

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**.
- 3) Click **LOGIN**.

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**.

Remove the Learner(s)

- 1) Click the box to the left of an individual name to move that learner, or click **Select All** under **Learners Enrolled** to select all learners in the session.
- 2) Click **Remove Selected**.
- 3) Click **Remove Now**.
- 4) Click **OK** if you wish to remove the Learner from the Session.

For further questions, please email support@tracom.com.