Early access to classes

This staff guide describes how to give one of more students early access to their enrolled class.

1. Within the Learning Hub located the class by either the course offering or class menu item.
2. Click on the Registered Users bar to open it and display the list of Users.
3. Click on the box next to each of the Users that need early access. The list of selected users is displayed below.
4. Click on the Edit multiple registration start dates button to display the Day, Month and Year.
5. Change the Day, Month and Year as required, then click on the Update button.

Figure 1: Edit multiple registration start dates options.