Purpose: Follow the instructions below to Enroll (register) and Withdraw (drop) users in a Scheduled Offering.

Register users in a Scheduled Offering
1. From the Learning Administration Page, complete the following steps:
   A. Select Learning
   B. Search for the Item by Title, Item ID or other criteria
   C. Click Search
   D. Select the Item from search results by clicking on the blue link.

2. Complete the following steps:
   A. In the Related area, select Scheduled Offerings. This view shows a quick glance at the scheduled offerings associated with the item, the dates, times, locations and enrollment status.
   B. Select the Scheduled Offering date you want to enroll a user in by clicking the blue ID number.
3. Click on the green plus sign next to Add Users.

4. Search for the User(s) using the User ID (Penn ID). Click Search once you have entered the user information. To search for multiple users at the same time, choose “any” and separate the User IDs with commas.

NOTE: If you use last name and first name to enroll learners, you may enroll the wrong person if the name appears more than once. DO NOT enroll someone unless you have verified that it is the right person by checking User ID, Job Code, Organization, etc. BEFORE you get to this step.

5. Select the Registration Status Active Enrollment (Enrolled), checkmark the Add box and click Add. Repeat the steps for all users as needed.

NOTE: If you receive a message that the registration has exceeded the maximum, SELECT “NO” and contact the course instructor for permission to enroll.
Withdraw users from a Scheduled Offering

1. Click on Registration in the Related area, hover over the user and click Modify.

2. Change the registration status to Course dropped by administrator then click Save.