

University of Toronto, LLC

SuccessFactors LMS

Managing User Enrollment, Withdrawals, Waitlists



3.5 - Job Aid

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

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 one are at the top of the search list.

Scheduled Offering ID	Title	Item/Schedule Block	Start Date/Time	End Date/Time	Status
9015	Leading Digital Business Transformation	COURSE LEAD-DT02 (Rev 1 - 1/23/2018) 01:10 PM America/New York)	5/6/2019 08:00 AM America/New York	5/10/2019 04:00 PM America/New York	1 of 25 enrolled, 0 waitlisted

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.

2452

Start Date: 2/8/2023 01:00 PM
End Date: 2/8/2023 02:30 PM
Time Zone: Eastern Standard Time (Canada/Eastern)
COURSE [Red Box]
Status: Active

Instructor: No Name
Location: [Red Box] east entrance
Facility: 5
Virtual Class: No

Enrolled: 165
Waitlisted: 21
Open Seats: 0

University of Toronto, LLC

SuccessFactors LMS

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.

Management and Supervision - The Crucial Skills
639

Details | Email Notifications | Registrations | Seat Reservations | Agenda | Special Requests

Manager can Register Others: Yes No

Auto Enroll from Waitlist: Yes No
waitlist user auto enrolled when someone cancels out

User can Waitlist: Yes No
Optional: Select no if you don't want waitlist for your class

Unassign Item When Admin Withdraws: Yes No

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.

Time Slot Attendance: 0

Waitlisted (60)

(00000283) SL: Waitlisted
Academic
Success

Buttons: Edit, Remove

*Status: Waitlisted (WAITLIST) [dropdown]
Cancelled (CANCELLED)
Enrolled (ENROLL)
Waitlisted (WAITLIST)
10/23/2020 [calendar icon]

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.

Details | Email Notifications | Registrations | Seat Reservations | Agenda | Special Requests

Registrations (94) Search [icon] Add Users [dropdown] [sort icons] [list icon]

Dropdown menu:
Add Users
Add Users From Request List
Add Users Using Import Data Tool...

Table header:
User ID | User Name | Organization | Regis Statu

Table row:
(00000580) UME: Mississauga | Enrol

University of Toronto, LLC

SuccessFactors LMS

Managing User Enrollment, Withdrawals, Waitlists



3.5 - Job Aid

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

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.**

Class Search

Management and Supervision - The Crucial Skills

639 **Class ID and Class Mode**

Start Date: 10/28/2020 01:00 PM Instructor:
End Date: 10/28/2020 04:00 PM Location: R
Time Zone: Eastern Standard Time (Canada/Eastern) Facility: Vir

COURSE LLC-1031 (Rev 1 - 9/3/2019 05:15 AM)

Enrolled: 30 Status: Active **Takes you to item mode of the class**
Waitlisted: 60

Figure 2 - Class Level

LLC-1031

Item Details | Email Notifications | Online Content | Agenda Template | Classes

Prevent Multiple Class Registration Interval: Days

Manager can Register Others:

Auto Enroll from Waitlist: Yes No

User can Self-Register:

User can Request a Class: **Annotation: Red arrow pointing to this toggle**

User can Waitlist:

Figure 1 - Item Level