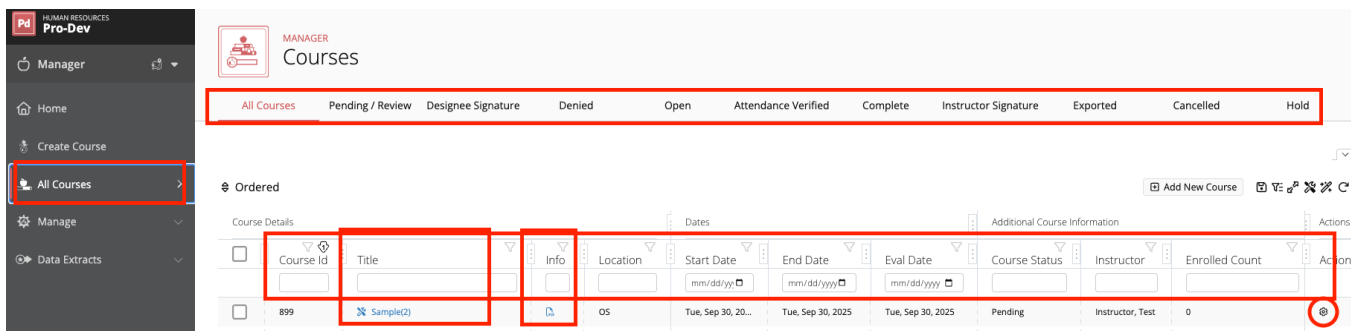


Manager: Course Management (Connect)

Here, you will learn how to view all courses.

1. Start under **All Courses** in the left navigation menu.
2. You will see a data table that lets you view all courses.
3. The **subpage tabs** at the top provide filtered lists based on each course's current status.
4. To search for courses, use the **filters** or enter keywords in the field at the top of each column.
5. Click the **icon** in the **Info** column to generate a report.
6. Click on a **course title** to open the configure course page.
7. Click the **Add New Course** button in the top right to create a new course.



Course Actions

Additionally, on this page, there are multiple options available through the Actions Menu and the Row Action Options. Some items become available only when the course reaches a specific status.

1. Click the **Row Action Gear** to the far right to
 - a. **Delete**
 - b. **Configure**
 - c. **Clone**
 - d. **Cancel Course**
 - e. **Print Evaluation Summary (Open)** (Data must be present to be viewable)
2. Click on one or more **checkboxes** to the far right.
 - a. Click the **Selected Gear** in the top left of the table and choose one of the following:
 - i. **Cancel Course(s):** Select this option to cancel a course and send a system email notifying learners that their enrollment has been canceled.
 - ii. **Update Course Status:** Select this option to change a course status.
 - iii. **Email Learners:** Select this option to compose and send an email to enrolled learners of the selected course(s).
 - iv. **Email Course Registration Reminder:** Select this option to send a registration reminder to enrolled learners for selected course(s).

Learners Tab

The learners tab lists learners associated with the course and their enrollment status. The learner tab is only visible when a course's status is Open.

Helpful Resource: [Open Course: Learners, Evaluation and Attendance Tabs \(Connect\)](#)

Inviting Learners

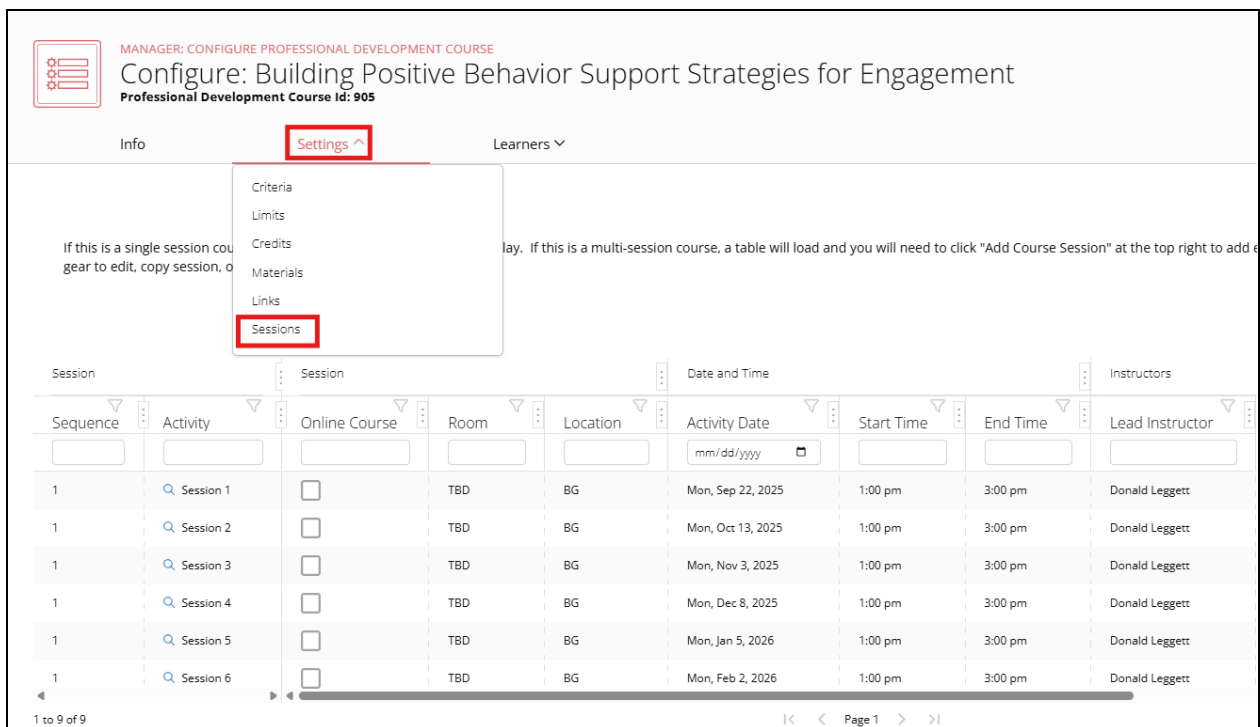
Learners can be sent an email invitation to a course, with a link to register if interested.

Helpful Resource: [Open Course: Learners, Evaluation and Attendance Tabs \(Connect0](#)

Changing Number of Seats

The number of available seats can be adjusted after course enrollment begins. To make adjustments, a user with the Manager role must do so. If any learners are on the waitlist and seats are added, the learners will be added to the course in the order they enrolled.

1. Start under **All Courses** in the left navigation menu.
2. To search for courses, use the **filters** or enter keywords in the field at the top of each column.
3. Click on a **course title** to open the **Configure Course** page.
4. Click the **Settings** tab and select **Sessions** from the dropdown menu.
5. Click on the **magnifying glass** next to the session to open it.



MANAGER: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE
Configure: Building Positive Behavior Support Strategies for Engagement
Professional Development Course id: 905

Info **Settings** Learners

Criteria
Limits
Credits
Materials
Links
Sessions

If this is a single session course, click the gear icon to edit, copy session, or delete session. If this is a multi-session course, a table will load and you will need to click "Add Course Session" at the top right to add a new session.

Sequence	Activity	Online Course	Room	Location	Activity Date	Start Time	End Time	Lead Instructor
1	Session 1	☐	TBD	BG	Mon, Sep 22, 2025	1:00 pm	3:00 pm	Donald Leggett
1	Session 2	☐	TBD	BG	Mon, Oct 13, 2025	1:00 pm	3:00 pm	Donald Leggett
1	Session 3	☐	TBD	BG	Mon, Nov 3, 2025	1:00 pm	3:00 pm	Donald Leggett
1	Session 4	☐	TBD	BG	Mon, Dec 8, 2025	1:00 pm	3:00 pm	Donald Leggett
1	Session 5	☐	TBD	BG	Mon, Jan 5, 2026	1:00 pm	3:00 pm	Donald Leggett
1	Session 6	☐	TBD	BG	Mon, Feb 2, 2026	1:00 pm	3:00 pm	Donald Leggett

1 to 9 of 9

6. Scroll down to the **Enrollments** section. Enter the new number of **Seats Available** and press “**Save**”. The system will make adjustments to anyone’s enrollment if necessary.

Enrollments	Min Enrollment (required)	Seats Available (required)
	1 #	10 #