

How to Enroll Users Manually

GlobalLearn version 2.6

APPLICABLE TO:

- Company Admin
- Manager
- Instructor
- Learner

GlobalLearn

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

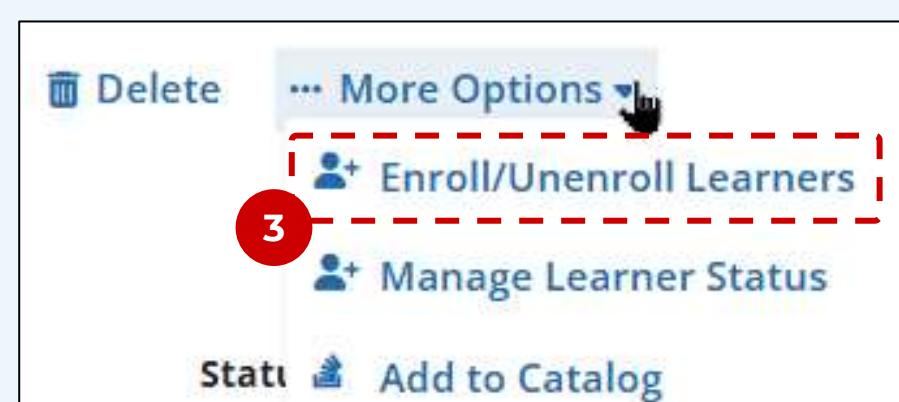
- 1 Log in to Global Learn and navigate to the **Course Management** page.



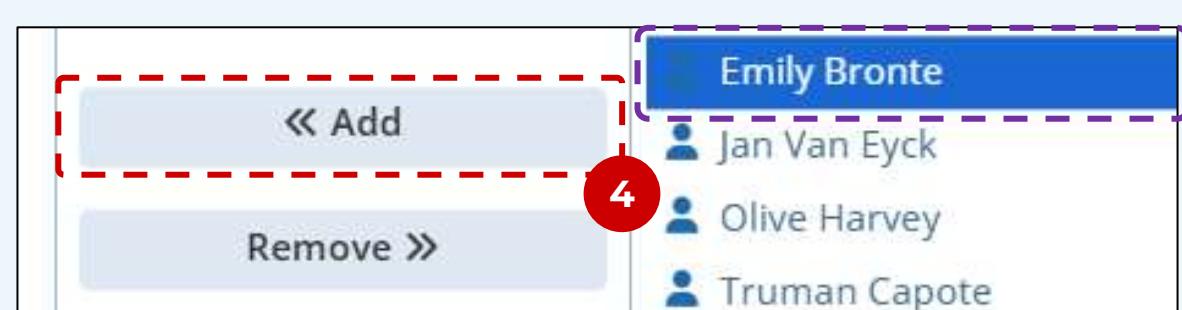
- 2 Select a Course via the checkbox.



- 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.

