

# How to Enroll Users Manually

GlobalLearn version 2.5

- APPLICABLE TO:
- ☒ Company Admin

☒ Manager

☒ Instructor

☐ Learner

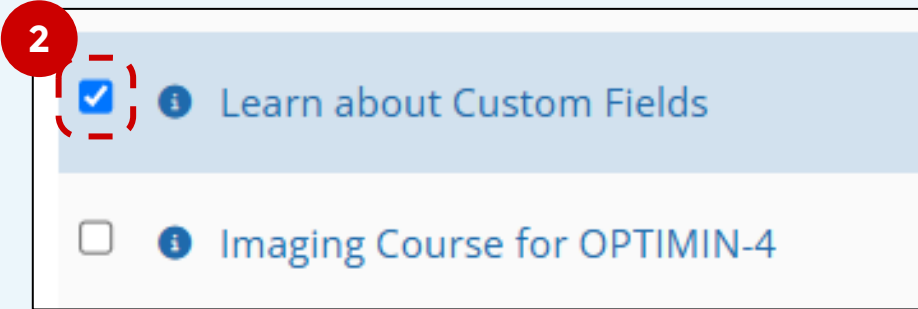
☒ GlobalLearn

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.

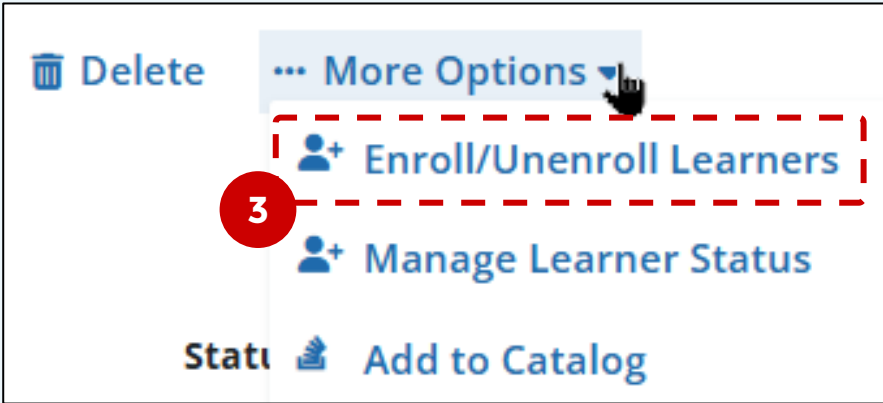
1 Log in to Global Learn and navigate to the **Course Management** page.



2 Select a Course via the checkbox.



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



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

5 Click **Finish** at the bottom for the change to take effect.

