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

Register users in a Class

1. From the Learning Administration Page, complete the following steps:
   A. Select Learning Activities
   B. Select Items
   C. Search for the Item by Title, Item ID or other criteria
   D. Click Search
   E. Select the Item from search results by clicking on the blue link.

2. Complete the following steps:
   A. In the Item Search area, select Classes. This view shows a quick glance at the classes associated with the item, the dates, times, locations and enrollment status.
   B. Select the Class date you want to enroll a user in by clicking the ID number.
3. Click on Registrations, click the Add Users drop down and click 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. Add Users
   A. Select the Registration Status Active Enrollment (Enrolled)
   B. checkmark the Add box
   C. 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.
How to Enroll/Withdraw Users from a Class

Withdraw users from a Class

1. **Click on Registrations**, click the ellipsis (…) next to the user whose registration you are modifying, then click **Edit**.

   ![Registrations Table](image1)

   - **User ID**: User Name: Organization: Registration Status: Completion Status: Time Slot Attendance
   - (HS.PMAER) Penn Med Academy Externs Corp: Active Enrollment: 0
   - (HS.PMAER) Penn Med Academy Externs Corp: Active Enrollment: 0

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

   ![Edit Registration](image2)

   - **Name**: 
   - **Organization ID**: (HS.PMAER) Penn Med Academy Externs Corp
   - **Status Updated On**: 6/10/2020 12:04 PM Eastern Time
   - **Reservation ID**: 

   - **Status**:
     - Active Enrollment (ENROLL)
     - Cancelled (CANCELLED)
     - **Course dropped by administrator (DROP_ADMIN)**
     - Active Enrollment (ENROLL)
     - Walk-in or addition by administrator (ENROLL_ADMIN)
     - No show (NO_SHOW)
     - On waitlist (WAITLIST)

   - **User ID**: 
   - **Completion Status**: 
   - **Time Slot Attendance**: 0
   - **Time Zone**:
     - Eastern Standard Time (Eastern Time)
   - **Time (hh:mm AM/PM)**: 12:04 PM