



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 <u>Log-On Instructions</u> (<u>TS02-L</u>) QRG.

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

will search on each word or 1 2010 is entered as the searc	e ID, or offering ID in the search field. The LMS numeric ID separately. For example, if Word th criteria, all offerings with either Word OR	
	abstract, or keywords will be returned. Use the your search criteria, or check the Exact Match the course.	
Search	In	
	Learning Catalog -	
Location	Starting A	dvance
Any Location 👻	in Hoxt Cix Months	earch
	Show exact matches only Search	nk
	Advanced Search	

Figure 1 – Advanced Search link in the Catalog Search section

NOTE: For instructions about searching for courses, refer to the <u>Search for a</u> <u>Course and Register (TS15-L)</u> QRG. 3. 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.

Title Keyword Start Date ≻= End Date <= Facility Currency Field of Study Configure)15 ars ▼		Location Delivery Type Language Category Competency D	English	•	v v					/	Modify Table link
Courses Showing 8 out of	of 8 results							Cale	endar View Print	Export M	odify Table		
Title	Version	Delivery Type	Start D	ate End Da	te 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.

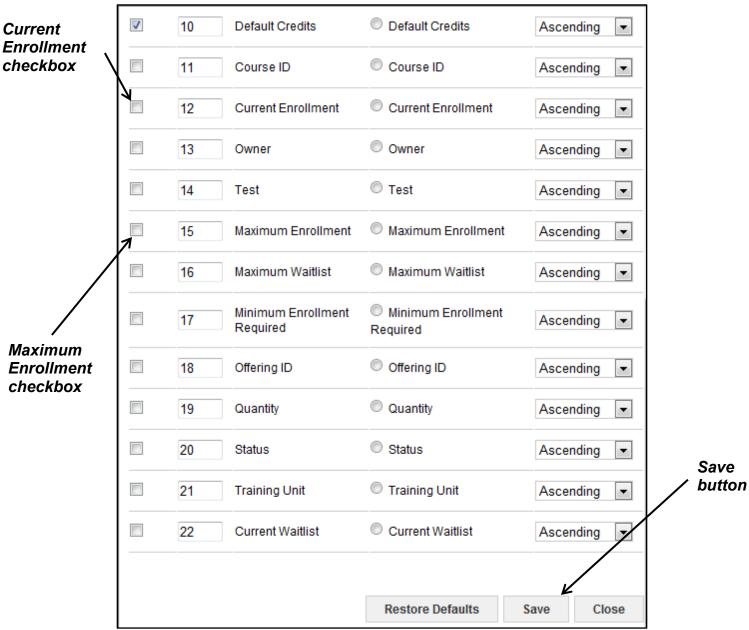


Figure 3 – Modify Table options screen

5. 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.

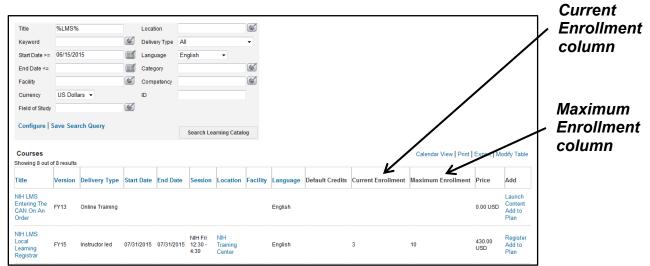


Figure 4 – Current Enrollment and Maximum Enrollment columns

If you experience trouble with this process, please refer to the <u>LMS Support</u> <u>Page.</u>