Manage Session Enrollments

An Instructor may need to prepare for an upcoming session by managing the enrolments. Instructors can use the enroled Users feature to perform common tasks such as processing cancellations, add users from the waitlist, allowing enrolment over the set maximum, and changing the enrolment status for all attendees.

View enroled Users

This page lists all individuals scheduled to attend the session, as well as those who on the waitlist and awaiting approval. From this page, you can manage enrolment tasks.

1. Navigate to the Scheduling Tool .
2. Select **enroled Users** from the session's **Edit** split button .
3. Optionally use Filter and Save Search to narrow the list of users.
4. Optionally Export the list.
5. Expand an entry to read an indvidual's enrolment Status History.

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enrol Users to a Session

Manually enrol individuals into your session if they are not already enroled. This is not the same as moving someone from the waitlist (see Waitlist in the Scheduling Tool topic of the Instructor manual).

1. Navigate to the Scheduling Tool .
2. Select **Add enrolment** from the session's **Edit** split button .
3. Select **Search** or **Add Filters** and then select **Search**. The results will only show users not already enroled in the product. The individuals listed are based on your campus and user group memberships.

4. Select the box in front of the users you wish to enrol into the session.
5. Select the **Register** button.
6. Select **Yes** when prompted to confirm.
7. Optionally email enroled users to inform them that they are now enroled.

> Manual enrolment considers a session's maximum attendance. The system will alert you when a session is full, but will not prevent you from enroling the individual.

Change enrolment Status

Change the enrolment status of users enroled to a specific session.

1. Follow the steps above to view enroled users.
2. Select users.
3. Choose **Change Selected Status** from the Options menu. If you can't see the menu, show the Tool Panel

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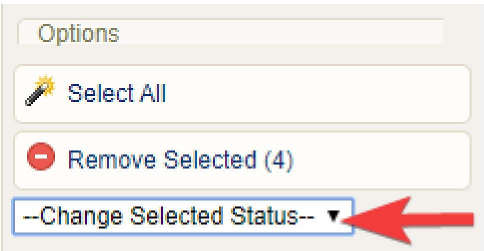
   

4. **Change Selected Status** from the drop-down menu. Applied statuses are retained as historical data and can be seen on report R224

   . This way an administrator can run a report to see all no shows, for example.

   enrolment Statuses

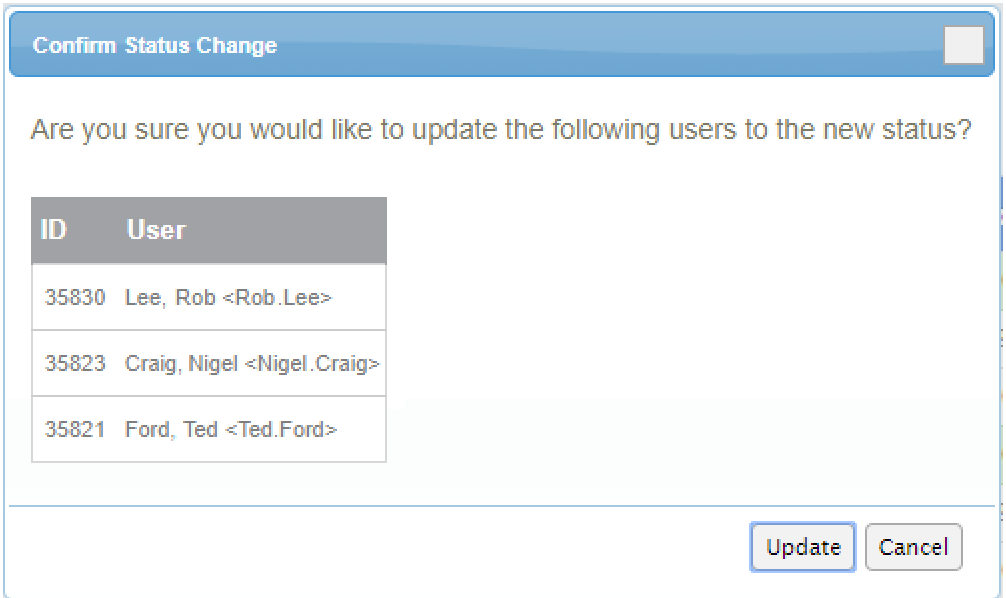
   enrolment statuses affect product enrolment. They may also be applied from the users list without the Scheduling Tool.

Status	**Purpose**	**Maximum Attendance**	**Notes**
Register - Approved	Indicates current enrolment in the course.	Uses a spot/seat in the session.	
Completed	Indicates historical enrolment in the course.	Uses a spot/seat in the session.	Does not apply completion to the user's course; it is for reporting and auditing purposes.
Registration - Revoked	Removes enrolment to the course.	Does not use a spot/seat in the session and will free a seat where applicable.	This status is applied by an administrator that removes an enrolment and may be used to move a user out of the session (similar to dropped). Automatically applied when someone is

Status	Purpose	Maximum Attendance	Notes
			reenroled; their prior enrolments are revoked.
Absent – No Show	Indicates that a user did not attend as expected.	Typically applied after session conclusion, so spot/seat would be defined by prior enrolment status.	This status can only be manually applied.
Dropped	Indicates that the user chose to withdraw and removes them from the course.	Does not use a spot/seat in the session and will free a seat where applicable.	May be applied by the user using the drop feature, or applied by an administrator.
Pending	Indicates the user has not been accepted into the course yet.	Does not use a spot/seat in the session.	This status may be applied by a user enroling from the catalogue or by an administrator.
Expired	This status affects reporting and auditing purposes	Does not use a spot/seat in the session.	Does not expire user access to the product; it is for

Status	Purpose	Maximum Attendance	Notes
	only.		reporting and auditing purposes. Expiry is a product-level configuration.

5. On the confirmation prompt, select **Update**. The status change will apply to all of the selected users.



6. Optionally email the individuals to alert them about the change.