You have to be a Local Administrator to be able to perform the steps outlined below.

1. **Log** into the LMS.
2. Under **Learning** Menu at the top, click on drop down and then **Admin**.
3. Select **Learning Administration**.
4. Navigate to **Learning Activities** in the side Menu and select **Classes**.

5. Find your class using title and select the **scheduled** class returned in the search. You can **remove the start after date** in the field to look past classes. Click on the Class ID of the class you want to access. Please note newer classes are at the bottom while earlier ones are at the top of the search list.

6. In the class session, select **Registration** in the top bar.

You will see all registrants in a long list broken up by headings cancelled, registered, waitlisted if you keep scrolling. Alternatively, you will see the header highlighting details of the class. See example below.
Managing User Enrollment, Withdrawals, Waitlists

3.5 - Job Aid
This job aid allows learning administrator to manage enrollment/withdrawals in a scheduled offering.

Please note: if you have your class detail setting set to auto enroll from waitlist, if a registrant cancels out, the next on the waitlist will be added into the class automatically. If you added a user into the session, only you can cancel them out as they won’t be able to do so. I advise most users to register themselves for this reason to avoid withdrawal issues closer to class date.

As an instructor or admin, you can amend user status by click on the 3 dots and selecting edit and changing the status to enrolled for waitlist or cancelled. The user will receive a notification of any changes.

You can add Users to a full course. For example, If the class is at the 25 capacity, as an admin/instructor you can still add a user in and it will over right the capacity to 26. Add users from the drop down under registrations.
Request List (optional)

The request list is setup up in the details of the ITEM. To get to the item level from the class, see below. Once at the item, you can toggle on and off the USER can request a class. This allows users from the front end add themselves to a list if they are interested in the class. When you schedule you next CLASS session for that item, you can add users from the request list as seen above if there are any.

![Figure 1 - Item Level](image1.jpg)

![Figure 2 - Class Level](image2.jpg)