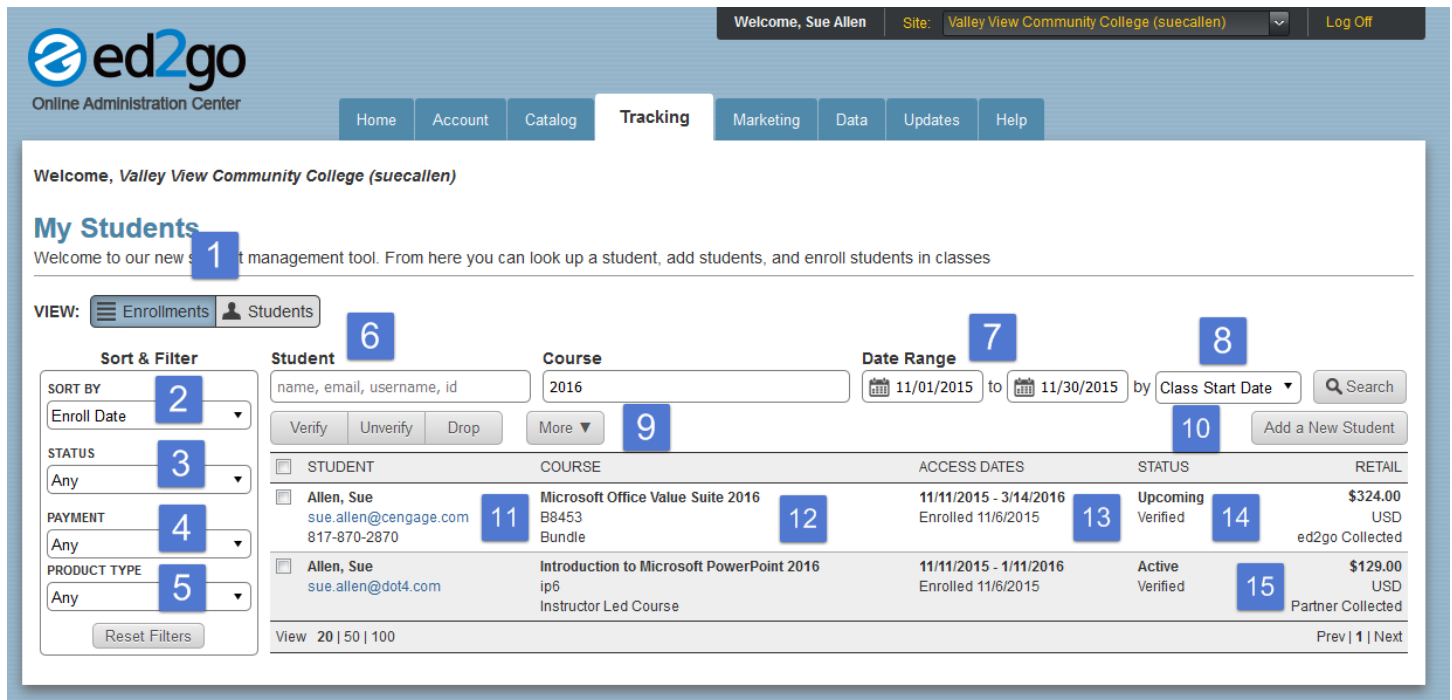


New Manage and Enroll Students with Expanded Enrollment View

Login: admin.ed2go.com > Tracking tab > Manage & Enroll Students



Welcome, Valley View Community College (suecallen)

My Students

Welcome to our new student management tool. From here you can look up a student, add students, and enroll students in classes

VIEW: Enrollments Students

Sort & Filter

SORT BY: **2**

STATUS: **3**

PAYMENT: **4**

PRODUCT TYPE: **5**

Student **6**

name, email, username, id

9

Course

2016

Date Range **7**

to by **8**

10

| STUDENT | COURSE | ACCESS DATES | STATUS | RETAIL |
|--|---|--|--------------------------------|--------------------------------------|
| <input type="checkbox"/> Allen, Sue sue.allen@cengage.com 817-870-2870 11 | Microsoft Office Value Suite 2016 B8453 Bundle 12 | 11/11/2015 - 3/14/2016 Enrolled 11/6/2015 13 | Upcoming Verified 14 | \$324.00 USD ed2go Collected |
| <input type="checkbox"/> Allen, Sue sue.allen@dot4.com | Introduction to Microsoft PowerPoint 2016 ip6 Instructor Led Course | 11/11/2015 - 1/11/2016 Enrolled 11/6/2015 | Active Verified 15 | \$129.00 USD Partner Collected |

View 20 | 50 | 100 Prev | 1 | Next

Now there are two ways to view your student enrollment information

1. New detailed Enrollments View will display valuable details about each enrollment and allow you to preform actions on those enrollments. You can conveniently toggle to the Students view to see a simplified roster list. The Student view shows the same detail previously made available through this tool.

Choose from any one or more of the following Sort and Filter options to help refine your results.

2. Sort By: Enroll Date, Access Expiration Date, Class Start Date, Completion Date, Course Title, Enroll Date, Overall Status, Retail Price or Student Name.
3. Status: Any, Active, Complete, Dropped, Incomplete, Pending, Suspended, Unprocessed, Upcoming, Verified or Unverified.
 - a. Any: No filter.
 - b. Active: Active in the course.
 - c. Complete: Successfully completed the final exam.
 - d. Dropped: The enrollment has been dropped and the student cannot access the course.
 - e. Incomplete: The student has not met either financial or academic completion requirements.
 - f. Pending: The enrollment has not met the necessary financial obligations to be provided access.
 - g. Suspended: The student's access to the course has been placed on hold.
 - h. Upcoming: The registration has been processed, but the class start date is in the future.
 - i. Unprocessed: Access to the enrollment has not yet been processed, but will be soon.
 - j. Verified: Student was granted access into their course.
 - k. Unverified: Student has not been granted access into their course.
4. Payment: Any, ed2go Collected or Partner Collected.
5. Product Type: Any, Academic Success Prep, Bundle, Instructor Led Course or Self-Paced Tutorial.

Choose from any one or more of the following to help refine Search results

6. Search by student name or course.
7. Choose a Date Range.
8. Filter even further by: Class Start Date, Completion date, End Date or Enroll Date.

Actions you perform are now grouped and easily accessible.

9. Verify, Unverify, Drop or Email students.
10. Add a Student to your Roster.

Expanded detail displayed for each enrollment. Easily accessible and conveniently grouped.

11. Student contact
12. Course detail
13. Important access and enrollment detail
14. Student status
15. Pricing and payment