

Remove a Learner from a Session

When to Use: When you need to remove a Learner from a session.

Log into MAX

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

Find an Individual

- 1) Under the **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** section and click the first name
- 6) Scroll down to the "**Learner Activities**" section
- 7) Note the session number or name

Find 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**

Remove the Learner(s)

- 1) Click "**Select All**" under **Learners Enrolled** or select just the Learners to be removed
- 2) Click "**Remove Selected**"
- 3) Enter a reason for removal, if you wish
- 4) Click "**Remove Now**"
- 5) Click **OK** if you wish to remove the Learner from the Session