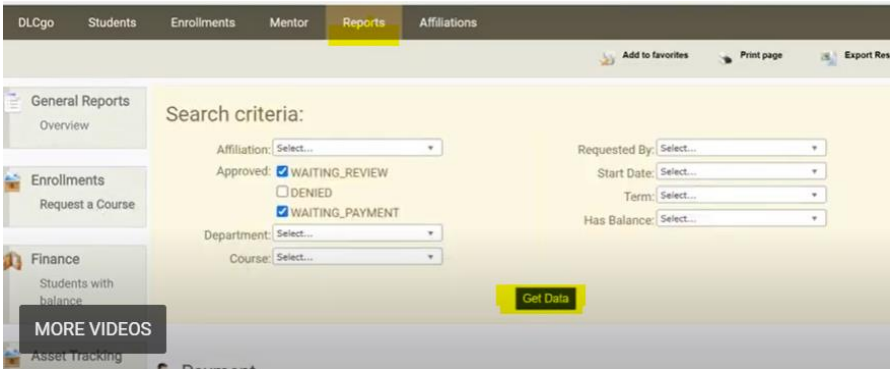
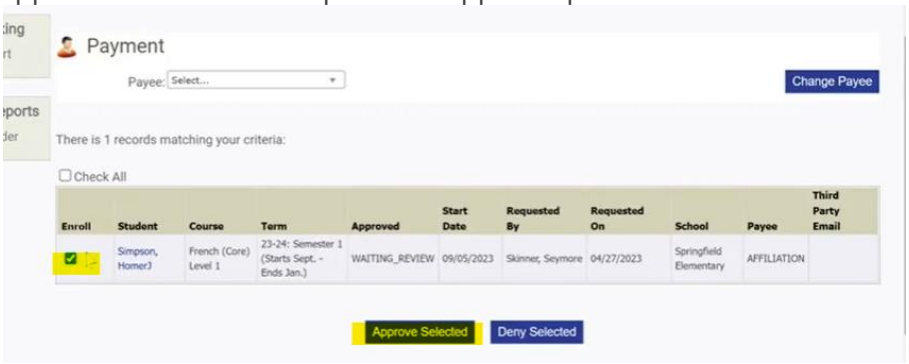
How To Approve a Course in DLCgo

The following information will provide step by step instructions on how to approve a course that has been requested for a student.

1. Go to www.dlcgo.ca, and click Reports on the top tool bar
2. Click Get Data



3. Click request a course under enrollments side tab
4. A list of courses you have requested will appear at the bottom of the screen. Check off Enroll for the course(s) you want to approve.

5. Click Approve Selected to complete the approval process.