

Manager 6: View Open Enrollments

1. **Manager** Icon.
2. Click **My Team Enrollments**.

The screenshot shows the M Learning user interface. At the top, there is a navigation bar with the M Learning logo, a search bar, and a user profile for Debra Demeester. On the left, a navigation menu is visible with items like Home, Search for People, My Team Learning, My Reports, My Analytic Reports, and My Team Enrollments. The 'My Team Enrollments' item is highlighted with a red box and a red circle containing the number 2. The main content area shows 'My Team Certifications' and 'My Team Enrollments' sections. The 'My Team Enrollments' section lists two team members: Richard Rabbit and Uriah Unicorn.

3. Click **Team Learning Dashboard** in the left hand navigation to open the manager's Team Dashboard.

The screenshot shows the 'Team Learning Plans' dashboard. The left navigation menu has 'Team Learning Dashboard' highlighted with a red box and a red circle containing the number 3. The main content area displays a table of registrations for the 'Direct Team'. The table has columns for Person Name, Person Type, Current Registrations, View Registrations Pending Approval, and Actions.

Person Name	Person Type	Current Registrations	View Registrations Pending Approval	Actions
Richard Rabbit		2	0	Actions
Uriah Unicorn		4	0	Actions

Note: Options on the **Team Learning Dashboard** – View open enrollments by **Learner** or by **Registration**.

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View by Learner allows a view of all open **upcoming** registrations for an individual.

Important: To view scheduled Instructor Led Training that was not completed, see the path at the end of this job aid.

4. Click the radio button **View by Learner**.

5. Click the arrow to the left of the name to open the list of all open registrations for the staff member.

Note: this view allows multiple staff enrollments for one individual to be open and viewed at the same time.

6. Hover over **Actions** to:

- **Drop a Class** – follow the prompts or see job aid **Dropping a Class not part of a Certification**
- **Change a Learner** – opens the **Search Person** box to select another Faculty or Staff to replace the current person in the class.
- **Reschedule** - This feature allows a change of date/time/place for a course.

Important: not all users have **Change a Learner** or **Reschedule** functionality and **Reschedule** is only from the Team Learning Dashboard or the Learning Summary.

Home
Search for People
My Team Learning
Team Learning Dashboard
Team Learning Plans
Team Transcripts
Team Certifications
Team Enroll
Team Enroll History
Learning Summary
Audience Types
My Reports
My Analytic Reports

Debra Demeester's Team Learning Dashboard

View Registrations For Direct Team

View Learning By
 Learner **4**
 Registration
 [Function not in use]

5 Richard Rabbit

Registration

Print | Export | Modify Table

Title	Delivery Type	Start Date	Location	Facility	Status	Actions
Erik's Test Course for ILT Reg process	Instructor-Led	02/06/2015	KMS Building - Room: 1012D		Confir	<ul style="list-style-type: none"> View Learning Assignments Reset Attempts On Content View Results Drop Change Learner Reschedule
Placing Orders eLearning	Web Based Training				Confirmed	<ul style="list-style-type: none"> Actions 6

Learning Requests

No results found.

6 Uriah Unicorn

View by Registration allows a view of all open registrations by course name the learners associated with them:

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7. Click the radio button **View by Registration**

8. Click the arrow next to the course of interest.

Note: this view allows multiple classes to be open and viewed at one time.

9. Hover over **Actions**.

- **Drop a Class** – follow the prompts or see job aid **Dropping a Class not part of a Certification**
- **Change a Learner** – opens the **Search Person** box to select another Faculty or Staff to replace the current person in the class.
- **Reschedule** - This feature allows a change of date/time/place for a course and is available from these views only.

Important: not all users have **Change a Learner** or **Reschedule** functionality and **Reschedule** is only from the Team Learning Dashboard or the Learning Summary.

The screenshot displays the 'Debra Demeester's Team Learning Dashboard'. On the left is a navigation menu with 'Team Learning Dashboard' selected. The main content area shows a 'View Registrations For' dropdown set to 'Direct Team'. Under 'View Learning By', the 'Registration' radio button is selected and circled in red with a '7'. Below this, a course titled 'Placing Orders eLearning' is expanded, indicated by a red '8' and a dropdown arrow. It shows a 'Registration' table with columns: Learner Name, Delivery Type, Start Date, Location, Facility, Status, Package, and Mandatory. Two rows are visible: Richard Rabbit (Web Based Training, Confirmed) and Uriah Unicorn (Web Based Training, Confirmed). An 'Actions' menu is open over the first row, with 'Drop', 'Change Learner', and 'Reschedule' options circled in red with a '9'. Below this, another course 'Erik's Test Course for ILT Reg process' is expanded, showing a similar registration table with two rows: Richard Rabbit (Instructor-Led, Confirmed) and Uriah Unicorn (Instructor-Led, Confirmed). An 'Actions' menu is also open over the first row of this course, with 'Drop', 'Change Learner', and 'Reschedule' options circled in red with a '9'. At the bottom, two more course titles are visible: 'Clerical Staff: Close Telephone Encounters eLearning' and 'Overview of the MyUofMHealth.org Patient Portal eLearning', both with red arrows pointing to their expandable headers.