

# How to Register (enroll) or Withdraw (drop) Users from Scheduled Offerings

The purpose of this 'How To' is to guide administrators through the step-by-step process of registering and dropping users in Scheduled Offerings using the Tools.

- A. Register (enroll) User(s) Directly in Scheduled Offerings, using the Registration Assistant
- B. Withdraw (drop) User(s) from Scheduled Offerings, using the Registration Assistant

## A. Register (enroll) User(s) Directly in Scheduled Offerings

**PENN EXAMPLE:** Two people have emailed the Admin asking to be registered directly in hands-on shark training.

### Step 1: Navigate to Registration Assistant and Select 'Register Users'

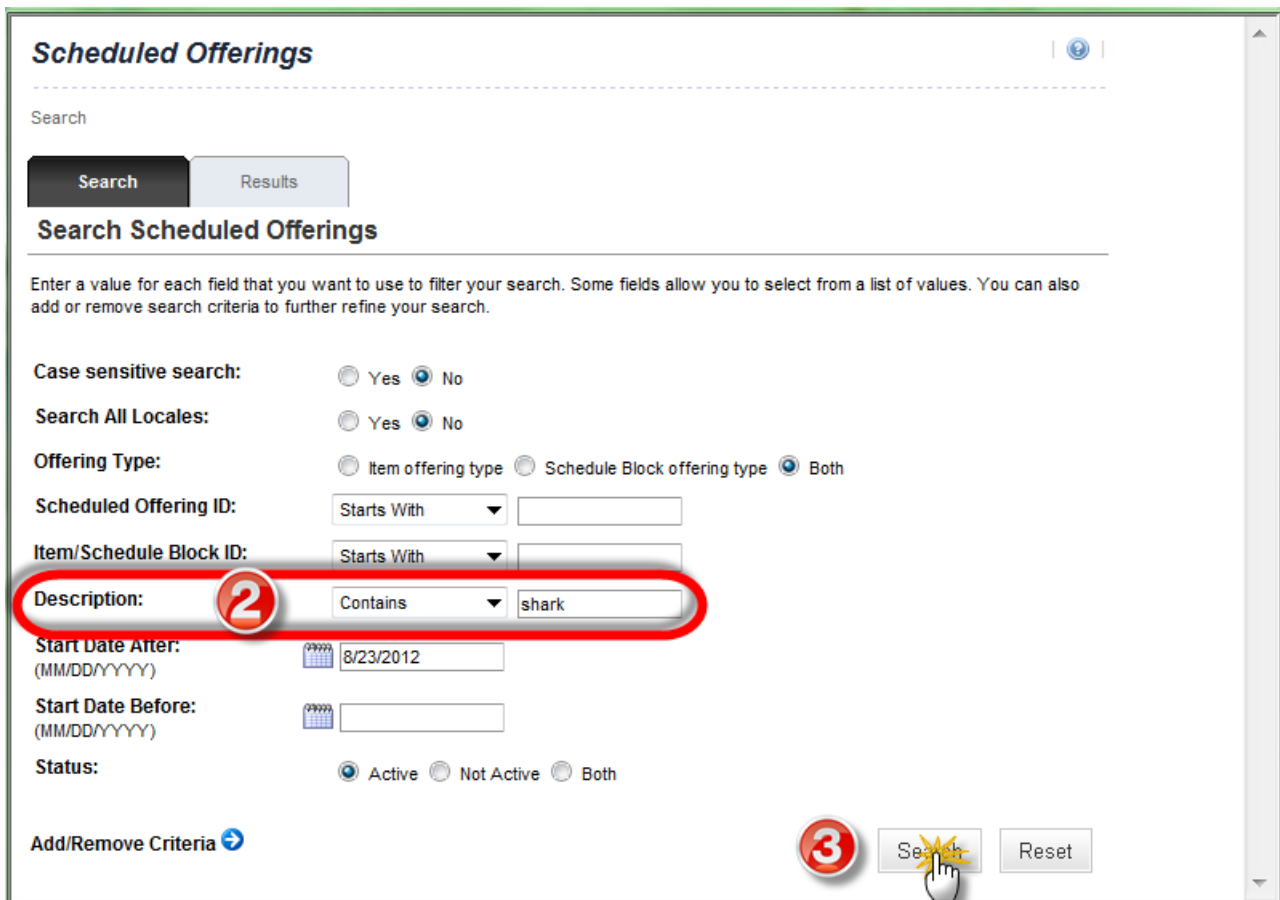
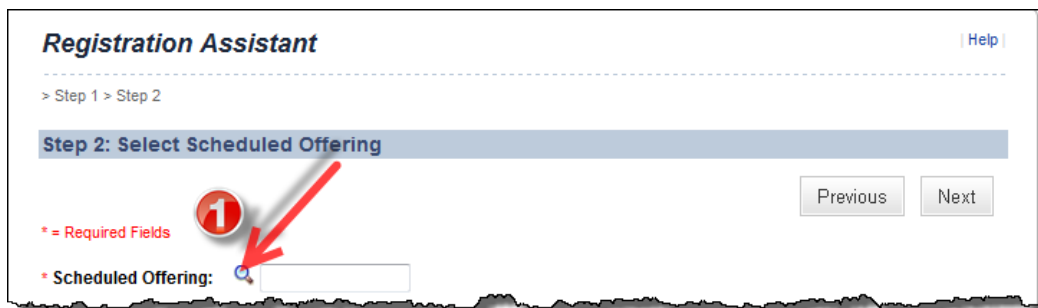
- Verify the **Admin (1)** tab is selected.
- Navigate to **Learning (2) > Tools (3) > Registration Assistant (4)**.
- Select **'Register Users' (5)**.
- Click **Next (6)**.

The screenshot displays the KNOWLEDGE LINK web application interface. At the top, the Penn logo and 'KNOWLEDGE LINK' branding are visible. The user is logged in as 'Welcome Smith, Janet' with options to 'Check System' and 'Sign C'. The navigation bar shows 'Home' and 'Admin' tabs, with 'Admin' selected (1). Below this is a toolbar with icons for 'Home', 'Users', 'Performance', 'Learning' (2), 'Content', and 'System Admin'. A search bar is present with a 'Go' button. The main content area is titled 'Registration Assistant' and shows 'Step 1: Select Action'. There are two radio button options: 'Withdraw Users' and 'Register Users' (5), with 'Register Users' selected. A 'Next' button (6) is located to the right of the radio buttons. On the left side, there is a sidebar menu with categories like 'Items', 'Scheduled Offerings', 'Group Instances', 'Catalogs', 'Curricula', 'Requirements', 'Questionnaire Surveys', 'Instructors', and 'Tools' (3). Under 'Tools', 'Registration Assistant' (4) is highlighted.

# How to Register (enroll) or Withdraw (drop) Users from Scheduled Offerings

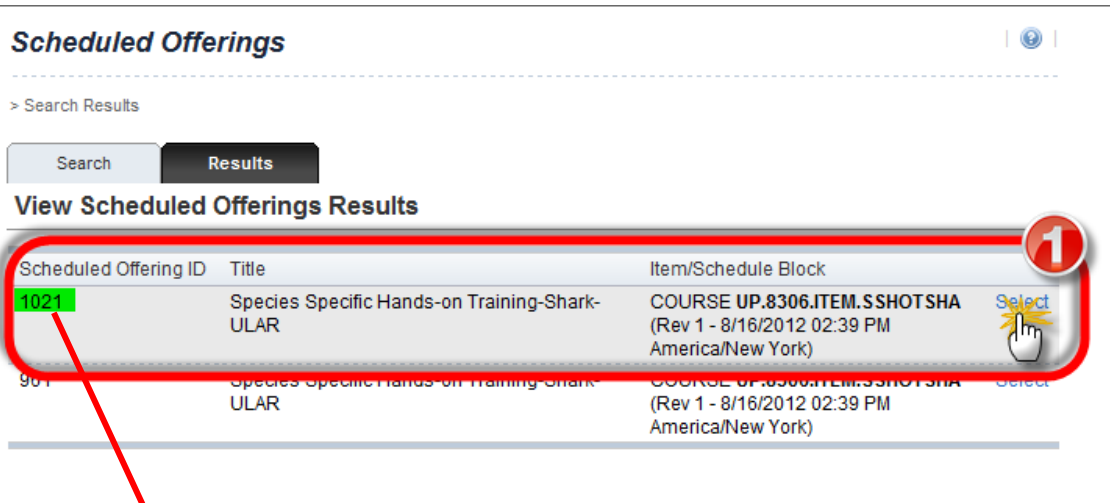
## Step 2: Select the Scheduled Offering

- Enter the **Scheduled Offering ID** if you know it exactly,  
**or**
- Select the **Search** icon (1) to search for "shark" in the **Description** with "contains" as delimiter (2).
- Click **Search** (3).



# How to Register (enroll) or Withdraw (drop) Users from Scheduled Offerings

- Click on the **Select** link (1) for the Scheduled Offering you need. Notice that it fills in the ID on the next screen.
- Click **Next** to enter the users.



**Scheduled Offerings**

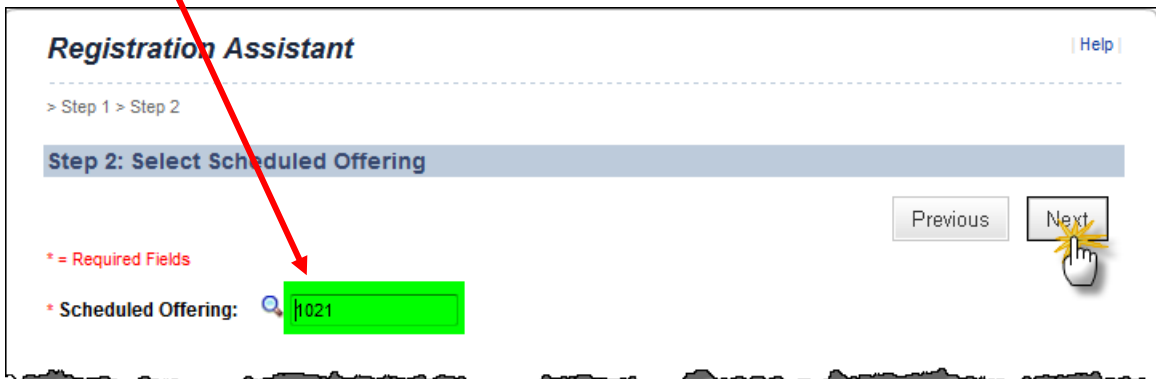
> Search Results

Search Results

**View Scheduled Offerings Results**

Scheduled Offering ID	Title	Item/Schedule Block	
1021	Species Specific Hands-on Training-Shark-ULAR	COURSE UP.8306.ITEM.SSHOT SHA (Rev 1 - 8/16/2012 02:39 PM America/New York)	Select
901	Species Specific Hands-on Training-Shark-ULAR	COURSE UP.8306.ITEM.SSHOT SHA (Rev 1 - 8/16/2012 02:39 PM America/New York)	Select

A red circle with the number 1 highlights the 'Select' link for the first row. A red arrow points from this link to the 'Scheduled Offering' field in the next screenshot.



**Registration Assistant**

> Step 1 > Step 2

**Step 2: Select Scheduled Offering**

\* = Required Fields

\* Scheduled Offering:

Previous Next

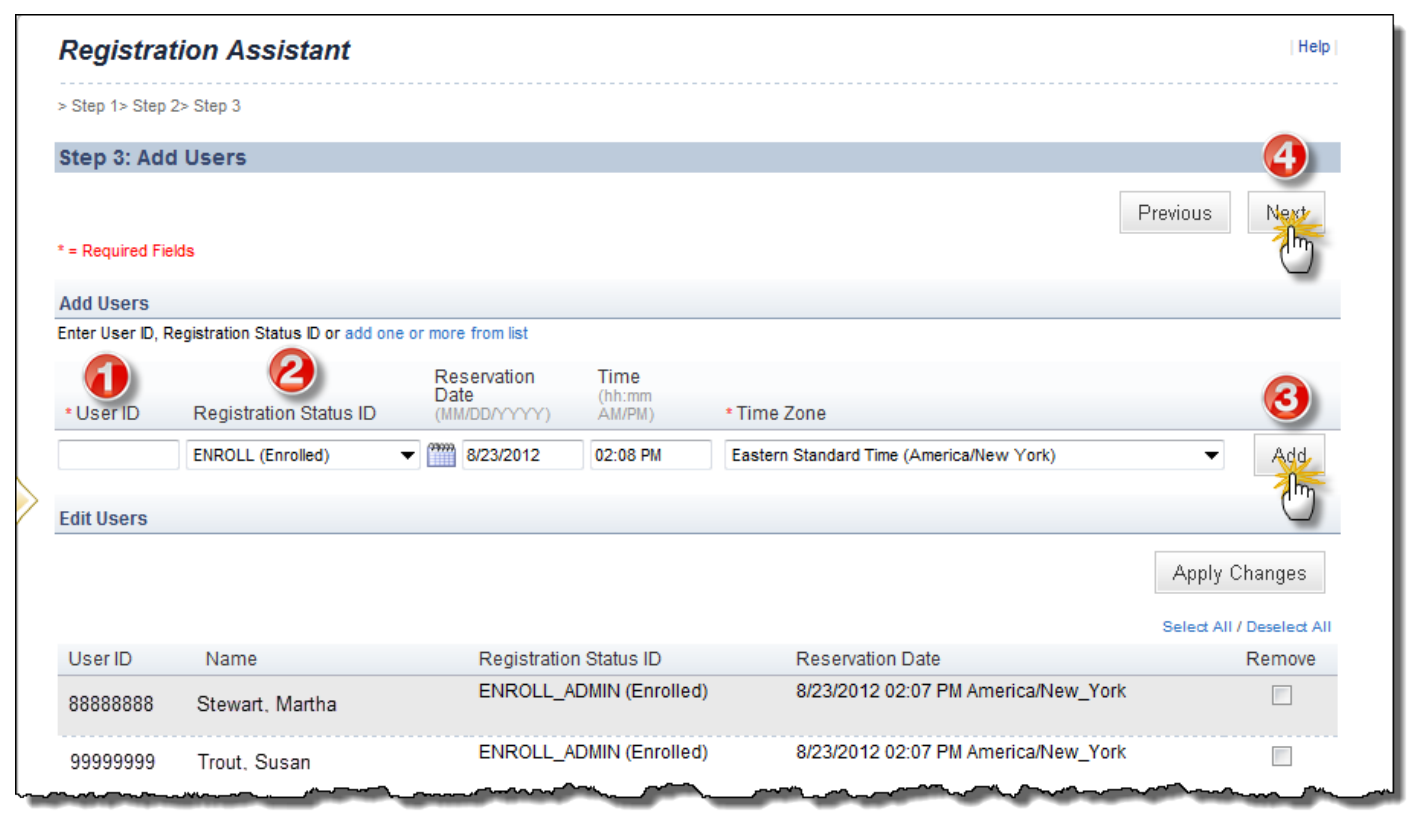
A red arrow points from the 'Select' link in the previous screenshot to the '1021' value in this field. A hand cursor is over the 'Next' button.

# How to Register (enroll) or Withdraw (drop) Users from Scheduled Offerings

## Step 3: Add Users

- Enter the **User IDs (1)**. (User ID = Penn ID number)
- Select the appropriate **Registration Status ID (2)** from drop-down menu - ENROLL\_ADMIN (Enrolled).
- Click **Add (3)**.
- Repeat this process to select the other person to be registered.
- Click **Next (4)**.

**TIP: If you would like to keep track of who self-enrolled and who the administrator had to enroll, select ENROLL\_ADMIN for the registration status.**



**Registration Assistant** [Help](#)

> Step 1 > Step 2 > Step 3

**Step 3: Add Users** **4**

Previous Next

\* = Required Fields

**Add Users**

Enter User ID, Registration Status ID or add one or more from list

<b>1</b>	<b>2</b>	Reservation Date	Time		<b>3</b>
* User ID	Registration Status ID	(MM/DD/YYYY)	(hh:mm AM/PM)	* Time Zone	
<input type="text"/>	ENROLL (Enrolled)	<input type="text" value="8/23/2012"/>	<input type="text" value="02:08 PM"/>	Eastern Standard Time (America/New York)	<input type="button" value="Add"/>

**Edit Users**

Apply Changes

Select All / Deselect All

User ID	Name	Registration Status ID	Reservation Date	Remove
88888888	Stewart, Martha	ENROLL_ADMIN (Enrolled)	8/23/2012 02:07 PM America/New_York	<input type="checkbox"/>
99999999	Trout, Susan	ENROLL_ADMIN (Enrolled)	8/23/2012 02:07 PM America/New_York	<input type="checkbox"/>

# How to Register (enroll) or Withdraw (drop) Users from Scheduled Offerings

## Step 4: Edit Assignment.

- Enter any **Comments** as desired.
- Click **Next** and skip **Step 5: Enter Financial Data** (Penn doesn't use this area).

**Registration Assistant** | Help

> Step 1 > Step 2 > Step 3 > Step 4

**Step 4: Edit Assignment**

Previous **Next**

User	Comments
88888888 Martha Stewart	Requested by Dr Williams
99999999 Susan Trout	Requested by Dr Williams

## Step 6: Record Registration

- Select applicable '**Email confirmation to:**' options (Users, Instructors, Supervisors, Contacts). We chose Users and Supervisors since Dr. William is their Supervisor and he requested the enrollments.
- Click **Finish**.

**Registration Assistant** | Help

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6

**Step 6: Record Registration**

Previous **Finish**

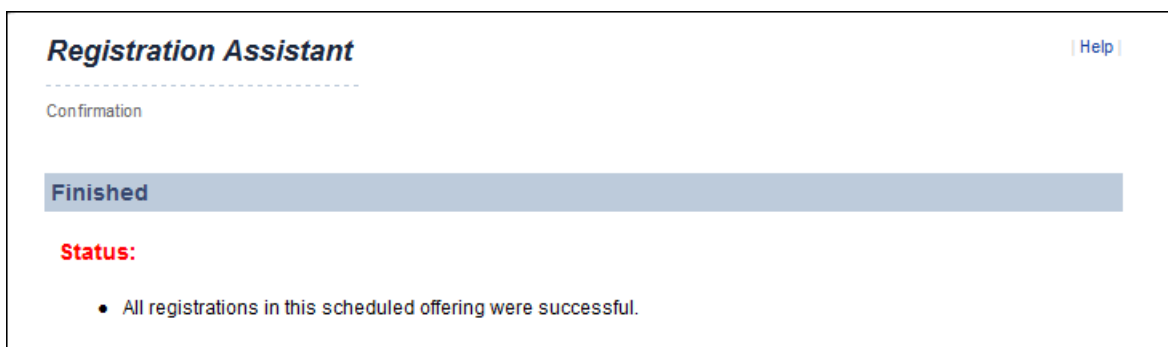
**Offering ID:** 1021  
**Title:** Species Specific Hands-on Training-Shark-ULAR  
**Item Type:** COURSE  
**Item ID:** UP.8306.ITEM.SSHOTSHA  
**Revision Date:** 8/16/2012 02:39 PM America/New York  
**Start Date:** 8/29/2012 10:00 AM America/New York

User ID	User Name	Registration Status	Reservation Date
88888888	Stewart, Martha	ENROLL_ADMIN(Enrolled)	8/23/2012 02:07 PM America/New_York
<b>Comments:</b> Requested by Dr Williams			
<b>Price:</b> 0.00 US Dollar(USD)			
99999999	Trout, Susan	ENROLL_ADMIN(Enrolled)	8/23/2012 02:07 PM America/New_York
<b>Comments:</b> Requested by Dr Williams			
<b>Price:</b> 0.00 US Dollar(USD)			

**Email confirmations to:**  Users  Instructors  Supervisors  Contacts

## How to Register (enroll) or Withdraw (drop) Users from Scheduled Offerings

A confirmation status notification displays.



**Registration Assistant** Help

Confirmation

**Finished**

**Status:**

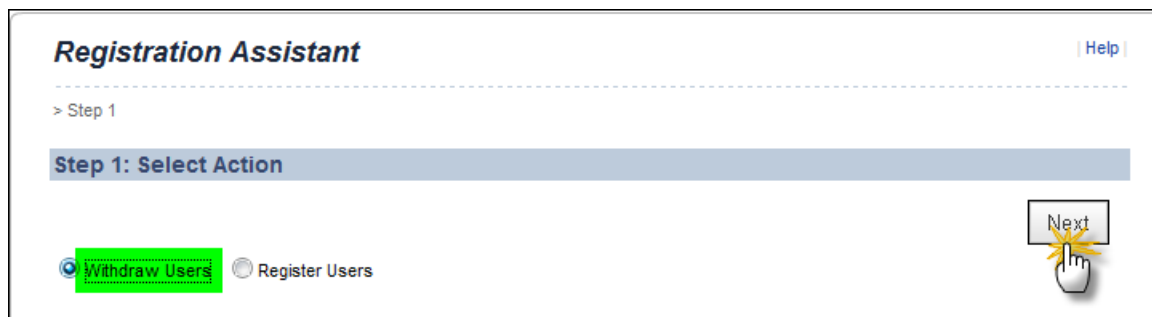
- All registrations in this scheduled offering were successful.

### B. Withdraw (drop) User(s) Directly from Scheduled Offerings(s)

**PENN EXAMPLE:** A professor emails that someone has registered for an optional scheduled offering (Scheduled Offering ID #1021) by mistake and now cannot withdraw from the offering because it's too late. The Admin needs to go into KL, find the correct scheduled offering, and withdraw the person.

#### Step 1: Select Action

- Navigate to **Learning > Tools > Registration Assistant** (as above).
- Select **Withdraw Users**.
- Click **Next**.



**Registration Assistant** Help

> Step 1

**Step 1: Select Action**

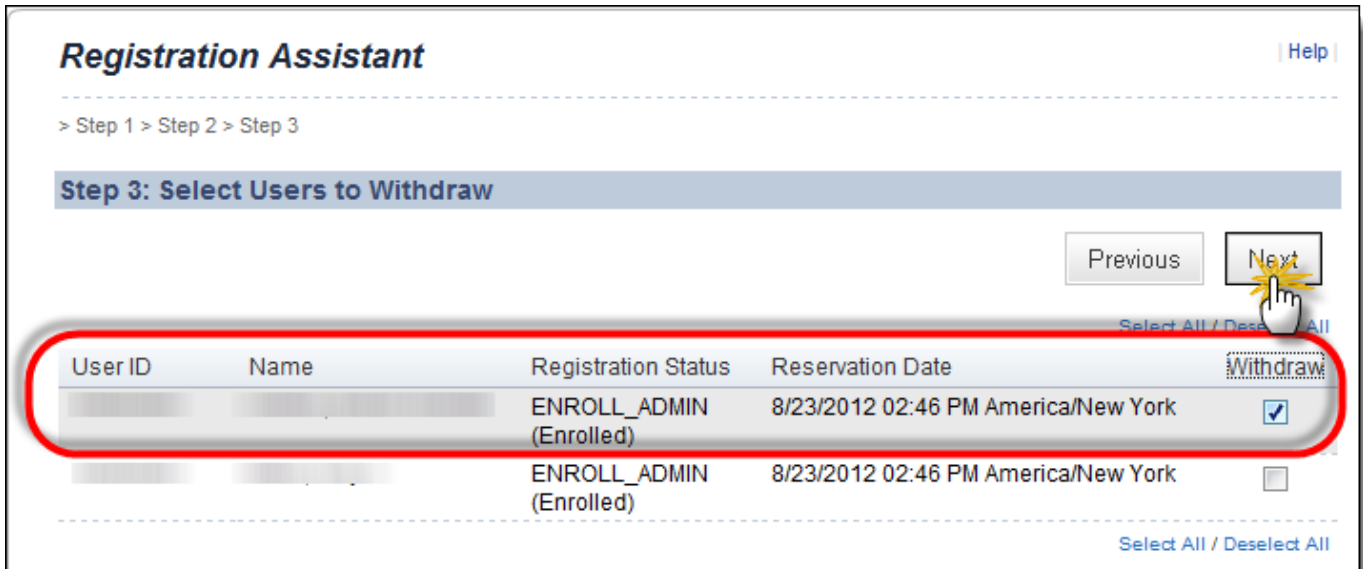
**Withdraw Users**  Register Users

**Next**

# How to Register (enroll) or Withdraw (drop) Users from Scheduled Offerings

## Steps 2 & 3: Select Scheduled Offering and Select Users to Withdraw

- Enter **Scheduled Offering ID**. (#1021)
- Click **Next** and **Step 3: Select Users to Withdraw** displays.
- Click **Withdraw** checkbox for users you wish to withdraw from scheduled offering.
- Click **Next**.



**Registration Assistant** [Help](#)

> Step 1 > Step 2 > Step 3

**Step 3: Select Users to Withdraw**

Previous **Next**

Select All / Deselect All

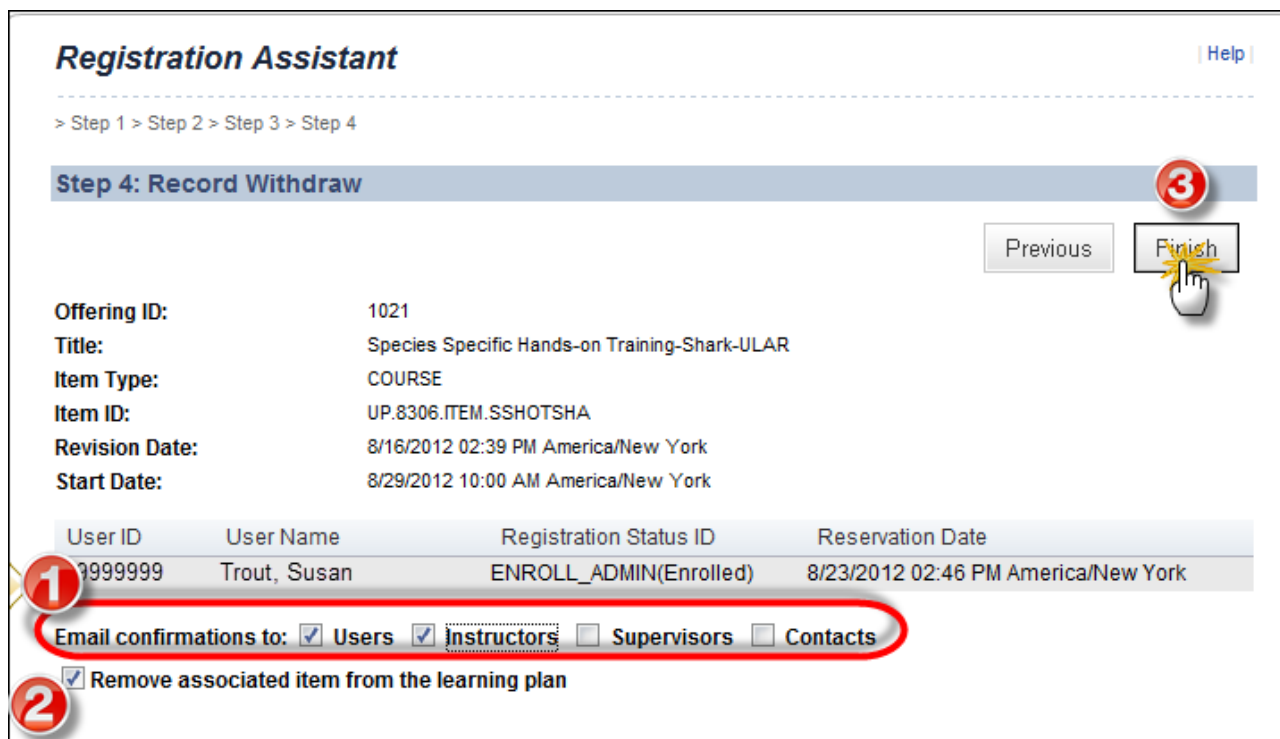
User ID	Name	Registration Status	Reservation Date	Withdraw
		ENROLL_ADMIN (Enrolled)	8/23/2012 02:46 PM America/New York	<input checked="" type="checkbox"/>
		ENROLL_ADMIN (Enrolled)	8/23/2012 02:46 PM America/New York	<input type="checkbox"/>

Select All / Deselect All

# How to Register (enroll) or Withdraw (drop) Users from Scheduled Offerings

## Step 4: Record Withdraw

- Select applicable 'Email confirmations to:' options. (Users, Instructors, Supervisors, Contacts). We chose Users and Supervisors since Dr. William her Supervisor and he requested the withdraw.
- Click **Finish** and see the confirmation message.



**Registration Assistant** [Help](#)

> Step 1 > Step 2 > Step 3 > Step 4

**Step 4: Record Withdraw**

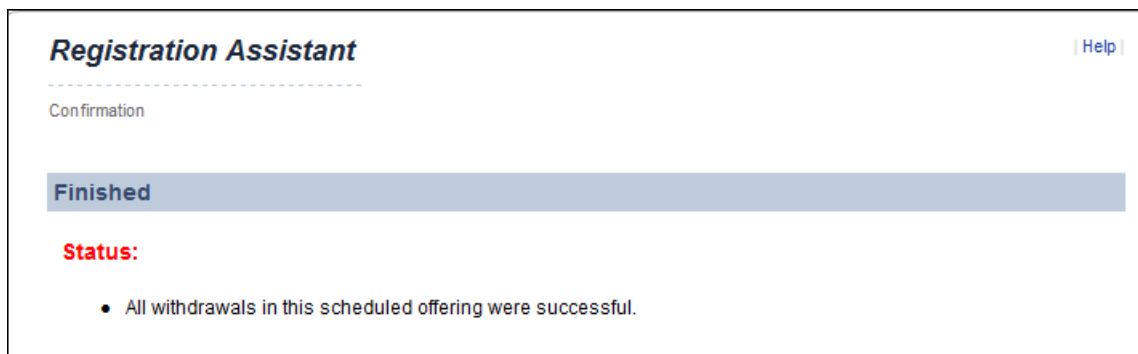
Previous **Finish**

Offering ID: 1021  
Title: Species Specific Hands-on Training-Shark-ULAR  
Item Type: COURSE  
Item ID: UP.8306.ITEM.SSHOTSHA  
Revision Date: 8/16/2012 02:39 PM America/New York  
Start Date: 8/29/2012 10:00 AM America/New York

User ID	User Name	Registration Status ID	Reservation Date
9999999	Trout, Susan	ENROLL_ADMIN(Enrolled)	8/23/2012 02:46 PM America/New York

Email confirmations to:  Users  Instructors  Supervisors  Contacts

Remove associated item from the learning plan



**Registration Assistant** [Help](#)

Confirmation

**Finished**

**Status:**

- All withdrawals in this scheduled offering were successful.