



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.

The screenshot shows the 'Learning Administration' interface. On the left, a sidebar menu has 'Learning Activities' (A) and 'Items' (B) highlighted. The main area is titled 'Items' and contains search filters. 'Item Types' is set to 'Starts With' (C). 'Item ID' is set to 'Starts With' and 'Item Title' is set to 'Contains' with the value 'critical care course' (C). 'Item Status' is set to 'Active'. A 'Search' button (D) is visible. Below the search filters, a table of results is shown, with the first item 'COURSE HS.10015.ITEM.CCC (Rev 11 - 1/21/2016 04:48 PM US/Eastern)' highlighted (E).

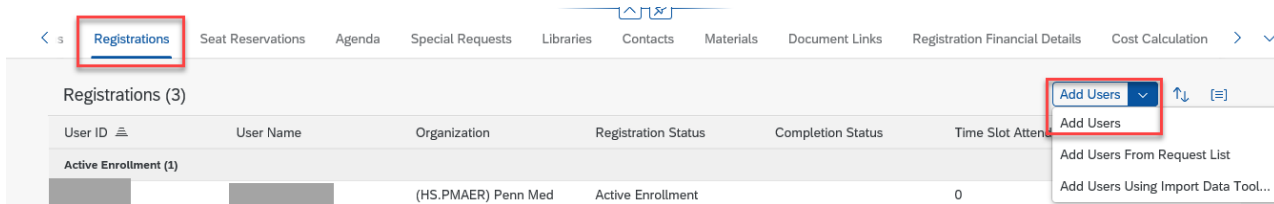
Item	Title	Create Date	Method ID	Credit Hours	CPE Hours	Contact Hours	Security
COURSE HS.10015.ITEM.CCC (Rev 11 - 1/21/2016 04:48 PM US/Eastern)	Critical Care Course	3/1/2016	ILT	48.0		43.0	UPHS

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**.

The screenshot shows the 'Critical Care Course - UPHS' page. The 'Classes' tab (A) is selected. A table of classes is displayed, with the first class (ID 2783989) highlighted (B). The table shows the start and end dates, time zone, number enrolled, maximum enrollments, and enrollment status for each class.

ID	Start Date	End Date	Time Zone	Number Enrolled	Maximum Enrollments	Enrollment Status
2783989	9/7/2020 08:00 AM	9/11/2020 04:30 PM	Eastern Time	1	45	
2783988	12/7/2020 08:00 AM	12/14/2020 04:30 PM	Eastern Time	0	45	

- Click on **Registrations**, click the **Add Users** drop down and click **Add Users**.



- 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.

The screenshot shows the 'Add Users' search form. It includes a 'Search' button and a 'Results' button. Below the buttons, there are input fields for 'Keyword', 'User ID', 'Last Name', and 'First Name'. Each field has a 'Starts With' dropdown menu. A red box highlights the 'Search' button.

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.**

- Add Users
 - Select the **Registration Status** Active Enrollment (Enrolled)
 - checkmark the **Add** box
 - Click **Add**. Repeat the steps for all users as needed.

The screenshot shows the 'Add Users to Class' form. It includes a table with columns for 'User', 'Chargeback Account', 'Price (1000)', 'Voucher', and 'Add'. A red box highlights the 'Add' button in the top right corner. Another red box highlights the 'Add' checkbox in the table. A third red box highlights the 'Add' button in the bottom right corner. A red box also highlights the 'Add' checkbox in the table.

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 Class

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

User ID	User Name	Organization	Registration Status	Completion Status	Time Slot Attendance
[Redacted]	[Redacted]	(HS.PMAER) Penn Med Academy Externs Corp	Active Enrollment		0
[Redacted]	[Redacted]	(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

Name: [Redacted] User ID: [Redacted]

Organization ID: (HS.PMAER) Penn Med Academy Externs Corp Completion Status: -

Status Updated On: 6/10/2020 12:04 PM Eastern Time Time Slot Attendance: 0

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)

*Time Zone: Eastern Standard Time (Eastern Time)

*Time (hh:mm AM/PM): 12:04 PM

Save Cancel