

Chapter 7

Working with Students

This section describes working with students for learning units and sessions. In addition, it also covers importing results for students.

The section topics are as follows:

- *“About Working with Students and Sessions” on page 92*
- *“Adding Students to a Learning Unit” on page 93*
- *“Adding a Group to a Learning Unit” on page 95*
- *“Deleting Students from a Learning Unit” on page 96*
- *“Enrolling Students in Session-based Learning” on page 97*
- *“Adding Students to the Session Student List” on page 98*
- *“Deleting Students from the Session Student List” on page 101*
- *“Entering Session Results for Students” on page 102*
- *“Entering Results for Non-session-based Learning” on page 104*
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- *“Printing Student Lists” on page 107*
- *“Filtering the Student List” on page 108*
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- *“Adding Notes Regarding Students” on page 110*

About Working with Students and Sessions

In the *Halogen eLearning Manager* module, a student is defined as an employee that has been added to a learning unit. A session is an instance of a learning unit that takes place at a fixed time. A session is comprised of a single class or a series of classes. An example of a session could be a first aid course that takes place at a specified time.

You can add students to:

- learning units
- specific sessions

A student can appear more than once on the student list for a learning unit. For session-based learning, for example, a student may attend more than one session, so the student can appear several times on the student list as a result. Similarly, for non-session-based learning, the student may appear more than once on the student list, because he or she may be required to take a course once a year. Note that a student cannot appear more than once on the student list for a specific session, however.

When a student is added to a non-session-based learning unit, the student's status is "Under Approval" or "Enrolled," depending on the approval policy for the learning unit. For more information on approval policies, see *"About Approval Policies" on page 126*.

When a student is added to a session-based-learning unit, the student's status is "Requiring Session Selection," since a session must be selected for the student. Depending on your process, the student may select the session, or the session can be selected by the administrator, manager, learning and development specialist, and so forth. After a session has been selected, the student's status becomes "Enrolled" or "Under Approval." Again, the enrollment status is determined by the approval policy for the learning unit.

The following types of users can access student lists:

- Super Administrators
- Learning Administrators
- Catalog Managers (only for assigned catalogs)
- Enrollment and Session Managers
- Learning and Development Specialists
- Instructors (only for sessions to which they are assigned)

For more information on these *eLearning Manager* roles, see *"About eLearning Manager Roles" on page 3*.

For more information on working with students and sessions, see any of the following:

- *"Adding Students to a Learning Unit" on page 93*
- *"Adding a Group to a Learning Unit" on page 95*

- *“Deleting Students from a Learning Unit” on page 96*
- *“Enrolling Students in Session-based Learning” on page 97*
- *“Adding Students to the Session Student List” on page 98*
- *“Deleting Students from the Session Student List” on page 101*
- *“Entering Session Results for Students” on page 102*
- *“Entering Results for Non-session-based Learning” on page 104*
- *“Importing Learning Results for Students” on page 105*
- *“Printing Student Lists” on page 107*
- *“Filtering the Student List” on page 108*
- *“About the Waiting List” on page 109*
- *“Sending Students from Waiting List to the Student List” on page 109*
- *“Adding Notes Regarding Students” on page 110*

Adding Students to a Learning Unit

You can add students to a learning unit regardless of whether it is a session-based or a non-session-based learning unit. For example, you can add students to the learning unit, and then pick sessions at a later time, or, if the learning unit allows students to self-enroll, the students can enroll in the sessions of their choice.

Once students are added to the learning unit, you can enter results for them or import results. For more information, see *“Entering Session Results for Students” on page 102*, *“Entering Results for Non-session-based Learning” on page 104*, and/or *“Importing Learning Results for Students” on page 105*.

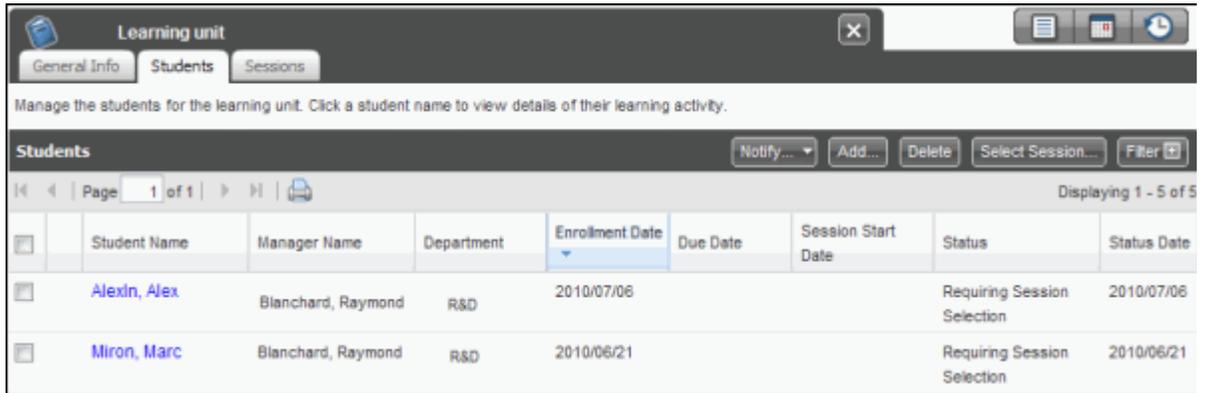
Note that the learning unit must have a status of “final” before you can add students to it. That is, you cannot add students to a learning unit that has a status of “draft” or “archived.” For more information on changing the status of a learning unit, see *“Changing the Status of a Learning Unit” on page 38*.

To Add Students to a Learning Unit

- 1 From the **Learning Control Center**, click the **Learning** link.
The **Learning** page displays.
NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.
- 2 Click the link for the learning unit that you want to add students to.
The learning unit displays with the **General Info** tab selected.

3 Click the **Students** tab.

The student list for the learning unit displays.



Learning unit

General Info Students Sessions

Manage the students for the learning unit. Click a student name to view details of their learning activity.

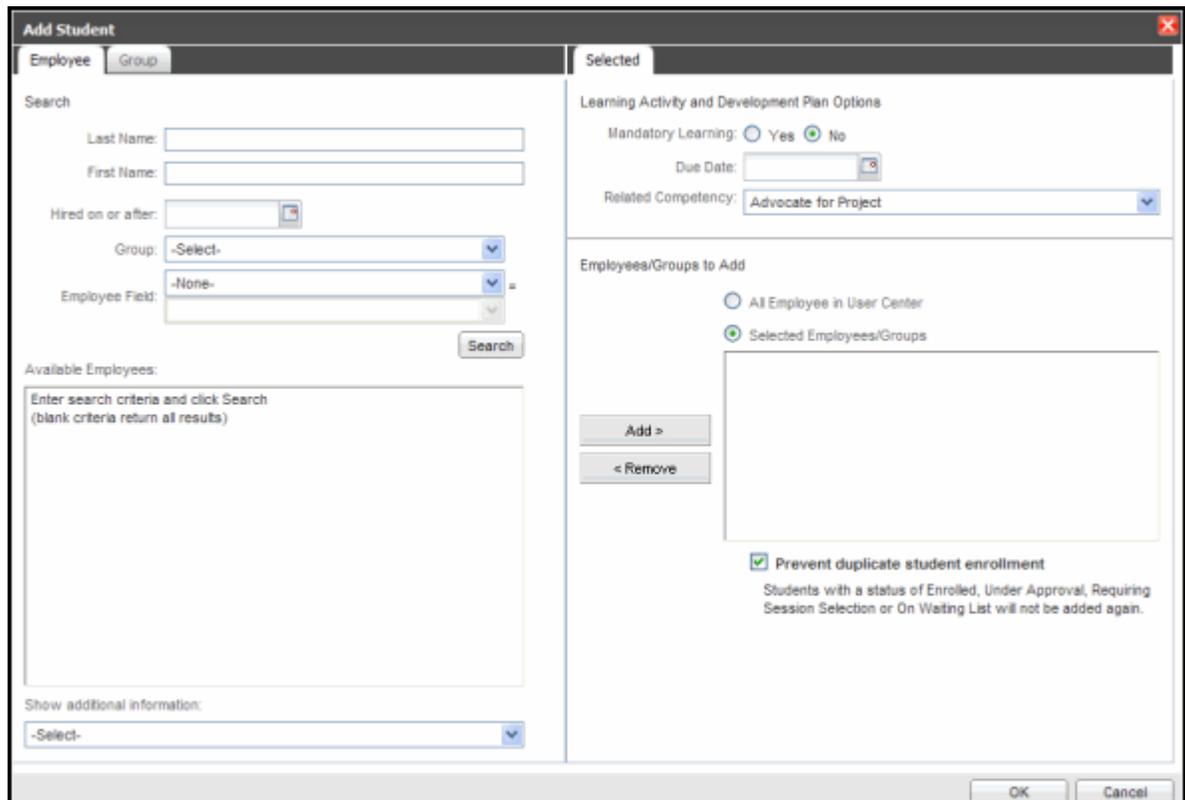
Students Notify... Add... Delete Select Session... Filter

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	Student Name	Manager Name	Department	Enrollment Date	Due Date	Session Start Date	Status	Status Date
<input type="checkbox"/>	Alexn, Alex	Blanchard, Raymond	R&D	2010/07/06			Requiring Session Selection	2010/07/06
<input type="checkbox"/>	Miron, Marc	Blanchard, Raymond	R&D	2010/06/21			Requiring Session Selection	2010/06/21

4 Click the **Add...** button.

The **Add Student** window displays.



Add Student

Employee Group

Search

Last Name:

First Name:

Hired on or after:

Group:

Employee Field:

Available Employees:

Enter search criteria and click Search
(blank criteria return all results)

Show additional information:

Selected

Learning Activity and Development Plan Options

Mandatory Learning: Yes No

Due Date:

Related Competency:

Employees/Groups to Add

All Employee in User Center

Selected Employees/Groups

Prevent duplicate student enrollment

Students with a status of Enrolled, Under Approval, Requiring Session Selection or On Waiting List will not be added again.

5 (Optional) Do any of the following:

- Enter the first few letters of the employee's last and/or first name in the **Last Name** and/or **First Name** fields.

Tip: If there are employees with similar names in your organization, and you need more information to identify the employee you want to add, select either **Department** or **Email Address** from the **Show Additional Information** drop-down list.

- Click the calendar icon  next to the **Hired on or after** field to search by the employee's hire date.
- Use the **Group** drop-down list to select the employee's group.
- Use the **Employee Field** drop-down list to select a field, and then use the drop-down list to select a field.

6 Click the **Search** button.

7 In the **Available Employees** area, select the employee(s) you want to add, and then click the **Add >** button.

Tip: Click the **All Employees in User Center** radio button if you want to add all of the employees from the User Center as students for the learning unit.

8 (Optional) Configure any of the following learning activity and development plan options:

- Click the **Yes** radio button in the **Mandatory Learning** area to make this learning required for the selected employee(s). A mandatory learning icon  will appear for both you and the employee when viewing the learning unit.
- Click the calendar icon  to add a due date for the learning.
- In the **Related Competency** drop-down list, select a competency. The list of competencies is derived from the default list when the system is first installed or upgraded.

9 To prevent duplicate enrollment, select the **Prevent duplicate student enrollment** check box.

10 Click the **OK** button.

The student list is updated to show the students added to the learning unit.

Adding a Group to a Learning Unit

Similar to individual users, you can add a group (or groups) to a learning unit. Once you add the group, all of the employees in the group will appear on the student list for the learning unit.

Note that the learning unit must have a status of “final” before you can add groups to it; you cannot add a group to a learning unit that has a status of “draft” or “archived.” For more information on changing the status of a learning unit, see *“Changing the Status of a Learning Unit” on page 38*.

To Add a Group to a Learning Unit

- 1 From the **Learning Control Center**, click the **Learning** link.
The **Learning** page displays.
NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.
- 2 Click the link for the learning unit that you want to add a group to.
The learning unit displays with the **General Info** tab selected.
- 3 Click the **Students** tab.
The **Students** list for the learning unit displays.
- 4 Click the **Add...** button.
The **Add Student** window displays.
- 5 Click the **Group** tab.
A list of the groups created in the User Center appears.
- 6 Select the group(s) you want to add to the learning unit, and then click the **Add >** button.
- 7 (Optional) Configure any of the following learning activity and development plan options:
 - Click the **Yes** radio button in the **Mandatory Learning** area to make this learning required for the selected group(s). A mandatory learning icon  will appear for the learning unit and all employees in the group.
 - Click the calendar icon  to add a due date for all members of the group.
 - In the **Related Competency** drop-down list, select a competency for all members of the group.
- 8 Click the **OK** button.
The student list is updated to show the students from the group(s) have been added to the student list for the learning unit.

Deleting Students from a Learning Unit

You can delete students from a learning unit at any time. If the students are enrolled in a session, they will be deleted from the session as well.

To Delete Students from a Learning Unit

- 1 From the **Learning Control Center**, click the **Learning** link.
The **Learning** page displays.
NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.
- 2 Click the link for the learning unit that you want to delete students from.
The learning unit displays with the **General Info** tab selected.

- 3 Click the **Students** tab.

The **Students** list for the learning unit displays.

- 4 Select the check box(es) next to the student(s) you want to delete from the learning unit.

- 5 Click the **Delete** button.

- 6 Click the **OK** button to confirm.

The student(s) is (are) deleted from the learning unit.

Enrolling Students in Session-based Learning

Once you have added students to a learning unit, you can then enroll them in a session. Note that you can also add students to sessions from individual sessions. For more information, see *“Adding Students to the Session Student List” on page 98.*

To Enroll Students in a Session

- 1 Ensure you have added the student(s) to the student list for the learning unit. For more information, see *“Adding Students to a Learning Unit” on page 93.*

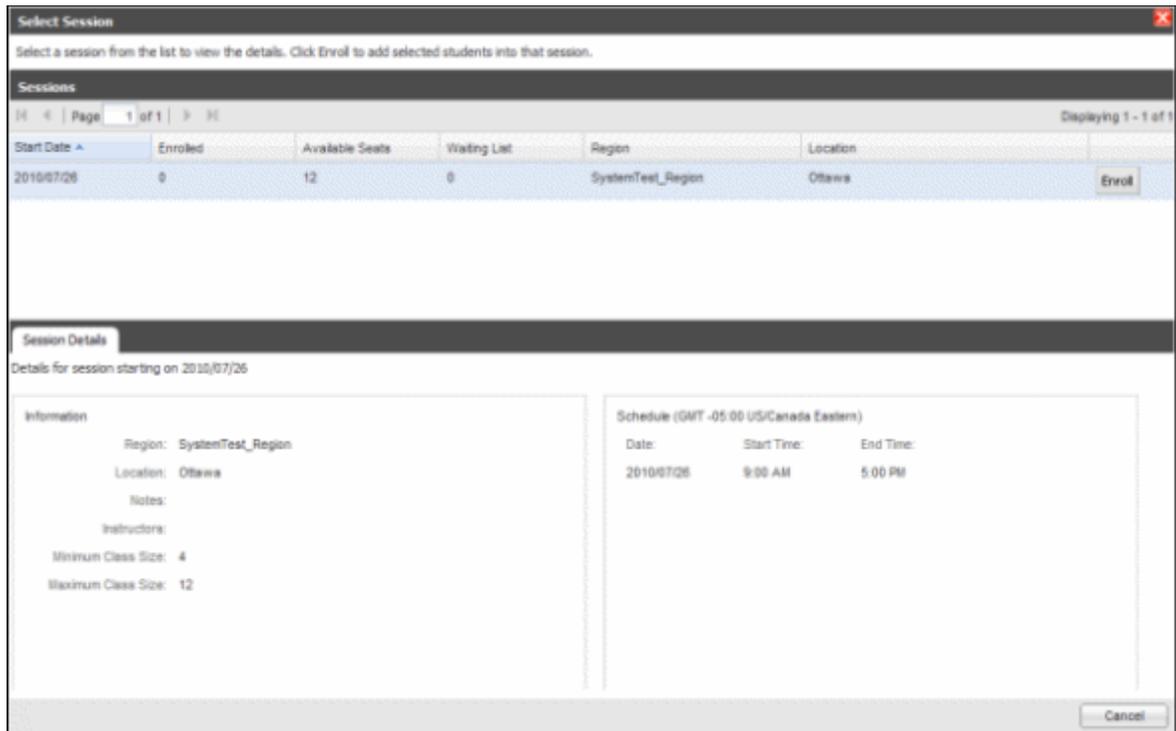
The student list for the learning unit displays. Students that have not yet been enrolled in a session will have a status of “Requiring Session Selection” or “On Waiting List.”

<input type="checkbox"/>	Student Name	Manager Name	Department	Enrollment Date	Due Date	Session Start Date	Status	Status Date
<input type="checkbox"/>	Bullen, Anne			2010/07/23		2010/09/16	Enrolled	2010/07/23
<input type="checkbox"/>	Fraser, Julia	Foreman, Shawna	R&D	2010/07/23			Requiring Session Selection	2010/07/23
<input type="checkbox"/>	Frasersemp, Juliette	Fraser, Julia	R&D	2010/07/23			Requiring Session Selection	2010/07/23

- 2 From the learning unit student list, select the check box(es) next to the student(s) that you want to enroll in a session.

- 3 Click the **Select Session...** button.

The **Select Session** window displays.



- 4 Select a session from the list.

The lower part of the window updates to display detailed session information such as the instructors of the session, start and end times, and so forth.

- 5 Click the **Enroll** button in the appropriate row.

The student's status changes to "Enrolled" on the student list for the learning unit.

NOTE: If an approval is required, the student's status will be "Under Approval" on the student list.

Adding Students to the Session Student List

You can add students to a session student list if you do not want the student to choose their own session.

The following procedure assumes that a session has already been created. For more information on adding a session, see *"Adding a Session" on page 85*.

To Add Students to a Session

- 1 From the **Learning Control Center**, click the **Learning** link.

The **Learning** page displays.

NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.

- 2 Click the link for the session-based learning unit that you want to add students to.
The learning unit displays with the **General Info** tab selected.
- 3 Click the **Sessions** tab.
The session list for the learning unit displays.

The screenshot shows a web application window titled "Learning unit session based". It has three tabs: "General Info", "Students", and "Sessions". The "Sessions" tab is active. Below the tabs, there is a message: "Select a session from the list to view the details." Below this is a "Sessions" section with a table. The table has columns: "Start Date", "Enrolled", "Available Seats", "Waiting List", "Region", "Location", and a "Cancel" or "Delete" button. The table shows two rows of session data. Below the table, there are three tabs: "Session Details", "Student List", and "Waiting List". The "Session Details" tab is active. Below the tabs, there are "Edit..." and "Notify..." buttons. The main content area shows "Details for session starting on 2010/07/26". This area is split into two columns: "Information" and "Schedule (GMT -05:00 US/Canada Eastern)".

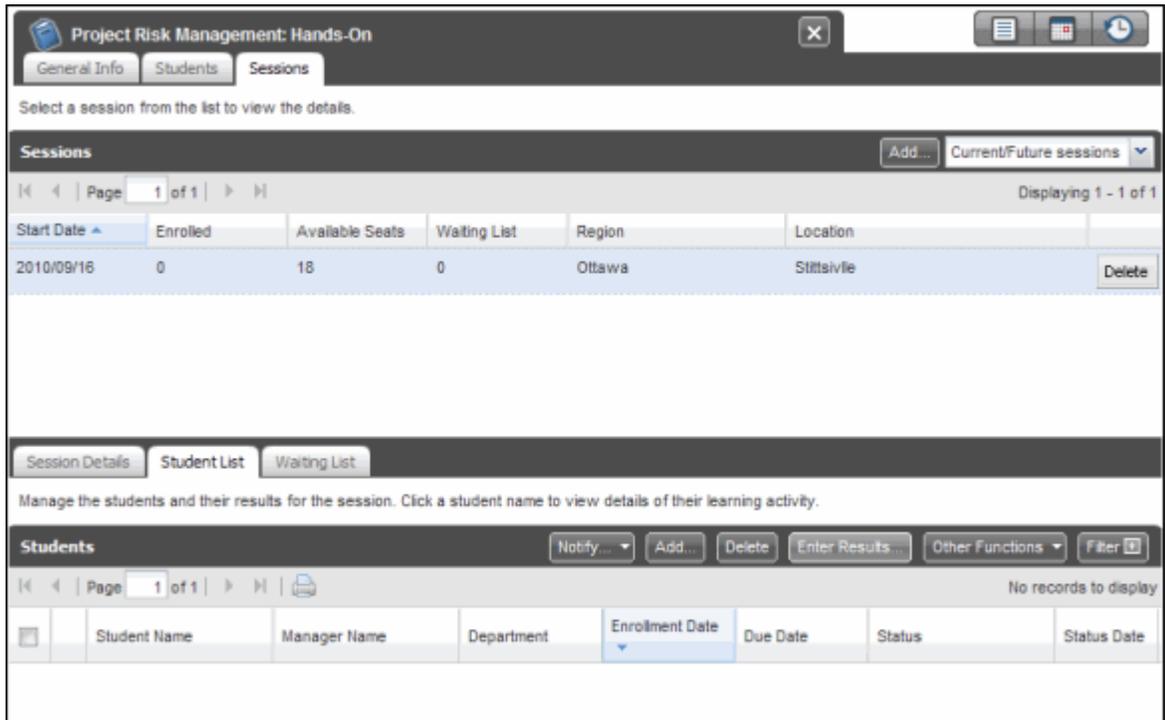
Start Date	Enrolled	Available Seats	Waiting List	Region	Location	
2010/07/26	4	8	0	SystemTest_Region	Ottawa	Cancel
2010/07/27	0	14	0	Quebec	Banting House	Delete

Information		Schedule (GMT -05:00 US/Canada Eastern)		
Region:	SystemTest_Region	Date:	Start Time:	End Time:
Location:	Ottawa	2010/07/26	9:00 AM	5:00 PM
Notes:				
Instructors:				
Minimum Class Size:	4			
Maximum Class Size:	12			

- 4 From the session list, click the session you want to add students to.
The details for the session you selected appear in the lower part of the window.

- 5 Click the **Student List** tab.

The list of students currently associated with the session appears in the lower part of the window.



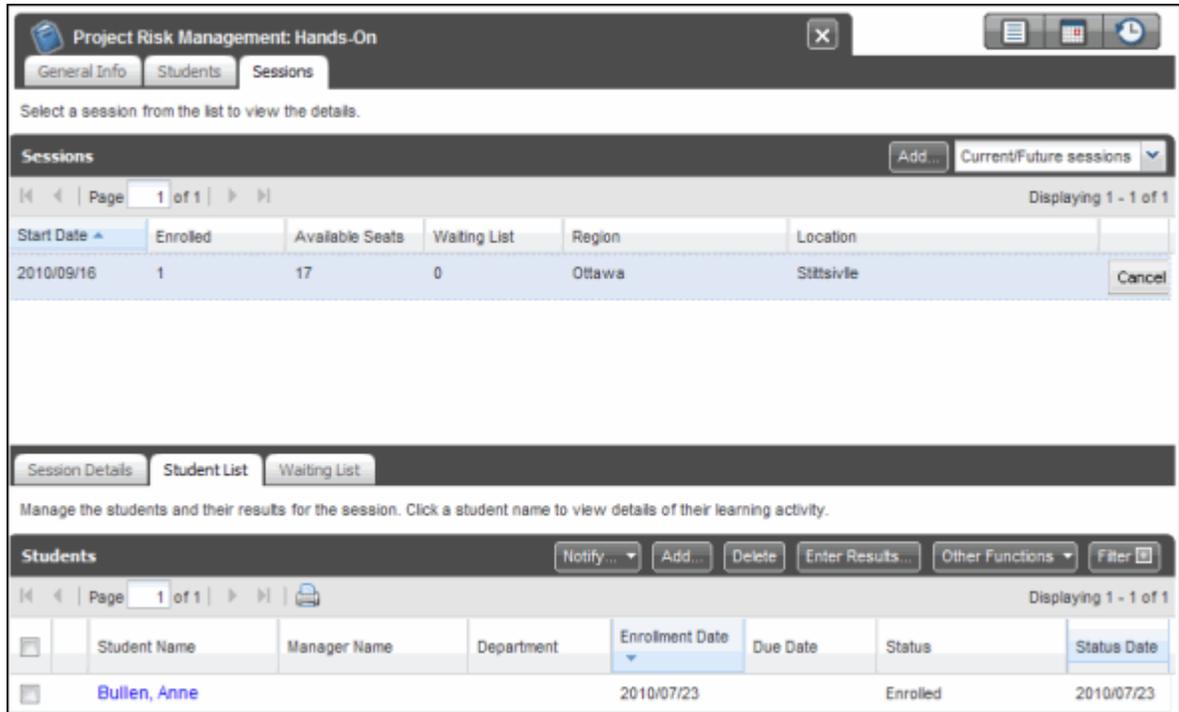
- 6 Click the **Add** button in the lower part of the window.

The **Add Student** window displays.

- 7 Select the student you want to add to the session.

For more information on adding a student, see *“Adding Students to a Learning Unit” on page 93*.

The student appears in the student list for the session. The student’s status will either be “Enrolled,” or “Under Approval,” depending on the approval policy for the learning unit.



Deleting Students from the Session Student List

You can delete a student from the session student list at any time. Enrolled students that you delete will no longer have the learning unit in their learning activity list.

If there are students on the waiting list for the session, deleting a student will cause the first student on the waiting list to be added to the session. For more information on the waiting list, see *“About the Waiting List” on page 109*.

To Delete Students from a Session

- 1 From the **Learning Control Center**, click the **Learning** link.
The **Learning** page displays.
NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.
- 2 Click the link for the session-based learning unit that you want to delete students from.
The learning unit displays with the **General Info** tab selected.

- 3 Click the **Sessions** tab.
The session list for the learning unit displays.
- 4 From the session list, click the session you want to delete students from.
The details for the session you selected appear in the lower part of the window.
- 5 Click the **Student List** tab.
The list of students currently associated with the session appears in the lower part of the window.
- 6 Select the check box(es) next to the student(s) you want to delete from the session.
- 7 Click the **Delete** button.
- 8 Click the **OK** button in the confirmation window.
The student is removed from the session student list.

Entering Session Results for Students

Depending on how the learning unit results are configured, you have several options when adding results for sessions. For more information on configuring learning unit results, see *“Managing Results Settings for a Learning Unit” on page 43*.

For example, depending on how results are configured for the learning unit, you can enter results to provide a score (percentage or numeric) for the session. You can also enter results by changing the student’s status for the session, such as indicating that the student has withdrawn from the session.

If you have a large number of students that you want to enter results for, you can award them all a complete grade and/or award them all a passing grade.

If you want to add a certification of completion, such as a report card, test result, and so forth, for auditing purposes, you can do so below. You can use .PDF, .DOC, .DOCX, .TXT, .XLS, .XLSX, .JPG, .GIF, or .BMP files, and these files must be smaller than 10 MB each.

The following procedure tells you how to enter results for session-based learning. To enter results for non-session-based learning, see *“Entering Results for Non-session-based Learning” on page 104*.

To Enter Session Results for Students

- 1 From the **Learning Control Center**, click the **Learning** link.
The **Learning** page displays.
NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.
- 2 Click the link for the appropriate session-based learning unit.
The learning unit displays with the **General Info** tab selected.

3 Click the **Sessions** tab.

The session list for the learning unit displays.

4 From the session list, click the session you want to add results for.

The details for the session you selected appear in the lower part of the window.

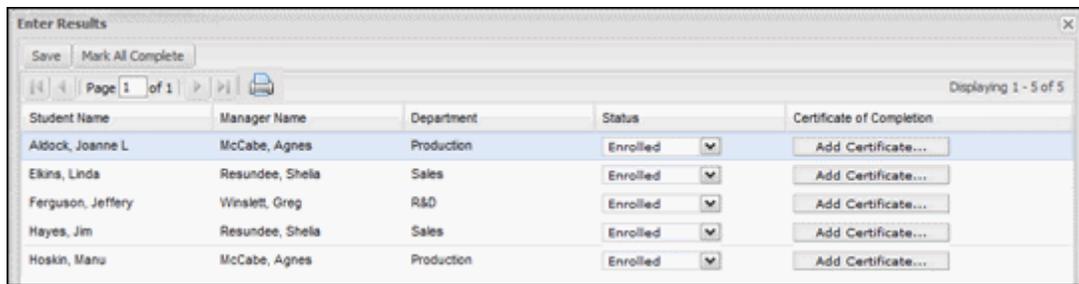
5 Click the **Student List** tab.

The list of students currently associated with the session appears in the lower part of the window.

6 Select the check box(es) next to the student(s) whose results you want to enter.

7 Click the **Enter Results...** button.

The **Enter Results** window displays. Depending on how the results have been configured for the learning unit, you have several scoring options.



8 Do any of the following:

- Click the **Mark All Completed** button to award a “Completed” mark to all the students with a status of “Enrolled” for this session, and then click the **OK** button to confirm.
- Click the **Mark All Pass** button to award a pass mark to all students. Only students that have a status of “Complete” or “Enrolled” and have not already received a “Passed” or “Failed” mark will be updated.
- In the **Status** column, select the status. For example, if the student has successfully completed the learning unit, select **Completed**.
- In the **% score** or **Numeric Score** column, enter a score expressed as a percentage or a number, respectively.
- In the **Pass/Fail** column, select either **Pass** or **Fail** from the drop-down list.
- If you want to award a certification of completion, for example, for auditing purposes, click the **Add Certificate** button, then click the **Browse** button, then select the file you want to upload, then click the **Open** button, and then click the **OK** button. Click the **Remove Certificate** button to remove it, or click the paper clip icon to view the certificate.

9 Click the **Save** button.

10 Click the **Close** button.

The session student list is updated to reflect your changes.

Entering Results for Non-session-based Learning

You can enter results for non-session-based learning by entering or importing results for students associated with the learning unit. For information on importing results for session-based learning, see *“Importing Learning Results for Students” on page 105*.

If you want to add a certification of completion, such as a report card, test result, and so forth, for auditing purposes, you can do so below. You can use .PDF, .DOC, .DOCX, .TXT, .XLS, .XLSX, .JPG, .GIF, or .BMP files, and these files must be smaller than 10 MB each.

The following procedure assumes you already have added students to the learning unit. For more information, see *“Adding Students to a Learning Unit” on page 93*.

To Enter Results for Non-session-based Learning

- 1 From the **Learning Control Center**, click the **Learning** link.

The **Learning** page displays.

NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.

- 2 Click the link for the appropriate learning unit.

The learning unit displays with the **General Info** tab selected.

- 3 Click the **Students** tab.

The student list for the learning unit displays.

- 4 Select the check box(es) next to the employee(s) you want to enter results for.

- 5 Click the **Enter Results...** button.

The **Enter Results** window displays. Depending on how the results have been configured for the learning unit, you have several scoring options.

- 6 Do any of the following:

- Click the **Mark All Completed** button to award a “Completed” mark to all the students with a status of “Enrolled” for this session, and then click the **OK** button to confirm.
- Click the **Mark All Pass** button to award a pass mark to all students (except those who already have marks for this session) with a status of “Enrolled” or “Completed” in the session, and then click the **OK** button to confirm.
- In the **Status** column, select the status. For example, if the student has successfully completed the learning unit, select **Completed**.
- In the **% score** or **Numeric Score** column, enter a score expressed as a percentage or a number, respectively.
- In the **Pass/Fail** column, select either **Pass** or **Fail** from the drop-down list.
- If you want to award a certification of completion, for example, for auditing purposes, click the **Add Certificate** button, then click the **Browse** button, then select the file you want to upload, then click the **Open** button, and then click the **OK** button. Click the **Remove Certificate** button to remove it, or click the paper clip icon to view the certificate.

- 7 Click the **Save** button.

- 8 Click the **Close** button.

Importing Learning Results for Students

If you have prior results for students, you can import these results into the *eLearning Manager* system. You can import results for non-session-based learning units or session-based learning units. The results must be in the form of a delimited text file and may include the status, date, score, and a pass/fail mark. In addition, the results for each student must appear on a separate row.

Student information can be matched using the employee ID, username, or email address.

NOTE: The following procedure is based on a scored learning unit in which the score is expressed as a percentage. Your learning units may differ, but the procedure for importing results will be very similar. For example, if your learning unit does not use scoring, you will not see the fields for entering scoring information.

To Import Results for Students

- 1 From the **Learning Control Center**, click the **Learning** link.

The **Learning** page displays.

NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.

- 2 Click the link for the appropriate learning unit.

The learning unit displays with the **General Info** tab selected.

- 3 Do one of the following:

- If you want to import results for non-session-based learning, click the **Students** tab

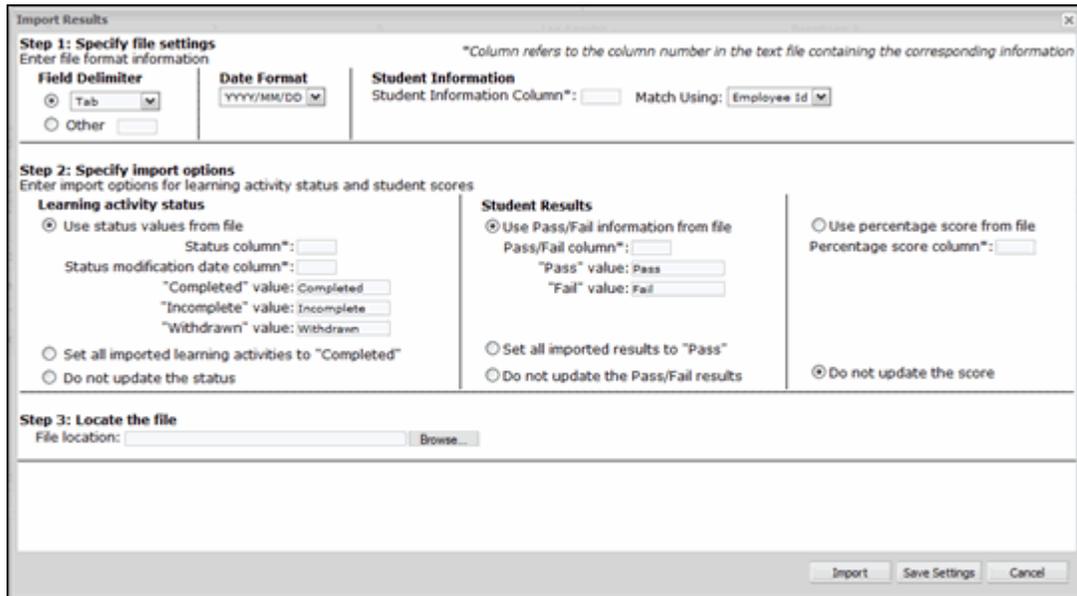
OR

- If you want to import results for session-based learning, click the **Sessions** tab, select the session, and then click the **Student List** tab.

- 4 Select the check box(es) next to the student(s) whose results you want to import.

5 Click the **Other Functions** button and select **Import Results....**

The **Import Results** window displays.



6 Do either of the following:

- Specify the field delimiter of your text file. For example, if your file uses commas as the delimiter, select **Comma** from the drop-down list.

OR

- Click the **Other** radio button, and then enter a single character as the delimiter in the field.

7 Specify the **Date Format** used in your text file using the drop-down list.

8 In the **Student Information** area, enter a number for the column containing student information in your text file, and then select either **Employee ID**, **Username**, or **Email** from the **Match Using** drop-down list.

9 In the **Learning activity status** area, do one of the following:

- If you want to use learning activity status information from your text file, click the **Use status values from file** radio button, and then enter a number in the **Status column** field, and then, if required, enter a number in the **Status modification date column** field.

If required, you can edit the default text in the **“Completed” value**, **“Incomplete” value**, and/or **“Withdrawn” value** fields.

OR

- If you want to mark all learning activities as completed upon import, click the **Set all imported learning activities to “Completed”** radio button.

OR

- If you do not want to import any status information or do not have status information in your file, click the **Do not update the status** radio button.

10 In the **Student Results** area, do one of the following:

- If you want to use pass/fail results from your source data, click the **Use Pass/Fail information from file** radio button, and then enter a number in the **Pass/Fail column** field, and then, if required, you can change the text in the “**Pass**” **value** and “**Fail**” **value** fields.

OR

- If you want to set all results as pass upon import, click the **Set all imported results to “Pass”** radio button.

OR

- If you do not want to import any pass/fail results or if your data does not contain pass/fail results, click the **Do not update the Pass/Fail results** radio button.

11 Do either of the following:

- If your data uses a percentage figure for scoring, click the **Use percentage score from file** radio button, and then enter a number in the **Percentage score column** field.

OR

- If you do not want to update the score upon import, click the **Do not update the score** radio button.

12 (Optional) Click the **Save Settings** button to save these settings so you can use them the next time you import results.

13 Click the **Browse** button to search for the text file on your computer, locate the file, and then click the **Open** button.

14 Click the **Import** button.

The **Import Summary** window appears that identifies the number of successful updates.

15 Click the **Close** button.

Printing Student Lists

You can print both the learning unit student list and the session student list. You cannot print the waiting list, however.

To Print the Student List for a Learning Unit or a Session

1 From the **Learning Control Center**, click the **Learning** link.

The **Learning** page displays.

NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.

2 Click the link for the appropriate learning unit.

The learning unit displays with the **General Info** tab selected.

3 Do either of the following:

- To print the entire student list for the learning unit, click the **Students** tab, and then click the print icon  .

or

- To print the student list for a specific session, click the **Sessions** tab, then click the session, then click the **Student List** tab, and then click the print icon  .

The list appears in a new browser window.

4 Print the list using your browser's print feature.

Filtering the Student List

If there are many students on the student list, you can filter it by last name, first name, enrollment date, and/or status to help you find the student you're looking for.

To Filter the Student List

1 From the **Learning Control Center**, click the **Learning** link.

The **Learning** page displays.

NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.

2 Click the link for the appropriate learning unit.

The learning unit displays with the **General Info** tab selected.

3 Do either of the following:

- To filter the entire student list for the learning unit, click the **Students** tab.

or

- To filter the student list for a specific session, click the **Sessions** tab, then click the session, and then click the **Student List** tab.

4 Click the **Filter** button to show the filters.

The list of filters displays above the student list.



The screenshot shows a filter interface with the following elements:

- Last Name:
- First Name:
- Enrollment Date: From: To:
- Status:
- Buttons: Search, Show All

5 Do any of the following:

- In the **Last Name** field, enter the student's last name or the first few letters of the student's last name.
- In the **First Name** field, enter the student's first name or the first few letters of the student's first name.
- Click the calendar next to the **From** and/or **To** fields in the **Enrollment Date** area, and then click a date.
- In the **Status** drop-down list, select a status.

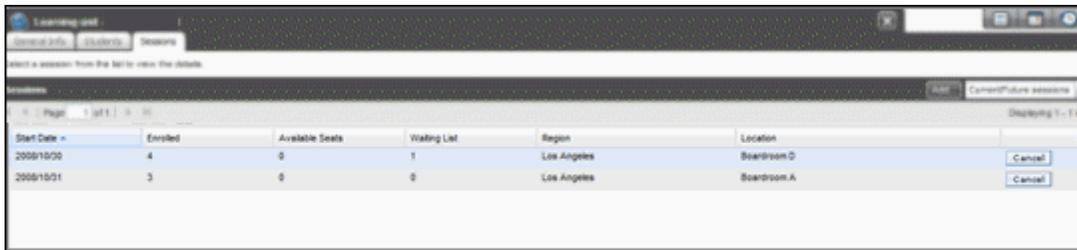
- Click the **Search** button.

The student list is updated to reflect your search filters.

About the Waiting List

The session waiting list is only used when the maximum number of seats in a session has been reached. That is, if the maximum number of seats have been allocated to students for a session and then you attempt to add more students to it, they will automatically be added to the waiting list.

In the example below, for the session starting 2008/10/30, the maximum number of seats are four and there is one student on the waiting list. Once another student is added to the session, he/she will appear on the waiting list.



Start Date	Enrolled	Available Seats	Waiting List	Region	Location	
2008/10/30	4	0	1	Los Angeles	Boardroom D	Cancel
2008/10/31	3	0	0	Los Angeles	Boardroom A	Cancel

If you want to override the maximum number of seats for the session, you can send students from the waiting list to the student list for a specific session. For more information, see *“Sending Students from Waiting List to the Student List” on page 109*.

If you delete a student from a session and that session has a waiting list, the first student on the waiting list takes the seat of the deleted student. For more information on deleting students, see *“Deleting Students from the Session Student List” on page 101*.

Sending Students from Waiting List to the Student List

If there are students on the waiting list, you can override the maximum number of available seats to add them to a session.

To Send Students from the Waiting List to the Student List

- From the **Learning Control Center**, click the **Learning** link.
The **Learning** page displays.
NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.
- Click the link for the appropriate session-based learning unit.
The learning unit displays with the **General Info** tab selected.

- 3 Click the **Sessions** tab.

The session list for the learning unit displays.

- 4 From the session list, click the appropriate session.

The details for the session you selected appear in the lower part of the window.

- 5 Click the **Waiting List** tab.

The list of students currently on the waiting list appears in the lower part of the window.

- 6 Select the check box(es) next to the student(s) you want to send to the student list.

- 7 Click the **Send to Student List** button.

The student(s) is (are) added to the student list. Note that the number of students shown in the **Enrolled** column will be larger than the maximum class size for the session.

Adding Notes Regarding Students

You can add notes for a student on the student list or on the student list for a session. These notes can be viewed by anyone who has access to the learning unit.

The notes window also displays information on the status, who initiated the learning, results, and approval information.

To Add a Note for a Student

- 1 From the **Learning Control Center**, click the **Learning** link.

The **Learning** page displays.

NOTE: If you are already on the **Learning** page, you do not need to click the **Learning** link.

- 2 Click the link for the appropriate learning unit.

The learning unit displays with the **General Info** tab selected.

- 3 Do either of the following:

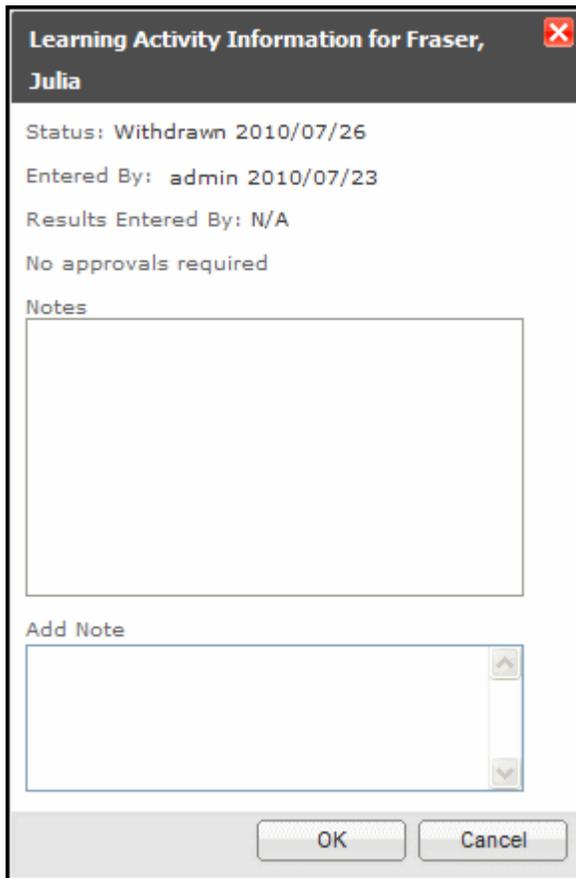
- To add a note for a student on the student list for the learning unit, click the **Students** tab.

OR

- To add a note for a student from a specific session, click the **Sessions** tab, then click the session, and then click the **Student List** tab.

- 4 Click the student for whom you want to add a note.

The **Learning Activity Information for {employee name}** displays.



The screenshot shows a dialog box titled "Learning Activity Information for Fraser, Julia". The dialog box contains the following information:

- Status: Withdrawn 2010/07/26
- Entered By: admin 2010/07/23
- Results Entered By: N/A
- No approvals required
- Notes: A large empty text area for entering notes.
- Add Note: A smaller text area for adding a note, with up and down arrow buttons on the right side.
- Buttons: OK and Cancel buttons at the bottom.

- 5 In the **Add Note** area, enter the note.

- 6 Click the **OK** button.