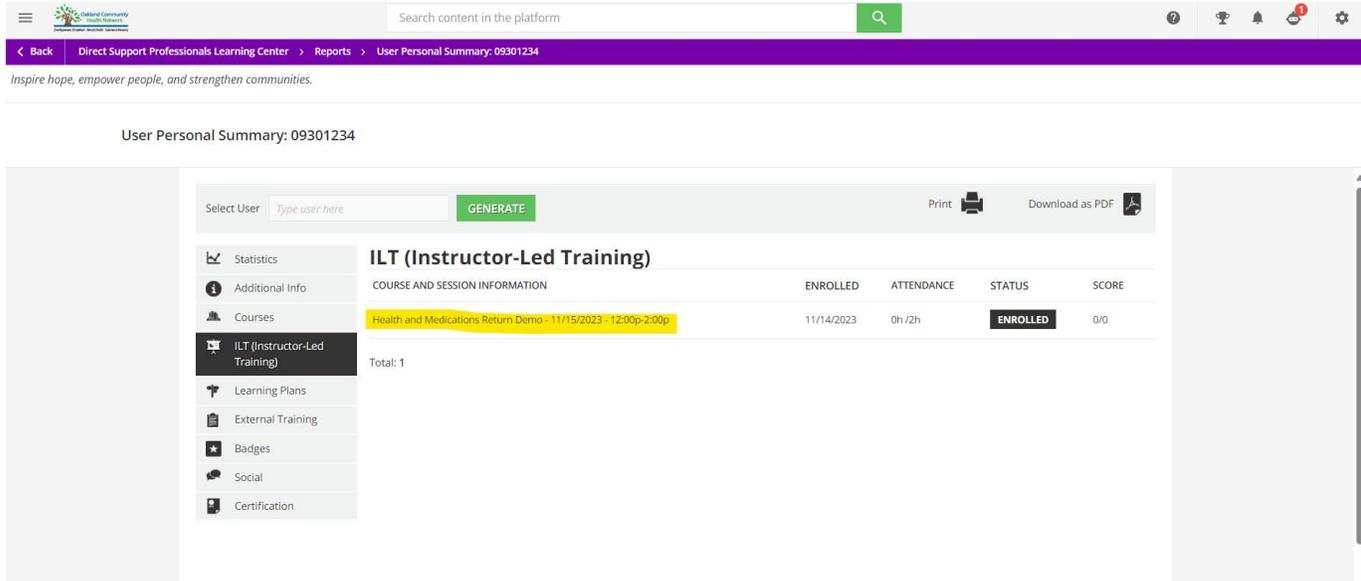


How to change a users enrollment (as a Power User)

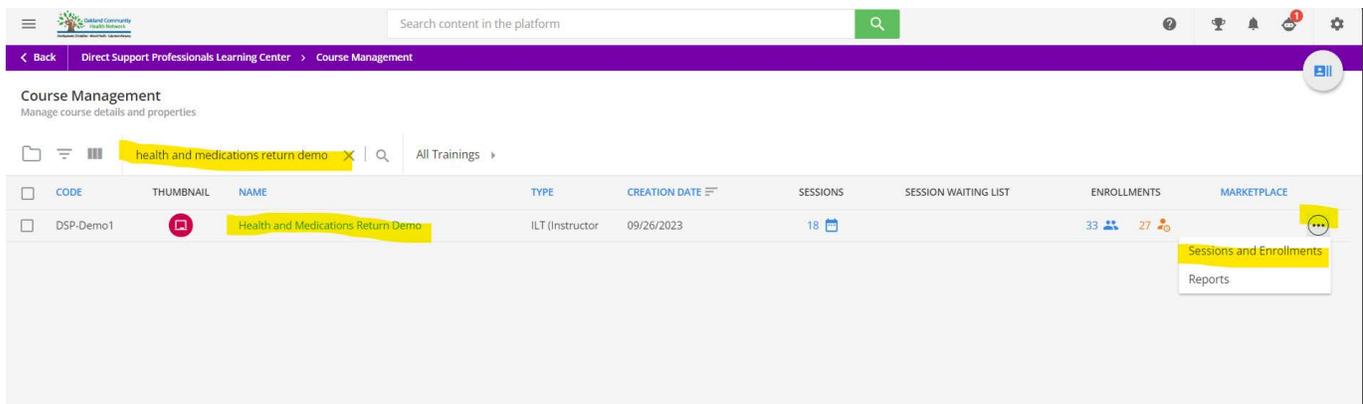
First, find out what session the user is currently enrolled. To do this, you can select 'User Personal Summary' next to the users name in the user management page.



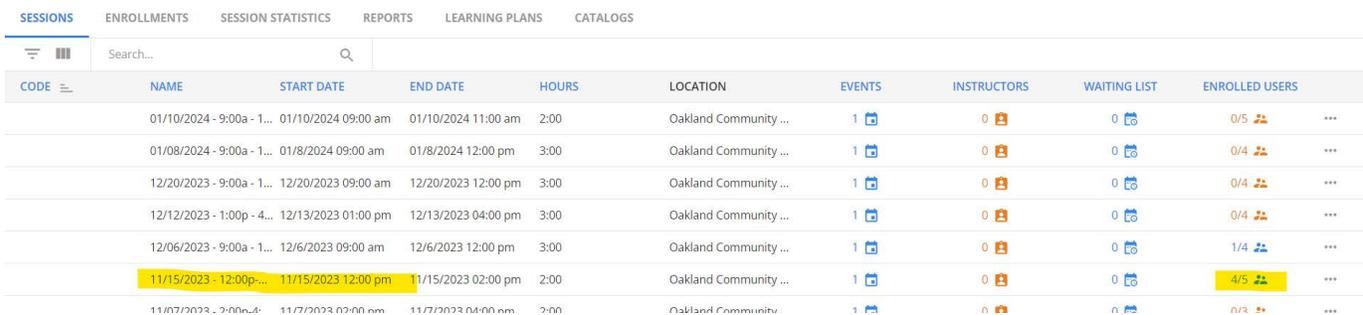
Once you are redirected to the users dashboard, select 'Instructor Led Trainings' in the left menu. This will show all of the in person sessions that the user is enrolled in.



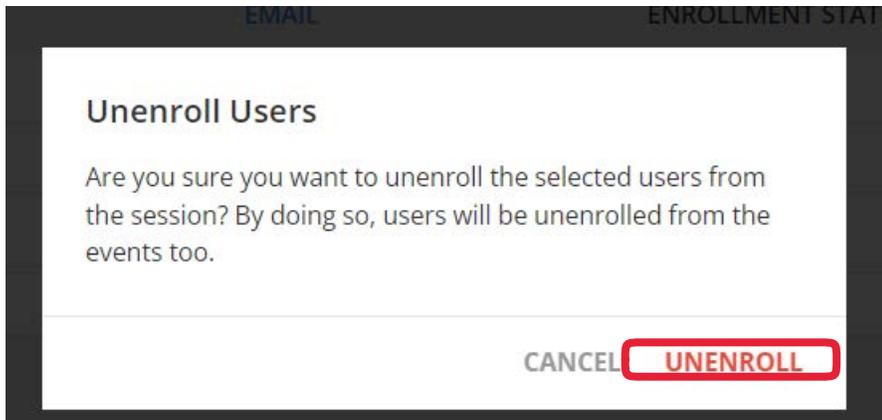
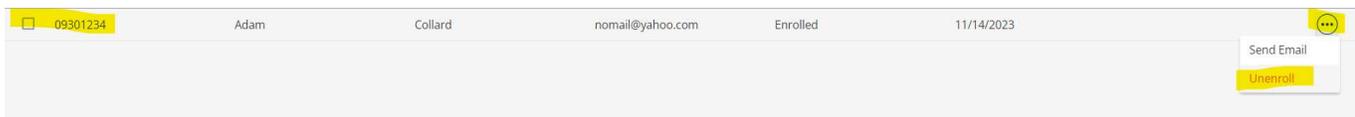
To change this users enrollment, open your 'Admin Menu' by clicking the Gear icon in the top right corner of your homepage. From this menu, select 'Course Management'. This will redirect you to a list of all of the courses that you and your users have access to. Select or search 'Health and Medications Return Demo' to find the course. Once you find the course, select the '...' icon to the right of the course and click on 'Sessions and Enrollments'.



This will open the list of current sessions for this course. Find the session that your user is enrolled in and select the enrolled users icon.

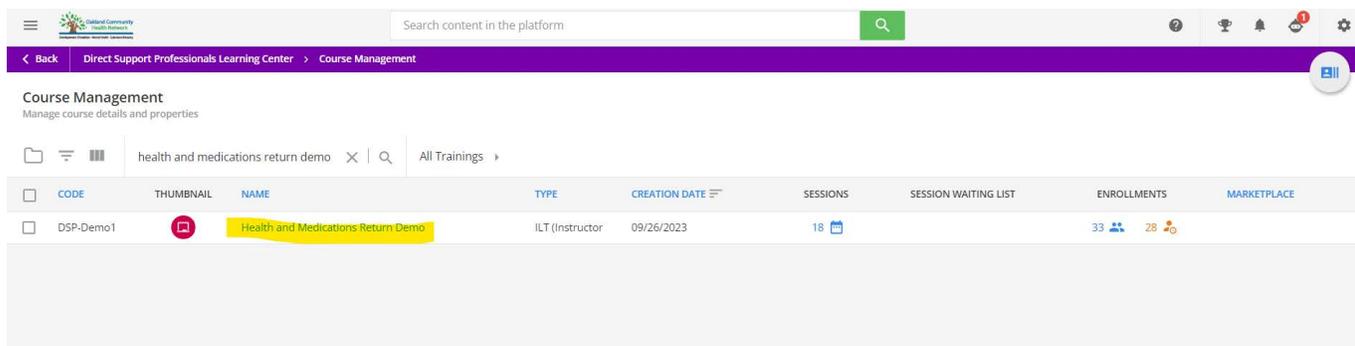


This will generate a list of users enrolled in that session. Find your user, select the '...' next to users name, and select 'Unenroll' from this menu. This will prompt a pop up confirming the choice to unenroll the user from that session. Select, 'Unenroll' to officially unenroll user from that session and close pop up.

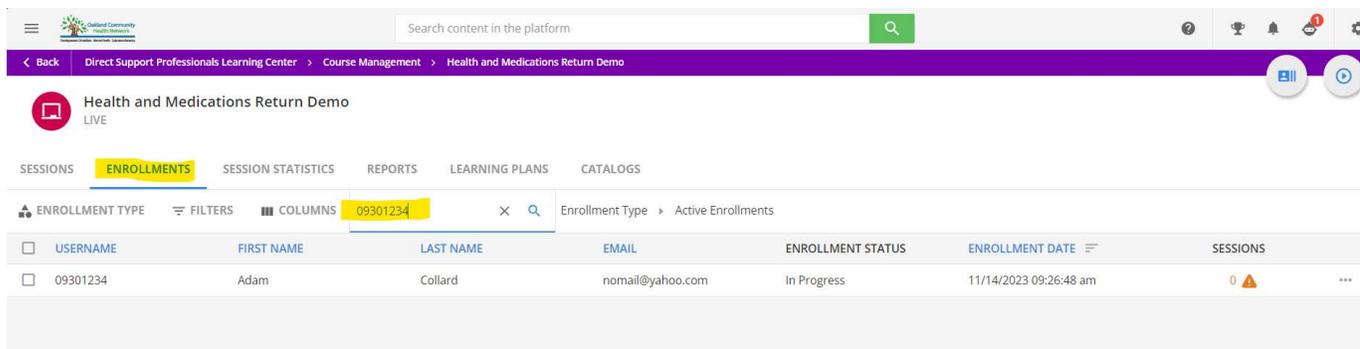


Now the user is no longer enrolled in their original session. To enroll user into a different return demo session, follow the instructions below.

To enroll user in a different session, select 'Course Management' from the Admin menu (Gear icon in top right corner of your homepage). Again, search and find the 'Health and Medication Return Demo' course from the list of courses. This time, click on the course title.



Once you click the title of the course, course options will appear. Select 'ENROLLMENTS' and search for your user by username. This will bring up your user.



Select the '...' next to the users name and click 'Enroll into Sessions'. This will generate a list of sessions that you can enroll your user into.

The screenshot shows the 'Health and Medications Return Demo' interface. At the top, there is a search bar and navigation icons. Below the header, there are tabs for 'SESSIONS', 'ENROLLMENTS', 'SESSION STATISTICS', 'REPORTS', 'LEARNING PLANS', and 'CATALOGS'. The 'ENROLLMENTS' tab is active, showing a table with columns: USERNAME, FIRST NAME, LAST NAME, EMAIL, ENROLLMENT STATUS, ENROLLMENT DATE, and SESSIONS. A single enrollment is listed for user Adam Collard. A dropdown menu is open for this user, with 'Enroll into Sessions' highlighted in yellow. Other options in the menu include 'Reset Date Range', 'Change Status', and 'Send Email'.

The 'Enroll into Sessions' dialog box is shown. It has a title 'Enroll into Sessions' and a subtitle 'Select the sessions in which you want to enroll the selected users'. Below the title, it says 'You are about to edit the enrollment for Adam Collard'. There is a search bar. Below the search bar is a table with columns: CODE, NAME, START DATE, END DATE, and ENROLLED USERS. The table contains several rows of session data. The row for '12/06/2023 - 9:00a - 1...' is selected, indicated by a green checkmark in a yellow box. At the bottom of the dialog, there are buttons for 'CANCEL', 'ADD TO WAITING LIST', and 'ENROLL'. The 'ENROLL' button is highlighted in yellow.

CODE	NAME	START DATE	END DATE	ENROLLED USERS
<input type="checkbox"/>	01/08/2024 - 9:00a - 1...	01/8/2024 09:00 am	01/8/2024 12:00 pm	0
<input type="checkbox"/>	12/20/2023 - 9:00a - 1...	12/20/2023 09:00 am	12/20/2023 12:00 pm	0
<input type="checkbox"/>	12/12/2023 - 1:00p - 4...	12/13/2023 01:00 pm	12/13/2023 04:00 pm	0
<input checked="" type="checkbox"/>	12/06/2023 - 9:00a - 1...	12/6/2023 09:00 am	12/6/2023 12:00 pm	1
<input type="checkbox"/>	11/15/2023 - 12:00p-2...	11/15/2023 12:00 pm	11/15/2023 02:00 pm	3
<input type="checkbox"/>	11/07/2023 - 2:00p-4:...	11/7/2023 02:00 pm	11/7/2023 04:00 pm	0
<input type="checkbox"/>	11/01/2023 - 9:00a-11...	11/1/2023 09:00 am	11/1/2023 11:00 am	0

Please ensure that you are enrolling the correct user. Once you have confirmed the user you are enrolling, select a new session date by making sure a green check mark appears in the box next to the session that you would like to enroll the user in. Once the selection is made, click the green 'Enroll' icon at the bottom of the list to enroll user. ****Please do not enroll a user into a new session until you are sure they are not enrolled in any other sessions. This will prevent taking up multiple time slots per user!