

Managing Enrollments

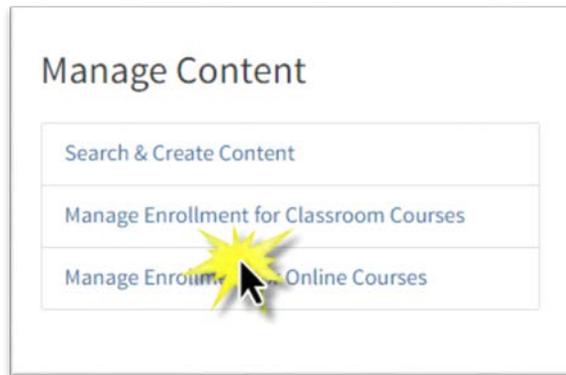
This job aid provides the steps for managing enrollments for classroom and online courses. You must have an elevated role to perform this task; Course Manager, Instructor or Domain Administrator.

CLASSROOM COURSES

1. On the top menu bar *click* on **Responsibilities**.



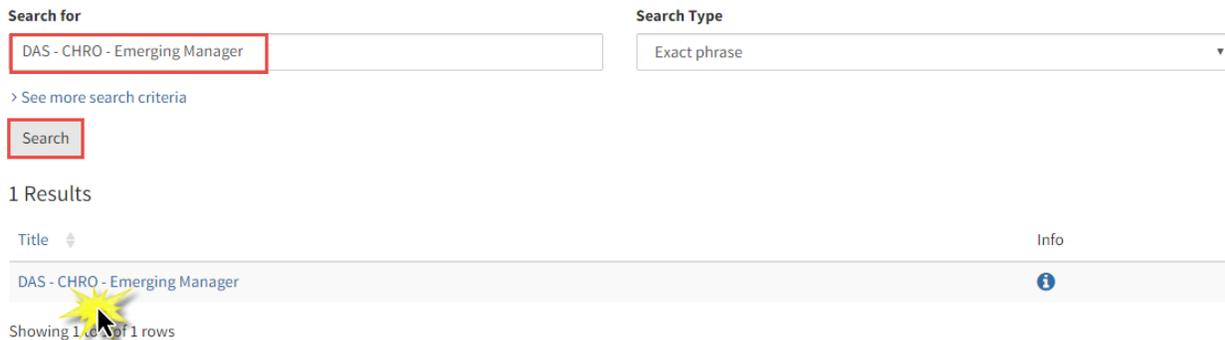
2. Under Manage Content, *click* on **Manage Enrollment for Classroom Course**.



3. Under **Search for** enter in the title of the classroom course, *click* **Search**. *Click* on the title of the course you want to manage enrollments for.

Manage Enrollment for Classroom Courses

Search for classroom courses for which to manage enrollment.



Managing Enrollments

Canceling a Persons Enrollment or Waitlist

- All the current sections will show. For each section you have the option to manage enrollment, enroll learners, reserve seats, or manage the waitlist (if you have it turned on). We'll first take a look at managing the enrollments. *Select **Manage Enrollment**.*

Section Title	Date Range	Format	Capacity	Enrollment	Reserved Seats	Actions
Emerging Manager Cohort 1	1/18/2018 - 2/15/2018	In-Person	30	13	0	<div style="border: 1px solid red; padding: 2px;">Manage Enrollment</div> <div style="border: 1px solid gray; padding: 2px;">Enroll Users</div> <div style="border: 1px solid gray; padding: 2px;">Reserve Seats</div> <div style="border: 1px solid gray; padding: 2px;">Manage Waitlist</div>

- The Manage Enrollment page displays a list of users who are currently enrolled in or waitlisted for the course section, as well as learners who have completed the course. From this page you can cancel an enrollment or a person on the waitlist. *Click* the radio button next to the person you want to cancel their enrollment or waitlist and then *select **Cancel Enrollment or Waitlist***. You may select multiple people at one time.

If you want to require someone to attend, *select* the **Must Attend** checkbox for each user who must attend the course. This change is automatically saved, and selected learners cannot cancel their enrollment.

Enrolled

The users below are enrolled in the course. To cancel enrollment for users, select the checkbox next to the users and then select Cancel Enrollment. Select the Must Attend checkbox to prohibit users canceling enrollment (Must Attend selections are automatically saved).

Cancel Enrollment or Waitlist

Filter > Filter

	Name	Enrollment Status	Must Attend	Status Date	Enrollment Method	Amount Paid	Info
<input checked="" type="checkbox"/>	Meng, Brandy	Enrolled	<input type="checkbox"/>	10/17/2017	Batch (CHRO Training)		i

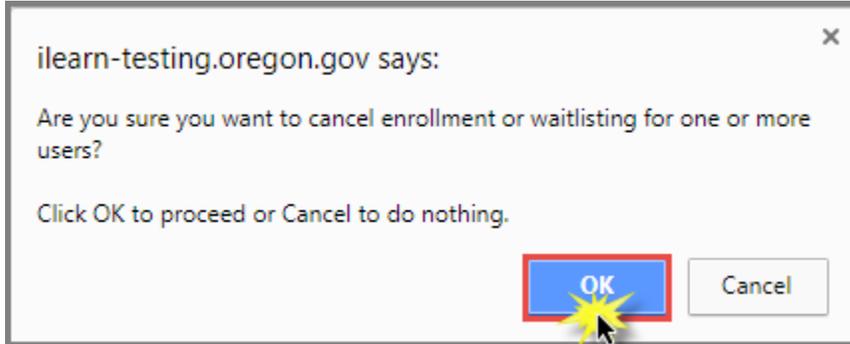
Completed

The users below completed the course.

Name	Enrollment Status	Status Date	Enrollment Method	Info
No records found.				

Managing Enrollments

- You will see a pop-up box asking if you are sure you want to cancel the enrollment or waitlist. Click on **OK** to proceed.



Enrolling Learners

- Now we'll take a look at how to enroll learners. From the Manage Enrollment screen click on **Enroll Users**.

Section Title	Date Range	Format	Capacity	Enrollment	Reserved Seats	Actions
Emerging Manager Cohort 1	1/18/2018 - 2/15/2018	In-Person	30	13	0	Manage Enrollment Enroll Users Reserve Seats Manage Waitlist

Managing Enrollments

8. Enter the person's last and first names and **select Search**. When you locate the person you want to enroll, **click** on the radio box next to their name and then **select Batch Enroll Users**. You'll see a confirmation the person has been enrolled. Continue this step to enroll additional people.

The screenshot shows the 'Users' management interface. At the top, there are three input fields: 'Last Name' with 'meng', 'First Name' with 'brandy', and 'User Search' with a dropdown menu set to 'This Domain Only'. Below these fields is a 'Search' button. A link '> See more search criteria' is also visible. The search results section shows '1 Results (1 Selected)' with a 'View All' dropdown. A table displays the search results:

<input checked="" type="checkbox"/>	Last Name	First Name	Must Attend	Activity	Info
<input checked="" type="checkbox"/>	Meng	Brandy	<input type="checkbox"/>	Active	i

Below the table, it says 'Showing 1 to 1 of 1 rows'. There are 'Back' and 'Batch Enroll Users' buttons. A yellow starburst graphic is placed over the 'Batch Enroll Users' button.

Reserving Seats

You can reserve seats in a classroom course section for members of a user group. Once you have reserved seats in a section, any member of the user group may enroll in the course section and claim one of the seats. Learners who are not a member of the user group see a reduced number of available seats when they attempt to enroll in the course section.

The number of seats you reserve cannot exceed the maximum number of seats available in the section. For example, if a course section has an enrollment capacity of 5, you cannot reserve 6 seats.

Course Sections with a Waitlist: A course section may have both reserved seats (available to members of a specific user group) and general seats (available to anyone).

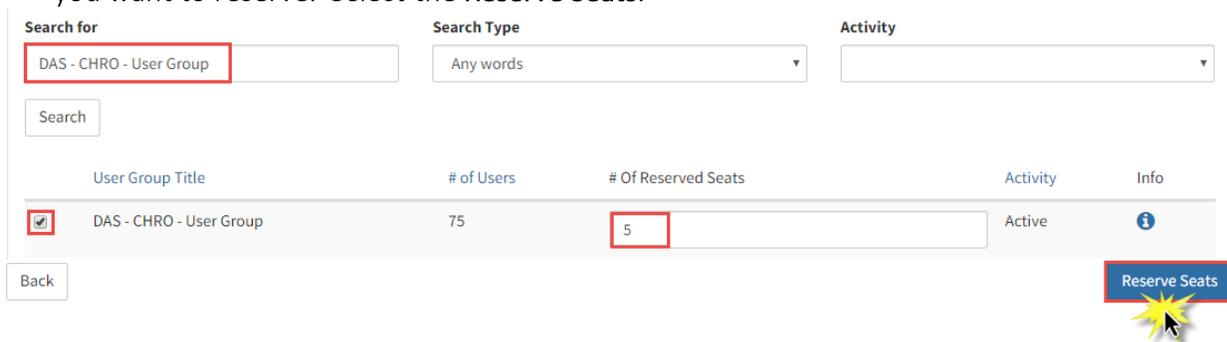
- If a learner with a reserved seat cancels his or her enrollment, the empty seat is only available to someone on the waitlist who qualifies for it. If no one on the waitlist is a member of the user group that has been assigned the reserved seat, the seat remains open.
- If a learner with a general seat cancels his or her enrollment, the empty seat is available to the person at the top of the waitlist, regardless of whether he or she qualifies for a reserved seat.
- If a learner with a reserved seat is removed from the user group that was assigned the seat, the learner *is not* removed from the course. The learner is reassigned to a general seat. If there are no general seats left, he or she remains in the reserved seat until a general seat becomes available.

Managing Enrollments

9. From the Manage Enrollment screen *click* on **Reserve Seats**. The Reserve Seats page is divided into three parts:
 - Section: Information about the course section displays, including its enrollment capacity, the number of learners currently enrolled, and the number of seats currently reserved.
 - Reserved Seats: User groups for whom seats have already been reserved display in this area. You have the option to update the number of seats reserved for each group or remove the reserved seats for a group.
 - User Groups: This is a search area, which allows you to find user groups for whom you want to reserve seats.

In the User Group area enter in the group you are searching for. *Click Search*.

10. *Select* the checkbox next to the title of the user group to reserve seats for that group. You may select more than one. Use the **# Of Reserved Seats** to field to indicate how many seats you want to reserve. *Select* the **Reserve Seats**.



Search for: Search Type: Activity:

User Group Title	# of Users	# Of Reserved Seats	Activity	Info
<input checked="" type="checkbox"/> DAS - CHRO - User Group	75	<input type="text" value="5"/>	Active	i

11. The Section information is updated to indicate the number of seats that have been reserved, and the selected user group displays in the Reserved Seats area.

Reserve Seats

Below is information about sections for which you can reserve seats for user groups.

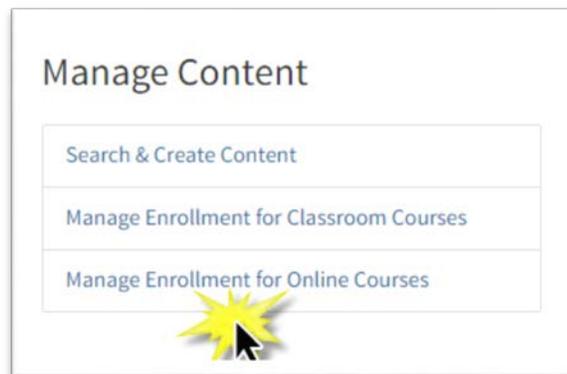
Section						
Section Title	Date Range	Format	Capacity	Enrollment	Reserved Seats	Info
Emerging Manager Cohort 1 (Session 1)	1/18/2018 - 2/15/2018	In-Person	30	14	<input type="text" value="2"/>	i

ONLINE COURSES

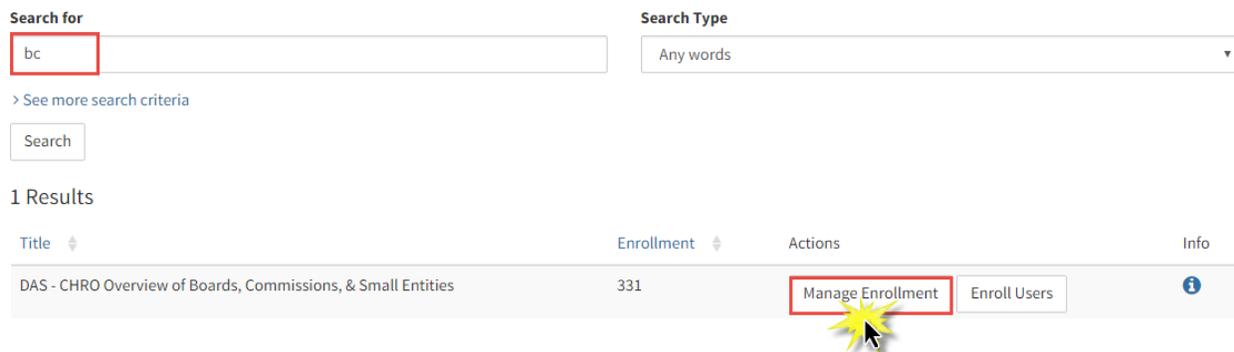
1. On the top menu bar *click* on Responsibilities.



2. Under Manage Content, *click* on Manage Enrollment for Online Courses.



3. Under **Search for** enter in the title of the online course, *click* **Search**. *Click* on **Manage Enrollment**.



Managing Enrollments

- The Manage Enrollment page displays, which lists all learners currently enrolled in the online course, as well as learners who have completed the online course. From here you can cancel a person's enrollment or require them to take the online course.

Cancel Enrollment

Name	Enrollment Status	Must Attend	Status Date	Enrollment Method	Info
<input type="checkbox"/> Course1 Manager	Enrolled	<input type="checkbox"/>	1/18/2017	Self	i
<input type="checkbox"/> CHRO Training	Enrolled	<input type="checkbox"/>	12/6/2016	Self	i

Completed

The users below completed the course.

Users (0)

Name	Enrollment Status	Status Date	Enrollment Method	Amount Paid	Info
No records found.					

- To enroll people into an online course, *click* on **Enroll Users** from the Training page.

Search for Search Type

> See more search criteria

1 Results

Title	Enrollment	Actions	Info
DAS - CHRO Overview of Boards, Commissions, & Small Entities	331	<input type="button" value="Manage Enrollment"/> <input type="button" value="Enroll Users"/>	i

- Enter the person's last and first names and *select* **Search**. When you locate the person you want to enroll, *click* on the radio box next to their name and then *select* **Batch Enroll Users**. You'll see a confirmation the person has been enrolled. Continue this step to enroll additional people.

Users

Last Name First Name User Search

> See more search criteria

1 Results (1 Selected)

<input checked="" type="checkbox"/>	Last Name	First Name	Must Attend	Activity	Info
<input checked="" type="checkbox"/>	Meng	Brandy	<input type="checkbox"/>	Active	i

Showing 1 to 1 of 1 rows