



LEARNING MANAGEMENT SYSTEM (LMS) VIEW AN OFFERING'S CURRENT ENROLLMENTS

When viewing the learning offerings to find which class best suits your schedule, you can configure the system to show columns for Current Enrollment and Maximum Enrollment for the specified classes.

1. Log into the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. In the Catalog Search section, click the **Advanced Search** link.

Figure 1 – Advanced Search link in the Catalog Search section

NOTE: For instructions about searching for courses, refer to the [Search for a Course and Register \(TS15-L\)](#) QRG.

- In order to see the available seats for each offering in the Courses list, click the **Modify Table** link in the upper right corner of the Learning Offerings list.

Modify Table link

Courses
Showing 8 out of 8 results

[Calendar View](#) | [Print](#) | [Export](#) | [Modify Table](#)

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Price	Add
NIH LMS Entering The CAN On An Order	FY13	Online Training						English		0.00 USD	Launch Content Add to Plan

Figure 2 – Modify Table link on Advanced Search results

4. The Modify Table Display window will appear. Click the checkboxes for **Current Enrollment** and **Maximum Enrollment**, then click the **Save** button at the bottom.

Current Enrollment checkbox

Maximum Enrollment checkbox

<input checked="" type="checkbox"/>	10	Default Credits	<input type="radio"/> Default Credits	Ascending
<input type="checkbox"/>	11	Course ID	<input type="radio"/> Course ID	Ascending
<input type="checkbox"/>	12	Current Enrollment	<input type="radio"/> Current Enrollment	Ascending
<input type="checkbox"/>	13	Owner	<input type="radio"/> Owner	Ascending
<input type="checkbox"/>	14	Test	<input type="radio"/> Test	Ascending
<input type="checkbox"/>	15	Maximum Enrollment	<input type="radio"/> Maximum Enrollment	Ascending
<input type="checkbox"/>	16	Maximum Waitlist	<input type="radio"/> Maximum Waitlist	Ascending
<input type="checkbox"/>	17	Minimum Enrollment Required	<input type="radio"/> Minimum Enrollment Required	Ascending
<input type="checkbox"/>	18	Offering ID	<input type="radio"/> Offering ID	Ascending
<input type="checkbox"/>	19	Quantity	<input type="radio"/> Quantity	Ascending
<input type="checkbox"/>	20	Status	<input type="radio"/> Status	Ascending
<input type="checkbox"/>	21	Training Unit	<input type="radio"/> Training Unit	Ascending
<input type="checkbox"/>	22	Current Waitlist	<input type="radio"/> Current Waitlist	Ascending

Save button

Restore Defaults Save Close

Figure 3 – Modify Table options screen

- You should be returned to the Advanced Search results page from your previous search with the Current Enrollment and Maximum Enrollment columns added to the view. The Maximum Enrollment shows the total number of Learners that can enroll in the class and the Current Enrollment shows the number of Learners who have already enrolled in the class.

The screenshot shows a search interface with various filters and a table of results. The table has columns for Title, Version, Delivery Type, Start Date, End Date, Session, Location, Facility, Language, Default Credits, Current Enrollment, Maximum Enrollment, Price, and Add. Two arrows point from text labels on the right to the 'Current Enrollment' and 'Maximum Enrollment' columns in the table.

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Current Enrollment	Maximum Enrollment	Price	Add
NIH LMS Entering The CAN On An Order	FY13	Online Training						English				0.00 USD	Launch Content Add to Plan
NIH LMS Local Learning Registrar	FY15	Instructor led	07/31/2015	07/31/2015	NIH Fri 12:30 - 4:30	NIH Training Center		English	3	3	10	430.00 USD	Register Add to Plan

Current Enrollment column

Maximum Enrollment column

Figure 4 – Current Enrollment and Maximum Enrollment columns

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>