog and request enrollment to courses.

Contact support

Select access channel

Channels determine how learners access the catalog(s). You can select one or both and change your selection at any time.

Access via Link

Enable

Manage course requests

Allow learners to request a code to access courses. You will see the requests under [Code Management](#). Disabling this feature will not affect learners' ability to browse.

Enable

Enable access channel to activate this feature

On this screen you will need to enable browsing on-demand.

Step 3: Enable browsing on-demand

To enable browsing on-demand you will need to enable “Select access channel” and “Manage course requests” to activate functionality.

Settings

Portal Appearance

Configure Access

Learning Platform

Enable browsing on-demand

Allow learners without a subsidy to browse the catalog and request enrollment to courses.

Contact support

Select access channel

Channels determine how learners access the catalog(s). You can select one or both and change your selection at any time.

Access via Link

Manage course requests

Allow learners to request a code to access courses. You will see the requests under [Code Management](#). Disabling this feature will not affect learners' ability to browse.

Step 4: Generate and share link

Now that browsing on-demand is enabled, click on “Access via Link”. Here you will be able to generate a unique URL link that will provide learners access to the edX platform (learners might need to create an account before they gain access to the edX content):

Access via Link

Generate a link to share with your learners (up to a maximum of 100 links).

Showing 11 of 11.

Generate link

Link	Status	Date created	Usage
https://enterprise.edx.org/invite/64728087-ca6e-4943-bf77-05dda6012dd5	Active	September 7, 2023	0 of 10,000
https://enterprise.edx.org/invite/be053945-507d-4349-86a8-a7b7e69a1cb8	Inactive	September 7, 2023	0 of 10,000

Once a link is generated, you as the admin can now copy the link and begin sending it out to learners (if a generated link is being misused, you as the admin have the ability to deactivate a link and generate a new one).

Step 5: Manage requests

In order to manage the requests from the generated link you will need to navigate to “Code Management” located in navigation panel on the left side:

Code Management

Manage Codes

Manage Requests ¹

Enrollment requests

Approve or decline enrollment requests for individual learners below.

Filters

Showing 20 of 55.

Email address	Course title	Request date	Request status
cheard+BRdemo@2u.com	CS50's Introduction to Artificial Intelligence with Python	September 11, 2023	Requested Decline Approve
cheard+BRdemo@2u.com	CS50's Introduction to Programming with Python	September 7, 2023	Approved
cheard+BRdemo@2u.com	Exercising Leadership: Foundational Principles	September 7, 2023	Declined

Under the “Manage Requests” tab is where you as the admin will be able to approve or deny all requests from learners. For each learner that you approve you will get a pop up confirmation message that looks like this:

Code Assignment

Please note: Learners can apply this code to any course, not just the one they requested.

Close

Approve

Click “Approve” and the learner will receive an email notifying them that they have been approved to take the course they requested. The request status will reflect “Pending” until the learner actually enrolls in the course. Once the learner is enrolled the request status will then reflect “Approved”.

Email address	Course title	Request date	Request status
cheard+BRdemo@2u.com	CS50's Introduction to Artificial Intelligence with Python	September 11, 2023	Pending

Email address	Course title	Request date	Request status
cheard+BRdemo@2u.com	CS50's Introduction to Artificial Intelligence with Python	September 11, 2023	Approved

Now that the status reflects “Approved” the learner can now begin taking the course.