

When employing Training Groups, enrollment of users will happen automatically. Nonetheless users managing courses can elect to manually enroll/unenroll users one by one. This function cannot be used on Site Training Courses.

Log in to Global Learn and navigate to the Course Management page.



Select a Course via the checkbox.



Expand the More Options menu at the top 3 and select the Enroll/Unenroll Learners option.



Select a name and Add (or select and Remove to unenroll). You can select multiple names first.

Click Finish at the bottom

for the change to take effect.







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