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Victor Acedo's Training

To Unenroll a learner from a course assigned by a curriculum
Example : Go to CURRENT tab

TRANSCRIPT **CURRENT** LICENSE/CERTIFICATION ATTENDANCE RECORD

TRANSCRIPT EDIT USER ▾ | ENROLLMENT ▾ | ADD EXTERNAL COURSE ▾ | EXPORT ▾

Hire Date: 4/1/2007

Filter By All Types ▾ Show All Traini... ▾ Due Date Range ▾ All Licenses/Ce... ▾
Specify Dates... ▾ [] - [] Apply Clear

+ Filters × Clear

Learners marked complete for any accredited course will not receive the accreditation.

Delete Restore Deleted Change Due Date Mark as Complete

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Title	Type	Hours	Grade	Last Access	Available	Due Date	Completed	Certificate
<input checked="" type="checkbox"/> A Culture-Centered Approach to Recovery CCA-CASRA		3.00	100%	6/30/2009		7/31/2009	6/30/2009	
<input checked="" type="checkbox"/> A Culture-Centered Approach to Recovery		1.25	80%	6/18/2012		6/30/2012	6/18/2012	

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Victor Acedo's Training

TRANSCRIPT **CURRENT** LICENSE/CERTIFICATION ATTENDANCE RECORD

CURRENT TRAINING FOR PROVIDENCE

Click Here for Curriculum view

Send Warning Email

Title	Due Date	
<input type="radio"/> Pacific Division - Professional 1yr License Renewal Supervisor Confirmation; To be completed by your Supervisor. 0 hrs	12/1/2015	
<input checked="" type="radio"/> Pacific Division - Professional License Renewal 1 Yr 0 hrs <i>This course will be available on 8/3/2015</i>	12/1/2015	

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DASHBOARD TRAINING & ENROLLMENT USERS REPORTS SETTINGS

Victor Acedo's Training

TRANSCRIPT CURRENT LICENSE/CERTIFICATION ATTENDANCE RECORD

CURRENT TRAINING FOR PROVIDENCE

CURRICULA

Pacific Division - 1 Year License Renewal (Recurring Curriculum)

Title	Due Date	Completed
Pacific Division - Professional License Renewal 1 Yr 0 hrs This course will be available on 8/3/2015	12/1/2015	

Pacific Division - Professional License Renewal 1 Year (Recurring Curriculum)

Title	Due Date	Completed
Pacific Division - Professional 1yr License Renewal Supervisor Confirmation; To be completed by your Supervisor. 0 hrs	12/1/2015	
Pacific Division - Professional License Renewal 1 Yr 0 hrs This course will be available on 8/3/2015	12/1/2015	

In this example, the Pacific Division - Professional License Renewal 1 Yr course is double-assigned. To Remove it from this learner we will have to unenroll them from both Curricula. To unenroll go to Training and Enrollment above



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DASHBOARD TRAINING & ENROLLMENT USERS REPORTS SETTINGS

Curricula & Enrollment

Modules & Enrollment

External Training Templates

Video Files

Career Paths & Enrollment

Certificates

CURRICULUM HELP

Curriculum & Enrollment Overview Video

My training plan worksheet

Crosswalks

CURRICULUM LIST EXPORT CURRICULA

Pacific

+ New Curriculum 1-21 of 21

Title	Type	Approved	Owner	Enrolled
Pacific - New Hire Orientation & NHO2008	Recurring every 365 day(s)	✓	✓	
Pacific All Staff Training	Non-Recurring	✓	✓	0
Pacific Automobile Insurance Renewal	Recurring every 180 day(s)	✓	✓	134
PACIFIC Corporate Ethics 2007		✓	✓	
Pacific Cultural Diversity Training		✓	✓	1
Pacific Division - 1 Year License Renewal	Recurring every 365 day(s)	✓	✓	69
Pacific Division - Professional License Renewal 1 Year	Recurring every 365 day(s)	✓	✓	24
Pacific Division - Professional License Renewal 2 Yrs	Recurring every 730 day(s)	✓	✓	55

Find Curriculum and Go to its Enrollment section

Curriculum Enrollment: Pacific Division - 1 Year License Renewal

CURRICULUM PROPERTIES *Recurring every 365 day(s)* | + SHOW DETAILS

Modify

CURRENTLY ENROLLED

ENROLLMENT

LEARNERS ENROLLED CURRICULUM COMPLETION HISTORY

Search

Filter By

+ Filters × Clear

Select learner to unenroll,
Then Click on Unenroll

Unenroll Enable Auto Unenrollment Disable Auto Unenrollment

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<input type="checkbox"/>	<input type="checkbox"/>	Name & Username	Hierarchy	Job Titles	Hire Date	Reporting Start Date	Reporting Close Date	Auto Unenroll
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Acedo, Victor <i>Victor Acedo</i>	SD TAY	Direct Service	4/1/2007	4/2/2014	4/2/2015	
<input type="checkbox"/>	<input type="checkbox"/>	Anderson, Keri <i>Keri Anderson</i>	CHOICES	Direct Service	4/17/2013	4/17/2014	4/17/2015	
<input type="checkbox"/>	<input type="checkbox"/>	Arambula, Alicia <i>Alicia Arambula</i>	Camino Nuevo	Direct Service	7/1/2010	4/2/2014	4/2/2015	