



# Oakland Community Health Network

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*Developmental Disabilities • Mental Health • Substance Recovery*

**Enrolling Users into Learning Plans, Courses, and Sessions**

# Learning Plans

Learning plans serve as crafted learning experiences, guiding learners through structured pathways of courses and resources.

Learning plans are accessed from the navigation menu under.



## Sample Learning Plan

|                                                                                                                                                                                                                                                                |             |                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------|
|  <input type="checkbox"/> Welcome to Direct Support Professional Training<br>Sequence: 1   Code: DSP-00   E-learning   Creation date: 2023-08-29   Status: Published          | MANDATORY ▾ | PREREQUISITES (0)    |
|  <input type="checkbox"/> Introduction to Human Services and Meeting Special Needs<br>Sequence: 2   Code: DSP-1A   E-learning   Creation date: 2023-08-21   Status: Published | MANDATORY ▾ | PREREQUISITES (0)    |
|  <input type="checkbox"/> New Hire Recipient Rights<br>Sequence: 3   Code: DSP-7A   E-learning   Creation date: 2023-08-29   Status: Published                              | MANDATORY ▾ | PREREQUISITES (1)  |
|  <input type="checkbox"/> Building Natural Supports<br>Sequence: 4   Code: DSP-1B   E-learning   Creation date: 2023-08-29   Status: Published                              | MANDATORY ▾ | PREREQUISITES (1)  |
|  <input type="checkbox"/> Cultural Competency for Direct Support Professionals<br>Sequence: 5   Code: DSP-1C   E-learning   Creation date: 2023-08-29   Status: Published   | MANDATORY ▾ | PREREQUISITES (1)  |



### What to Know

- Learning plans are assigned by the Power User.
- Learning plans can be assigned to users, branches, or groups.



### Important

- Some courses within a learning plan are unable to be accessed until a prerequisite has been completed.

# Learning Plans

There are two ways to enroll a user into a learning plan.

Option 1. You can enroll the user into a learning plan when you add the new user into Docebo under the additional fields page.

General information — Branches — **3 Additional fields** — 4 Team Members

Fill in the additional fields

Additional fields that are associated with the branches to which the user has been assigned

Hire/Start Date \*  
07/21/2026

Job Title \*  
DSP

Date of Birth (mm/dd) \*  
08/17

Drivers License # \*  
L-----

Learning Plan Type \*  
N/A - user not enrolled in learning plan

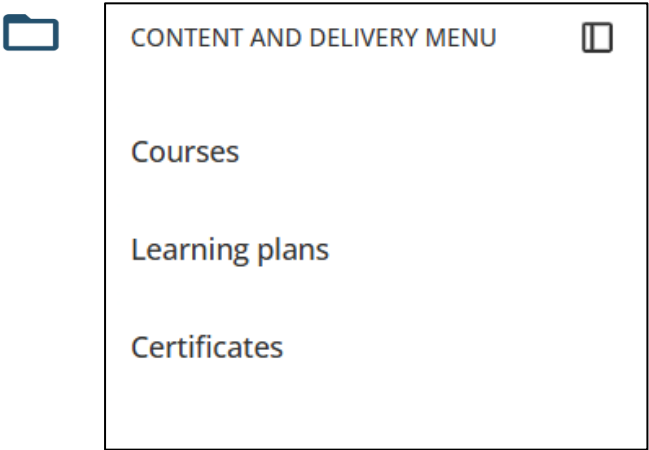
- None
- Self-Determination & Other
- Licensed/Specialized Residential 24/7
- N/A - user not enrolled in learning plan** ✓
- Skill Building
- Skill Building Vocational
- Unlicensed Residential
- Unlicensed Residential 24/7

PREVIOUS UPDATE NEXT CANCEL

1. Choose the **applicable Learning Plan Type**.
2. This will automatically enroll users into a learning plan with their required training courses.

# Adding Learning Plans to Existing User

Option 2. Under the CONTENT AND DELIVERY MENU, go to Learning plans.



Step 1: Choose the appropriate **Learning Plan** in the platform by clicking on the title.

**Learning plans**

Manage learning plan details and properties

| FILTERS                  |        | COLUMNS   |                                                       | Search for learning plans |  |        |
|--------------------------|--------|-----------|-------------------------------------------------------|---------------------------|--|--------|
| <input type="checkbox"/> | Code   | Thumbnail | Title                                                 | ↑                         |  | Public |
| <input type="checkbox"/> | LP-SBV |           | <a href="#">Skill Building: Vocational Employment</a> |                           |  |        |
| <input type="checkbox"/> | LP-URS |           | <a href="#">Unlicensed Residential 24/7</a>           |                           |  |        |
|                          |        |           | <a href="#">Licensed Residential Settings</a>         |                           |  |        |

# Adding Learning Plans to Existing User

Step 2: Click on the **ENROLLMENTS** tab.

Step 3: Go to the “**Assign/enroll**” button in upper right corner and choose “**Enroll users**”.

Skill Building: Vocational, Employment

This Learning Plan is for Direct Support Professionals (DSPs) who provide vocational/ employment related skill building services generally within the community. Includes Job...

View more ▾

COURSES

ENROLLMENTS

CHANNELS

Step 3

+ Assign/enroll ▾

Enroll users

Manage enrollments via CSV

Step 4: Search for the “**user(s)**” you want to enroll into the learning plan and check the box next to their username.

FILTERS

COLUMNS

tester

✕

🔍

| <input type="checkbox"/>            | Username | First name | Last name | Email          | Enrollment status | Enrollment date        | Start of validity | End of validity |
|-------------------------------------|----------|------------|-----------|----------------|-------------------|------------------------|-------------------|-----------------|
| <input checked="" type="checkbox"/> | 05120332 | Tessa      | Tester    | test@gmail.com | In progress       | 01/23/2025 11:16:11 am |                   |                 |

Step 5: Click on “NEXT”

CANCEL

NEXT

# Adding Learning Plans to Existing User

×

Enroll users

Select the users to enroll in the learning plan

✓

Users

2

Additional information

Enrollment validity period

☐

Enable enrollment validity period

Set a specific enrollment validity duration

CANCEL

CONFIRM

Step 6: Click Confirm

The user has been added to the learning plan

# Adding Learning Plans to Existing User

| LEARNING PLANS           |        | ADDITIONAL FIELDS                                                                 |                                                        |           |         |             |
|--------------------------|--------|-----------------------------------------------------------------------------------|--------------------------------------------------------|-----------|---------|-------------|
| ≡ FILTERS                |        | ▮ COLUMNS                                                                         | Search for learning plans 🔍                            |           |         |             |
| <input type="checkbox"/> | Code   | Thumbnail                                                                         | Title ↑                                                | Published | Courses | Enrollments |
| <input type="checkbox"/> | LP-SBV |  | <a href="#">Skill Building: Vocational, Employment</a> | ✓         | 10 📖    | 367 👤       |
| <input type="checkbox"/> | LP-URS |  | <a href="#">Unlicensed Residential 24/7</a>            | ✓         | 28 📖    | 671 👤       |

## CHANNELS

| ✕ 🔍            |                         |                        |                   |                 |                 |         |
|----------------|-------------------------|------------------------|-------------------|-----------------|-----------------|---------|
| Email          | Enrollment status       | Enrollment date        | Start of validity | End of validity | Completion date | Actions |
| test@gmail.com | In progress <div></div> | 01/23/2025 11:16:11 am |                   |                 |                 | ⋮       |

# Adding Learning Plans to an Existing User

Step 3: Click on the “Assign/enroll” button in the upper right corner of the page.

Step 4: Select “Enroll users”, search for the users you want to enroll, and click on the check box.

Unlicensed Residential 24/7

This Learning Plan is for Direct Support Professionals (DSPs) who work any number of hours in an UNLICENSED residential setting. These settings operate 24 hours a day, 7 days p...

Show more

COURSES

ENROLLMENTS

CHANNELS

Search for courses

Save changes notice

Any changes to the learning plan structure made in this tab will only be saved after you click Save changes

As a Power User, you may not have visibility of all the resources, and some options may not be available to you

28 courses

Scroll through all the courses included in the learning plan

Welcome to Direct Support Professional Training

Sequence: 1 | Code: DSP-00 | E-learning | Creation date: 08/29/2023 | Status: Published

MANDATORY

PREREQUISITES (0)

+ Assign/enroll

Enroll users

Manage enrollments via CSV

8

# Adding Learning Plans to Existing User

Step 5: Search for the user(s) you want to enroll into the learning plan and select the check box.

Step 6: Click the “NEXT” button.

Step 7: Click on the “CONFIRM” button.

×

Enroll users

Select the users to enroll in the learning plan

1

Users

2

Additional information

ⓘ

Notice on enrollments

You can enroll up to 250000 users

ⓘ

Visibility restriction

As a Power User, you may not have visibility on all of the users

USERS

BRANCHES

Tester

×

Q

Step 5

| <div>−</div> Username  | First name | Last name    | Email              |
|------------------------|------------|--------------|--------------------|
| <div>✓</div> 05127891  | Tipper     | Tester       | nomail@gmail.com   |
| <div>□</div> 10078555  | Test       | Testerson    | nomail@gmail.com   |
| <div>✓</div> 12047924b | Test       | Testerson    | noemail@nomail.com |
| <div>□</div> 12047924c | Test       | Testerson II | nomail@nomail.com  |

CANCEL

Step 6

NEXT

×

Enroll users

Select the users to enroll in the learning plan

✓

Users

2

Additional information

Enrollment validity period

□

 Enable enrollment validity period

Set a specific enrollment validity duration

Do not “Enable enrollment validity period.”

PREVIOUS

CANCEL

Step 7

CONFIRM

# Removing a User from a Learning Plan

## Skill Building: Vocational, Employment

This Learning Plan is for Direct Support Professionals (DSPs) who provide vocational/ employment related skill building services generally within the community. Includes Job...

+ Assign/enroll

Show more

COURSES ENROLLMENTS CHANNELS

Visibility restriction

As a Power User, you may not have visibility of all the resources, and some options may not be available to you

FILTERS

COLUMNS

tester

X

Q

| <div></div> Username | First name | Last name | Email          | Enrollment status | Enrollment date        | Start of validity | End of validity |                                                                                                                                                                        |
|----------------------|------------|-----------|----------------|-------------------|------------------------|-------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div></div> 05120332 | Tessa      | Tester    | test@gmail.com | In progress       | 01/23/2025 11:16:11 am |                   |                 | <div><div>Edit enrollment</div><div>Reset enrollment validity</div><div>Mark learning plan as complete</div><div>Recalculate enrollment</div><div>Unenroll</div></div> |

1-1 of 1 | Rows per page 20

# Removing a User From a Learning Plan

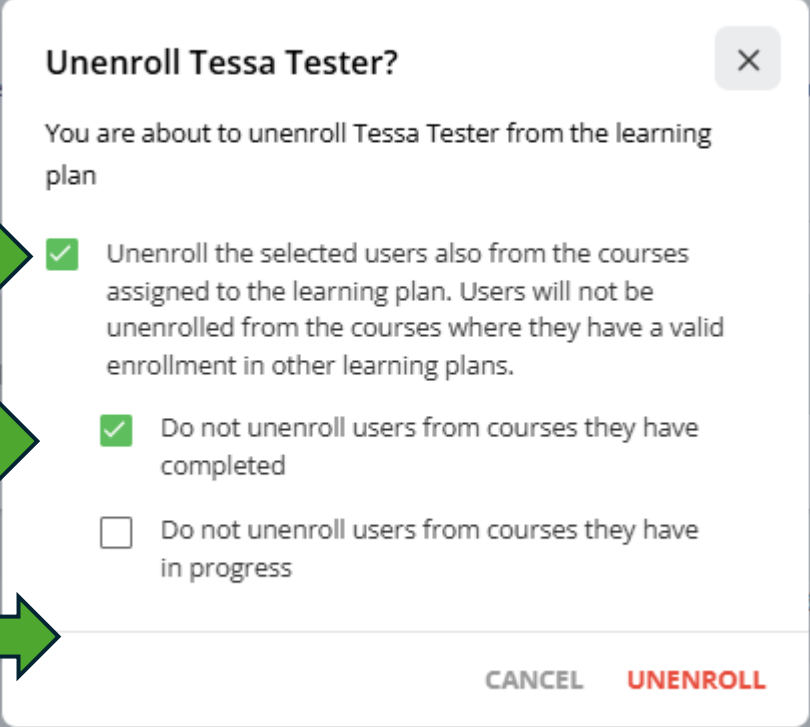
1. Choose Unenroll the selected user box.



2. Choose “Do not unenroll users from courses they have completed.”



3. Choose Unenroll the selected user box.



**Unenroll Tessa Tester?** ✕

You are about to unenroll Tessa Tester from the learning plan

- ☒ Unenroll the selected users also from the courses assigned to the learning plan. Users will not be unenrolled from the courses where they have a valid enrollment in other learning plans.
- ☒ Do not unenroll users from courses they have completed
- ☐ Do not unenroll users from courses they have in progress

**CANCEL** **UNENROLL**

# How to Enroll Users in Courses

Step 1: Select Courses from the Content and Delivery Menu

Step 2: Search for the course you would like to enroll the user into

Step 3: Hover over the end of the row of the course and click the 3-dot ellipsis and choose “Enroll users”.

CONTENT AND DELIVERY MENU

Courses

Learning plans

Certificates

Oakland Community Health Network

Search within content

Courses

Manage course details and properties

Search within results...

All Trainings

|                          | CODE      | THUMBNAI | TITLE                | TYPE            | CREATION DATE | SESSIONS | SESSION WAITING... | ENROLLMENTS | MARKE |
|--------------------------|-----------|----------|----------------------|-----------------|---------------|----------|--------------------|-------------|-------|
| <input type="checkbox"/> | DSP-11A   |          | Medication Educat... | E-learning      | 05/21/2024    |          |                    | 2919        |       |
| <input type="checkbox"/> | DSP-Combo |          | Health & Medicati... | ILT (Instructor | 02/20/2024    | 135      |                    | 952         | 317   |
| <input type="checkbox"/> | DSP-7Ba   |          | Annual Recipient ... | E-learning      | 01/29/2024    |          |                    | 8025        |       |

Manage enrollments

Enroll users

Reports

# How to Enroll Users in Courses

Step 4: Search for the user(s) you would like to enroll in the course

Step 5: Click the box next to the username

Step 6: Click “Next”

×

Enroll users

Select a single user or multiple users, enroll them into courses, then select their roles in the courses

1 Users

2 Additional information

USERS

BRANCHES

Search here...

Tester

🔍

| <div>−</div>                        | USERNAME  | FIRST NAME | LAST NAME      | EMAIL               | SUGGESTED |
|-------------------------------------|-----------|------------|----------------|---------------------|-----------|
| <input type="checkbox"/>            | 12047924f | Test       | Testerson VIII | Email@email.com     |           |
| <input checked="" type="checkbox"/> | 01047924f | Tester     | Testerson III  | testemail@email.com |           |

Step 6

CANCEL

NEXT

# How to Enroll Users in Courses

×

Enroll users

Select a single user or multiple users, enroll them into courses, then select their roles in the courses

✓

Users

2

Additional information

You are about to enroll 1 users

Choose a level for the users not yet enrolled in the course

Level \*

Learner

Enrollment validity period

☐

Enable enrollment validity period

Set a specific enrollment validity duration

CANCEL

CONFIRM

# How to Un-Enroll a User from a Course

Step 1: Select the Course you want to unenroll the user from the Content and Delivery menu.

Step 2: Search for the user you want to unenroll from the course.

Step 3: Click on the ellipsis menu at the end of row of the user and choose “Archive enrollment”.

Step 2

COLUMNS

tester

X

Q

Enrollment type ▸ Active enrollments

| FIRST NAME | LAST NAME | EMAIL          | ENROLLMENT STATUS | ENROLLMENT DATE       |   |
|------------|-----------|----------------|-------------------|-----------------------|---|
| Dexter     | Testerson | test@gmail.com | Enrolled          | 05/8/2025 02:14:16 pm | ⋮ |
| Sherry     | Tester    | test@gmail.com | Enrolled          | 05/8/2025 02:14:16 pm |   |

User stats

Archive enrollment

Send email

Step 3

Step 4

Archive enrollment

Are you sure you want to archive the current enrollment for 01028520?

☐ Archive and re-enroll

The current enrollment will be archived and the learner will be re-enrolled in the course

☒ Archive and unenroll

The current enrollment will be archived and the learner will no longer be able to access the course

☐ Reset the tracking of the course training material

CANCEL

ARCHIVE ENROLLMENT

Step 5

Step 4: Choose “Archive and unenroll”

- Do not check Reset the tracking of the course training material.

Step 5: Click on ARCHIVE ENROLLMENT.

# Enrolling Users into a Course Session

Step 1: Search for the course you are enrolling the user(s) into.

Step 2: Click on the sessions within the course row.

Step 3: Click on Manage enrollments and choose “Enroll users”.

Courses

Manage course details and properties

COURSES

ADDITIONAL FIELDS

ENROLLMENT

ADDITIONAL FIELDS

ARCHIVED

Search within results...

Step 1

All Trainings

| <input type="checkbox"/> | CODE    | THUMBNAIL | TITLE                  | TYPE            | CREATION DATE | SESSIONS | COURSE WAITING ... | SESSION WAITING ... | ENROLLMENTS |
|--------------------------|---------|-----------|------------------------|-----------------|---------------|----------|--------------------|---------------------|-------------|
| <input type="checkbox"/> | DSP-2B2 |           | CPR and First Aid -... | ILT (Instructor | 01/19/2024    | 248      |                    | 4                   | 7881  320   |

CPR and First Aid - Skill Session Registration

\*\*STOP AND READ \*\* This course is your gateway to obtaining your Two-Part CPR/First Aid Certification through CHASE. Here's what you need to do to get started:1. Register for a...

Show more

SESSIONS

ENROLLMENTS

SESSION STATISTICS

REPORTS

LEARNING PLANS

Search...

| CODE | NAME               | START DATE         | END DATE           | HOURS | STATUS | LOCATION        | EVENTS | INSTRUCTORS | WAITING LIST | ENROLLED USERS |
|------|--------------------|--------------------|--------------------|-------|--------|-----------------|--------|-------------|--------------|----------------|
|      | September 21, 2... | 09/21/2026 12:0... | 09/21/2026 01:3... | 1:30  | Active | Oakland Comm... | 1      | 0           | 0            | 0/18           |
|      | September 21, 2... | 09/21/2026 10:0... | 09/21/2026 11:3... | 1:30  | Active | Oakland Comm... | 1      | 0           | 0            | 2/18           |

Learner view

Manage enrollments

Manage enrollments via CSV

Import enrolled users from course

Enroll users

# Enrolling Users into a Course Session

Step 4: Search for the user(s) you are enrolling into the course.

Step 5: Select the “check box” for user(s) you are enrolling.

Step 6: Once you have selected the users to enroll click “Next”.

×

Enroll users

Select a single user or multiple users, enroll them into courses, then select their roles in the courses

1 Users

2 Sessions

3 Additional information

USERS

BRANCHES

Tester

×

Q

| <input type="checkbox"/>            | USERNAME           | FIRST NAME | LAST NAME     | EMAIL                | SUGGESTED                           |
|-------------------------------------|--------------------|------------|---------------|----------------------|-------------------------------------|
| <input type="checkbox"/>            | Test Testerson Sr. | Test       | Testerson Sr. | swallown@oaklandc... | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | tester             | test       | test          | test@test.com        | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | testtester2        | Test       | Testerson Jr. | swallown@oaklandc... | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | Test Testerson III | Test       | Testerson III | swallown@oaklandc... | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | 05120332           | Tessa      | Tester        | test@gmail.com       | <input type="checkbox"/>            |
| <input type="checkbox"/>            | 01028520           | Dexter     | Testerson     | test@gmail.com       | <input type="checkbox"/>            |
| <input type="checkbox"/>            | 02047890           | Sherry     | Tester        | test@gmail.com       | <input type="checkbox"/>            |
| <input type="checkbox"/>            | 10070555           | Tessa      | Tester        | test@gmail.com       | <input type="checkbox"/>            |

1 - 8 of 16

2 Items selected

SELECT ALL

DESELECT ALL

Step 6

CANCEL

NEXT

## What to Know

- You can add multiple users by searching for each user individually and then selecting the check box.

## Important

- Do not “**SELECT ALL**”.

# Enrolling Users into a Course Session

Step 7: Select “I want to enroll users to a session”.

Step 8: Search for the session you are enrolling the user(s) into.

Step 9: Click “Next”.

×

Enroll users

Select a single user or multiple users, enroll them into courses, then select their roles in the courses

✓ Users

2 Sessions

3 Additional information

CPR and First Aid - Skill Session Registration

☐ I want to enroll users to the course

☒ I want to enroll users to a session

≡

Search...

🔍

|                       | NAME                      | SESSION UNIQUE ID | START DATE          | END DATE            | ENROLLED USERS |
|-----------------------|---------------------------|-------------------|---------------------|---------------------|----------------|
| <input type="radio"/> | April 13, 2026 - 10:00... | BV8Y98V           | 04/13/2026 10:00 am | 04/13/2026 11:30 am | 18/18 👤        |
| <input type="radio"/> | April 8, 2026 - 10:00a... | BVX0N87           | 04/8/2026 10:00 am  | 04/8/2026 11:30 am  | 17/19 👤        |
| <input type="radio"/> | August 22, 2026 1 :0...   | B5OKKEV           | 08/22/2026 01:00 pm | 08/22/2026 02:30 pm | 18/18 👤        |
| <input type="radio"/> | August 26, 2026 - 10:...  | B5QLLW7           | 08/26/2026 10:00 am | 08/26/2026 11:30 am | 10/18 👤        |
| <input type="radio"/> | May 20, 2026 - 10:00...   | B56WYR5           | 05/20/2026 10:00 am | 05/20/2026 11:30 am | 15/18 👤        |
| <input type="radio"/> | May 4, 2026 - 10:00a...   | B7MNQXV           | 05/4/2026 10:00 am  | 05/4/2026 11:30 am  | 16/18 👤        |
| <input type="radio"/> | September 26, 2026 ...    | B5Z4247           | 09/26/2026 01:00 pm | 09/26/2026 02:30 pm | 13/18 👤        |
| <input type="radio"/> | April 13, 2026 - 12:00... | BV4KE17           | 04/13/2026 12:00 pm | 04/13/2026 01:30 pm | 16/18 👤        |

1-8 of 248 | Rows per page Auto

PREVIOUS

Step 9

CANCEL

NEXT

# Enrolling Users into a Course Session

×

Enroll users

Select a single user or multiple users, enroll them into courses, then select their roles in the courses

✓ Users

✓ Sessions

3 Additional information

You are about to enroll 2 users

Verify the number of users you are enrolling into the session is correct.

Choose a level for the users not yet enrolled in the course

Level \*

Learner

Leave the Level set to “Learner”.

Enrollment validity period

Do not Enable Validity Period.

☐

Enable enrollment validity period

Set a specific enrollment validity duration

PREVIOUS

Click on “CONFIRM”

CANCELCONFIRM

## Final Steps

- Go back to the course
- Choose the Enrollments tab.
- Search for the user(s) you enrolled to be sure they show up as enrolled.

CPR and First Aid - Skill Session Registration

\*\*STOP AND READ \*\* This course is your gateway to obtaining your Two-Part CPR/First Aid Certification through CHASE. Here's what you need to do to get started:1. Register fo

Show more

| SESSIONS                           | ENROLLMENTS | SESSION STATISTICS | REPORTS                    | LEARNING PLANS                       |
|------------------------------------|-------------|--------------------|----------------------------|--------------------------------------|
| ENROLLMENT TYPE                    | FILTERS     | COLUMNS            | Search for...              | Enrollment type ▶ Active enrollments |
| USERNAME                           | FIRST NAME  | LAST NAME          | EMAIL                      | ENROLLMENT STATUS                    |
| <input type="checkbox"/> 06299507B | Kellie      | Conner             | skidway3@gmail.com         | Enrolled                             |
| <input type="checkbox"/> 10251822a | Towanda     | Myles              | towandamyles47.0@gmail.... | Enrolled                             |
| <input type="checkbox"/> 02022316  | Malika      | Hearn              | malikahearn527@gmail.com   | Enrolled                             |

# Enrolling Users into a Course Session

- 1. After you have added the user(s), it is good practice to go back to the course and choose the ENROLLMENTS tab, and search for the user(s) you added to the session have been added into the correct session.
- 2. Email the user(s) with the session information for their records.

## CPR and First Aid - Skill Session Registration

**\*\*STOP AND READ \*\*** This course is your gateway to obtaining your Two-Part CPR/First Aid...

**Learner view**

**Manage enrollments**

Show more

| PROPERTIES               |           | TRAINING MATERIAL |            | SESSIONS         | ENROLLMENTS       | SESSION STATISTICS                  | REPORTS | LEARNING PLANS |
|--------------------------|-----------|-------------------|------------|------------------|-------------------|-------------------------------------|---------|----------------|
| ENROLLMENT TYPE          | FILTERS   | COLUMNS           |            | test             |                   | Enrollment type  Active enrollments |         |                |
| <input type="checkbox"/> | USERNAME  | FIRST NAME        | LAST NAME  | EMAIL            | ENROLLMENT STA... | ENROLLMENT DAT...                   |         |                |
| <input type="checkbox"/> | 12047924d | Tester            | Test       | nomail@email.com | Enrolled          | 04/9/2026 01:35:45...               |         |                |
| <input type="checkbox"/> | 123456789 | Peter             | Testington | nomail@gmail.com | Enrolled          | 04/2/2026 10:49:11...               |         |                |

# Unenrolling User(s) from a Session

| PROPERTIES               |           |            |              |                                      |                  |                      |                      |
|--------------------------|-----------|------------|--------------|--------------------------------------|------------------|----------------------|----------------------|
| TRAINING MATERIAL        |           |            |              |                                      |                  |                      |                      |
| SESSIONS                 |           |            |              |                                      |                  |                      |                      |
| ENROLLMENTS              |           |            |              |                                      |                  |                      |                      |
| SESSION STATISTICS       |           |            |              |                                      |                  |                      |                      |
| REPORTS                  |           |            |              |                                      |                  |                      |                      |
| LEARNING PLANS           |           |            |              |                                      |                  |                      |                      |
| ENROLLMENT TYPE          |           |            |              |                                      |                  |                      |                      |
| FILTERS                  |           |            |              |                                      |                  |                      |                      |
| COLUMNS                  |           |            |              |                                      |                  |                      |                      |
| tester                   |           |            |              | Enrollment type ▶ Active enrollments |                  |                      |                      |
| <input type="checkbox"/> | USERNAME  | FIRST NAME | LAST NAME    | EMAIL                                | ENROLLMENT ST... | ENROLLMENT D...      | SESSIONS             |
| <input type="checkbox"/> | 05127891  | Tipper     | Tester       | nomail@gmail.com                     | Enrolled         | 04/2/2026 10:49:...  | 0 ⚠️ ⋮               |
| <input type="checkbox"/> | 12047924b | Test       | Testerson    | noemail@nomail....                   | Enrolled         | 04/2/2026 10:49:...  | Edit enrollment      |
| <input type="checkbox"/> | 12047924c | Test       | Testerson II | nomail@nomail.c...                   | Enrolled         | 04/2/2026 10:49:...  | Enroll into sessions |
| <input type="checkbox"/> | 10078555  | Test       | Testerson    | nomail@gmail.com                     | Enrolled         | 10/7/2025 03:32:...  | Reset date range     |
| <input type="checkbox"/> | 01028520  | Dexter     | Testerson    | test@gmail.com                       | Enrolled         | 05/14/2025 04:13:... | Archive enrollment   |
| <input type="checkbox"/> | 02047890  | Sherry     | Tester       | test@gmail.com                       | Enrolled         | 02/4/2025 09:06:...  | Change status ▶      |
| <input type="checkbox"/> | 05120332  | Tessa      | Tester       | test@gmail.com                       | Enrolled         | 01/22/2025 09:20:... | Send email           |
|                          |           |            |              |                                      |                  |                      | Unenroll             |

Step 1

Step 2

Step 1: Go to course you need to unenroll a user. Click on the ellipsis at the end of the row on the right.

Step 2: Choose “Unenroll”

Unenroll user

If you unenroll the selected user, the enrollment data will be lost, but the tracking data of the user progress will be kept in the platform. Would you like to proceed?

CANCEL

UNENROLL

Step 3

Step 3: A pop up will as is you “Would you like to proceed?”

Click “UNENROLL”

For technical support with  
Docebo fill out the:

**Power User Support Request Form**