



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.

Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search In

Location Starting

Show exact matches only

[Advanced Search](#)

Browse: [Category](#)

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.

The screenshot shows a 'Modify Table Display' window with a table of columns. Each row contains a checkbox, a numeric ID, a column name, a radio button, and a sorting dropdown menu. The 'Current Enrollment' checkbox (row 12) and 'Maximum Enrollment' checkbox (row 15) are checked. The 'Save' button is located at the bottom right of the window.

| | | | | | |
|-------------------------------------|----|-----------------------------|-----------------------|-----------------------------|-----------|
| <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 checked="" 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 checked="" 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 |

Buttons at the bottom: 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 a filter panel on the left and a table of results below. The filter panel includes fields for Title, Keyword, Start Date, End Date, Facility, Currency, and Field of Study, along with dropdowns for Location, Delivery Type, Language, Category, and Competency. The table below has the following columns: Title, Version, Delivery Type, Start Date, End Date, Session, Location, Facility, Language, Default Credits, Current Enrollment, Maximum Enrollment, Price, and Add. Two arrows from the right point to the 'Current Enrollment' and 'Maximum Enrollment' columns.

| 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 refer to the [LMS Support Page](#).