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).
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.
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.
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).

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

A confirmation status notification displays.

```
Registration Assistant

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.
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](image)

Registration Assistant

> Step 1 > Step 2 > Step 3

Step 3: Select Users to Withdraw

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Registration Status</th>
<th>Reservation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENROLL_ADMIN (Enrolled)</td>
<td>8/23/2012 02:46 PM America/New York</td>
<td></td>
</tr>
</tbody>
</table>

Help
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

<table>
<thead>
<tr>
<th>Offering ID:</th>
<th>1021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Species Specific Hands on Training-Shark-ULAR</td>
</tr>
<tr>
<td>Item Type:</td>
<td>COURSE</td>
</tr>
<tr>
<td>Item ID:</td>
<td>UP.8308.ITEM.SSHOTSHA</td>
</tr>
<tr>
<td>Revision Date:</td>
<td>8/16/2012 02:39 PM America/New York</td>
</tr>
<tr>
<td>Start Date:</td>
<td>8/29/2012 10:00 AM America/New York</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User ID</th>
<th>User Name</th>
<th>Registration Status ID</th>
<th>Reservation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999999</td>
<td>Trout, Susan</td>
<td>ENROLL_ADMIN(Enrolled)</td>
<td>8/23/2012 02:45 PM America/New York</td>
</tr>
</tbody>
</table>

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

**Remove associated item from the learning plan**

---

**Registration Assistant**

Confirmation

**Status:**
- All withdrawals in this scheduled offering were successful.