3.5 - Job Aid
This job aid allows learning administrator to manager enrollment/withdrawals into scheduled offerings.

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 to look for classes in the past.
6. In the classes record, select Registration in the top bar.

The registration features are different form the old UI. You will see all registrants in a long list broken up by headings Cancelled, Registered, Waitlisted.
This job aid allows learning administrator to manage enrollment/withdrawals into scheduled offerings.

Please note: if you have your class detail setting set to auto enroll from waitlist, if a registrant in class cancels out, the waitlist will be added in by the system. 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.
This job aid allows learning administrator to manage enrollment/withdrawals into scheduled offerings.

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.