

## Move a Learner from One Session to Another

**When to Use:** When you need to move a Learner from one session to another session.

### Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter both your **Username** and **Password** (both are case sensitive)
- 3) Click "**LOGIN**"

### Find Individual

- 1) Under **INDIVIDUALS** tab, click "**Search Individual**"
- 2) Enter the individual's information in the boxes labeled "**Email Address**," "**First Name**," "**Last Name**" or any combination of the three
- 3) Select an **Individual Type** if known; otherwise keep all options checked
- 4) Click "**SEARCH**"
- 5) Find the Learner in the **Search Results** and click on the first name
- 6) Scroll down to the section "Learner Activities"
- 7) Click on the "Session Name"
- 8) Click on "Return to Learner Enrollment"

### **OR**

### Select the Session and Find the Learners

- 1) Under **SESSIONS** tab, click "**Manage Session**"
- 2) Choose the active or pending session in which the Learner is enrolled
- 3) Click on the Session name
- 4) Click "**View/Edit**" under **Learner Enrollment**

### **THEN**

### Learner Enrolled

- 1) Click "**Select All**" under **Learners Enrolled** or select just the Learners to be moved
- 2) Click "**Move Selected**"
- 3) Select the session that the Learner is being moved to (reset the Session Date Filter, if necessary)
- 4) Click "**Move Now**"
- 5) Click OK if you wish to move all learner and rater data.