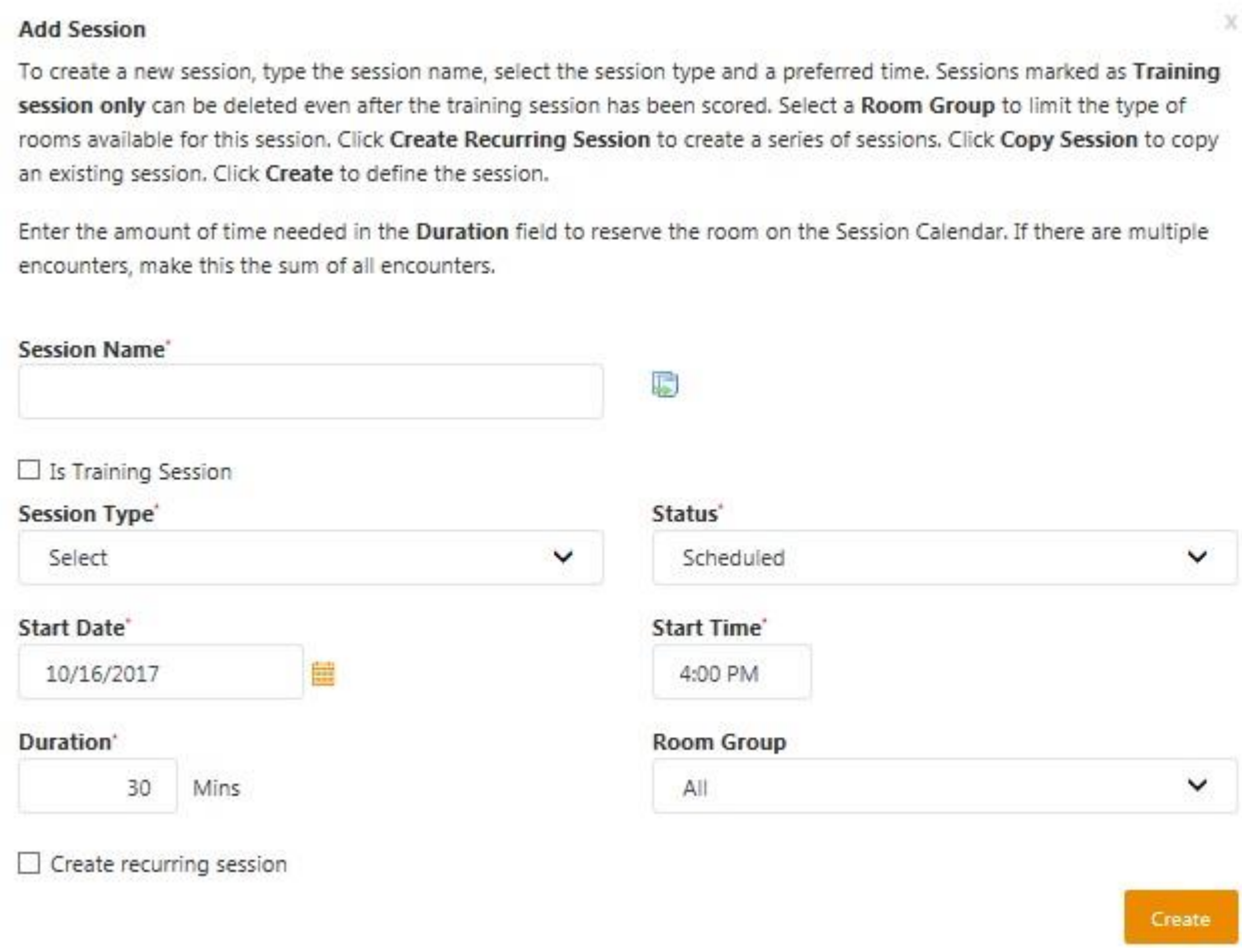
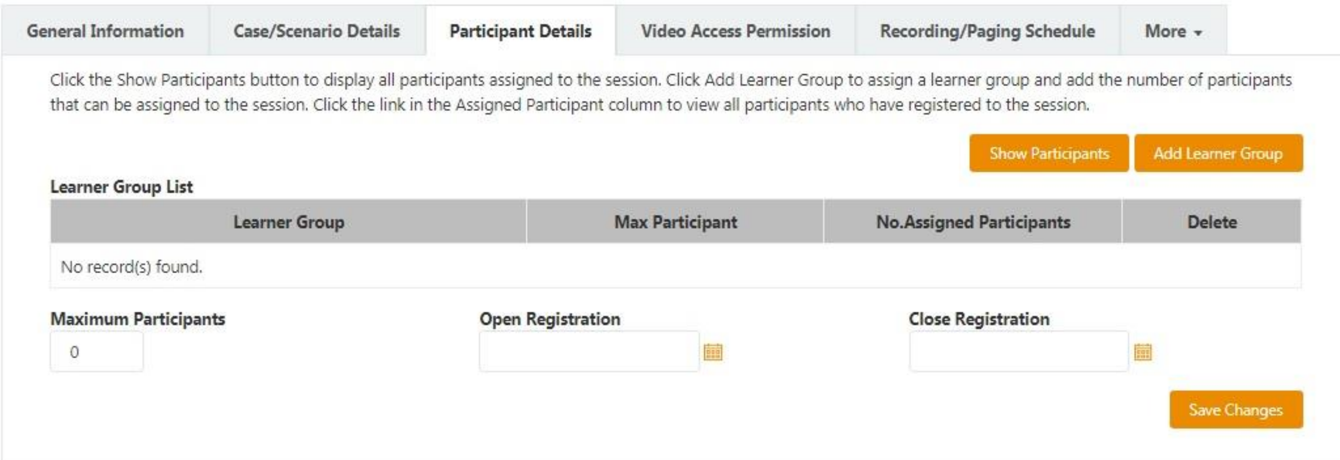
Create an Open-Student Self-Registration Session

Complete the following steps to create a session open to learners to self-register.

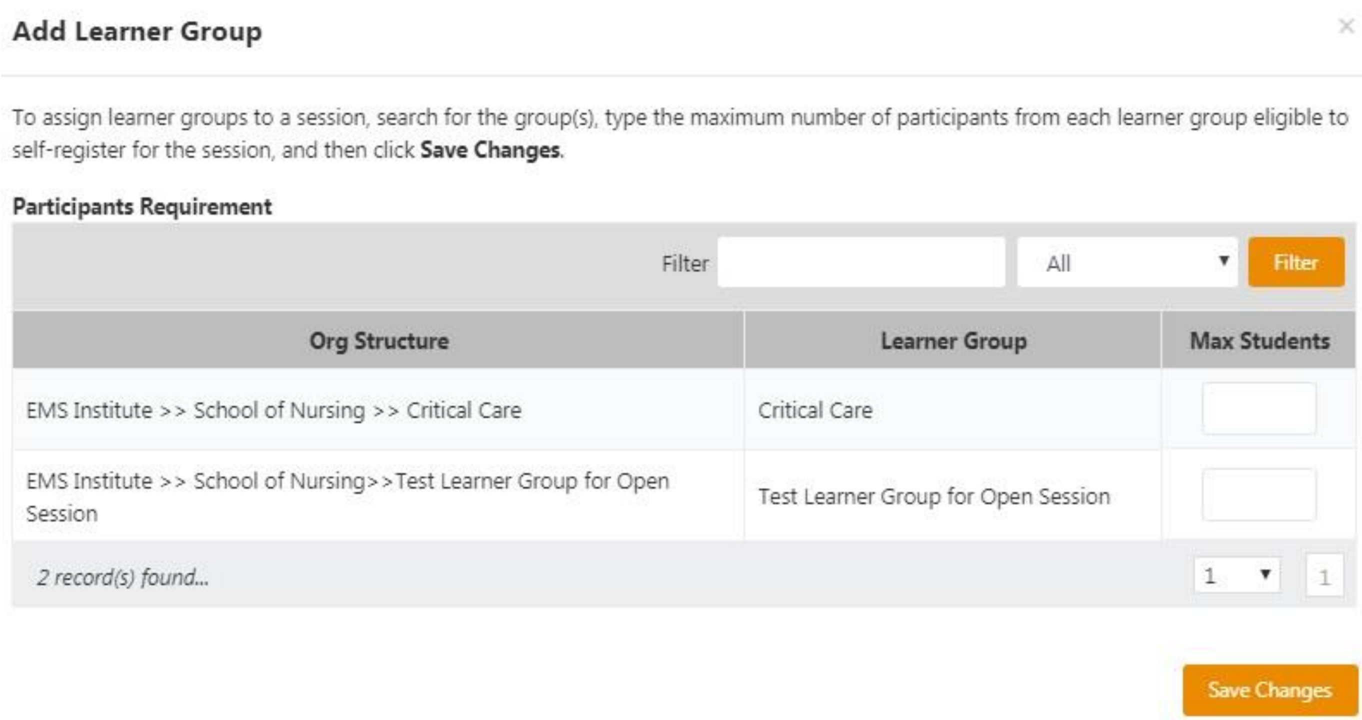
IMPORTANT! Learners must be in a Learner Group. See **Settings > User Management > Learner Group.**



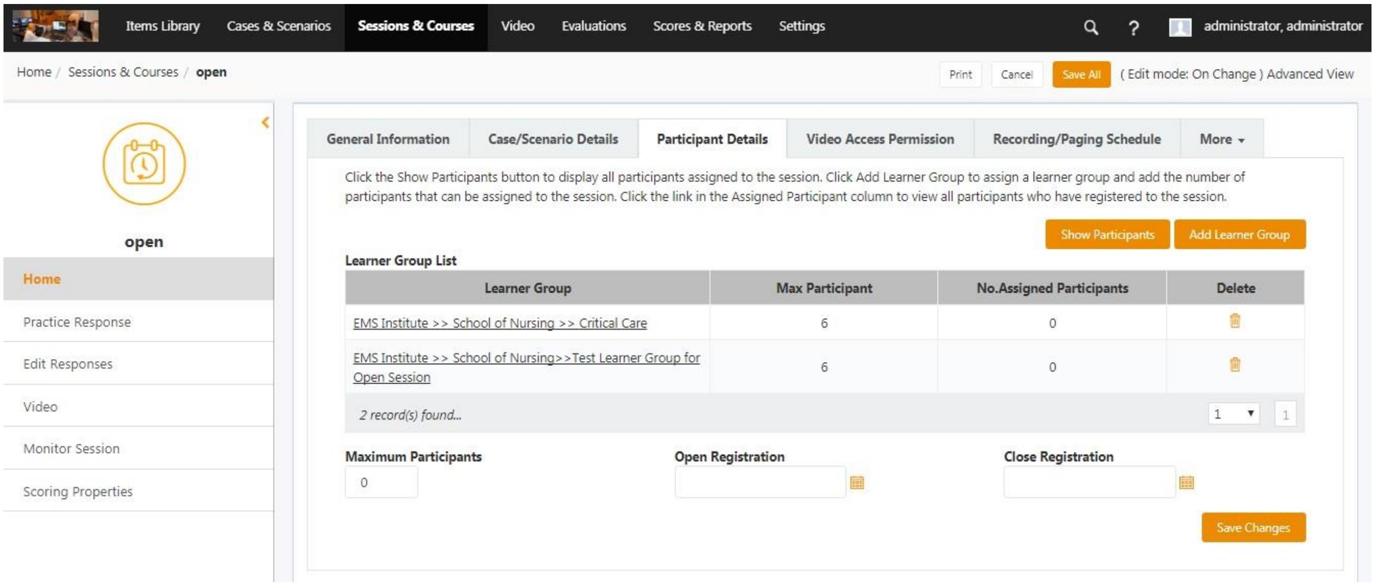
1. Create an **Open - Student Self Registration** session.



1. On the **Participant Details** tab, click **Add Learner Group**.



2. Enter the maximum number of learners per learner group and then click **Save Changes**.



3. Enter the **total number of participants** and the **open and close registration dates**, or leave blank for an unrestricted timeframe.
4. Click **Save Changes**.

IMPORTANT! When the learners from the designated Learner Group log in, a **Register** link will appear on their Dashboard To Do List to register for the session.

Learner Registration from the Dashboard to Do List

From your **Dashboard To Do List**, click the **Other** tab and then click the **Register** link. ***Note***: An Unregister link remains in the To Do List in case the learner needs to change the session he or she is registered for.

View Registered Participants

Option 1:

1. Click **Sessions & Courses**, select the Open session and then click the Participant Details tab.
2. Click **Show Participants**.

Option 2:

1. Click **Sessions & Courses**, select the Open session and then click the **Print** button at the top of the screen.
2. From the **Session Detail** screen, click **Learner Sign In Log**.
3. Click **Print**.

Option 3:

1. Click **Scores & Reports > Other Reports.**
2. Click **Other Reports** > **Session Summary**.
3. Select the **Session Name**.
4. Click the PDF or the Excel icon to view the report.