

ENROLLMENTS

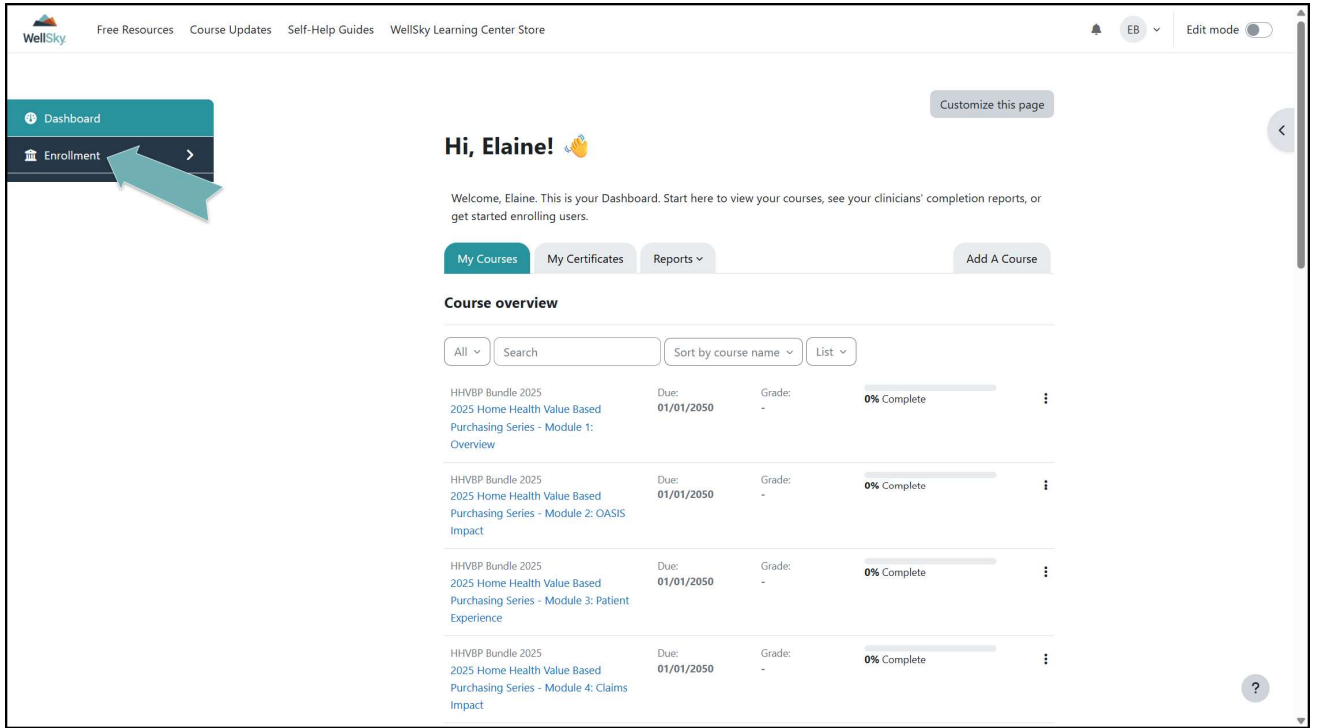
You have the ability through the WLC to enroll your Users into both individual courses and learning plans. The WLC also gives you the ability to edit drop and unenrollment dates. Finally, you can also unenroll your Users from courses and learning plans.

This handout will walk you through:

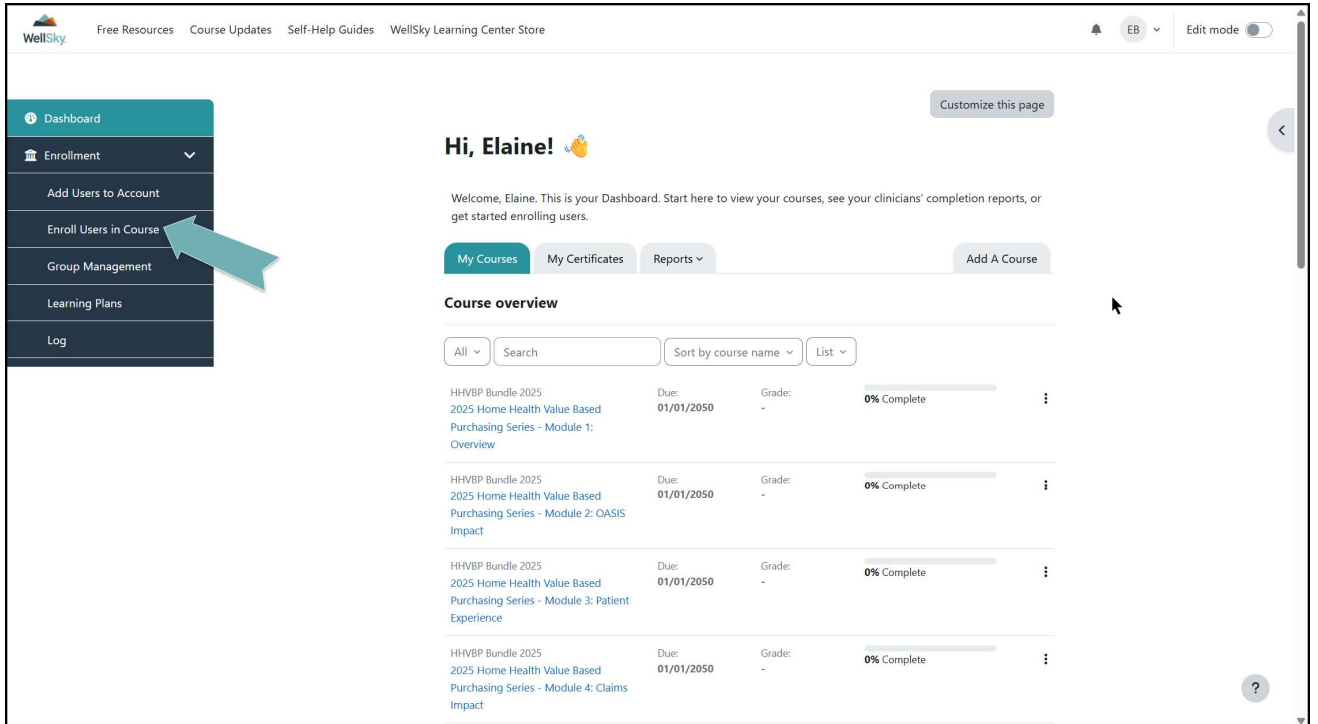
- [Courses – Enroll Users](#)
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Courses – Enroll Users

1. Click *Enrollment*.

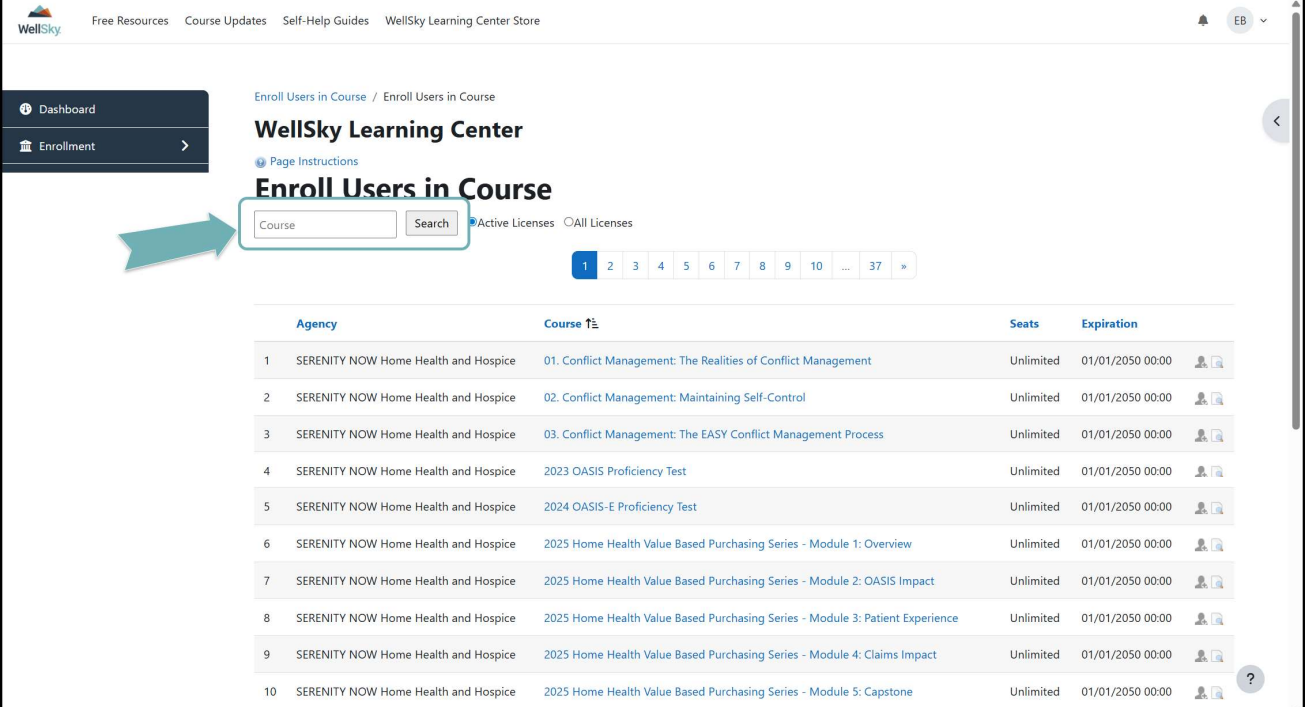


2. Select *Enroll Users in Course*.



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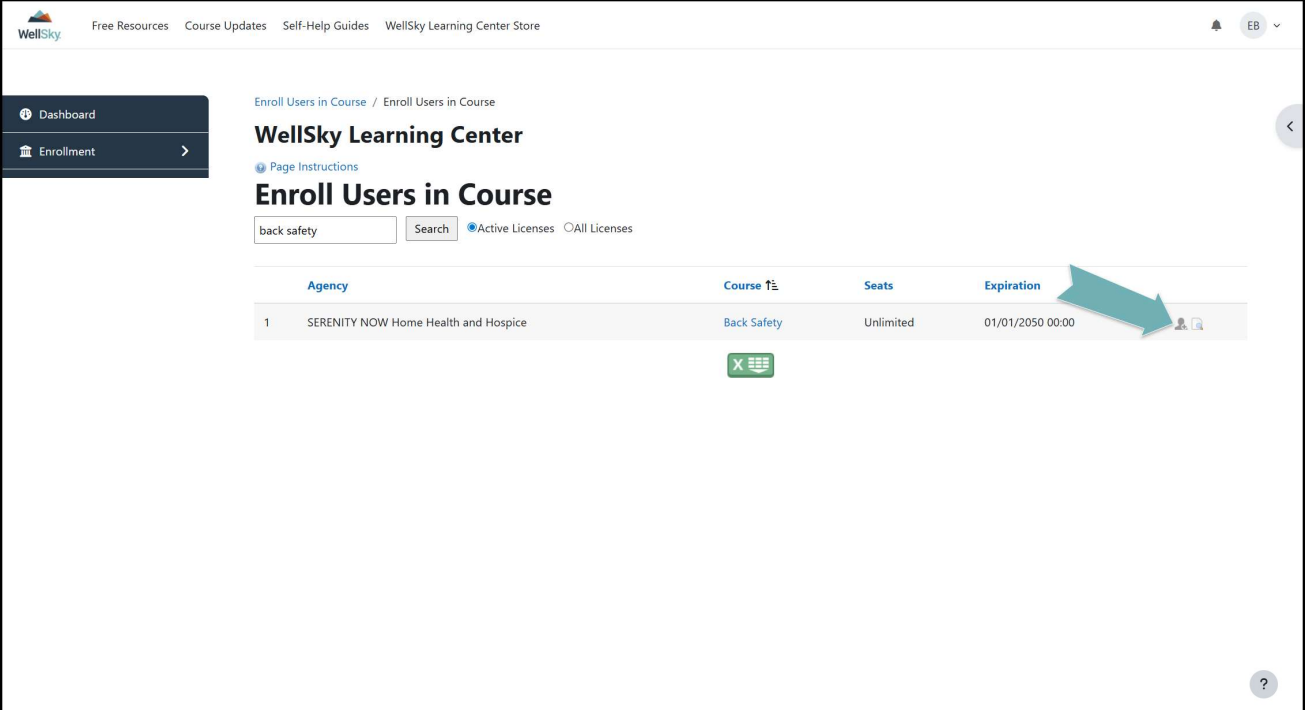
- You'll be redirected to the *Enroll Users in Course* page. Use the search field to find the course you need.



The screenshot shows the 'Enroll Users in Course' page in the WellSky Learning Center. The page title is 'WellSky Learning Center' and the sub-page title is 'Enroll Users in Course'. There is a search bar with the text 'Course' and a 'Search' button. Below the search bar is a table with columns: Agency, Course, Seats, and Expiration. The table lists 10 courses, all from 'SERENITY NOW Home Health and Hospice'. A red arrow points to the search bar.

Agency	Course	Seats	Expiration
SERENITY NOW Home Health and Hospice	01. Conflict Management: The Realities of Conflict Management	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	02. Conflict Management: Maintaining Self-Control	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	03. Conflict Management: The EASY Conflict Management Process	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2023 OASIS Proficiency Test	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2024 OASIS-E Proficiency Test	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 1: Overview	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 3: Patient Experience	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 4: Claims Impact	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 5: Capstone	Unlimited	01/01/2050 00:00

- Click the silhouette to add Users to the course.



The screenshot shows the 'Enroll Users in Course' page with the search bar containing 'back safety'. The table now shows only one course: 'Back Safety' from 'SERENITY NOW Home Health and Hospice'. A red arrow points to the silhouette icon in the first row of the table.

Agency	Course	Seats	Expiration
SERENITY NOW Home Health and Hospice	Back Safety	Unlimited	01/01/2050 00:00

- You can enroll single Users, multiple Users, and all Users.

Single Users

A. Click the *Enroll* button on the User's row.

The screenshot shows the 'Enroll to Back Safety' page in the WellSky Learning Center. The page includes a navigation menu on the left with 'Dashboard' and 'Enrollment' options. The main content area displays course details: 'Expiration Date: 01/01/2050 00:00' and 'Number of available seats: Unlimited'. Below this, there are filters for 'All', 'Expired', and 'Will expire in 30 days', along with a search bar and a 'Show' dropdown set to 20. A table lists four users with columns for First name, Last name, Agency, Position, Group, Date Added, Due Date, and Unenrollment Date. Each row has a checkbox and an 'Enroll' button. A teal arrow points to the 'Enroll' button for the user with ID 127573.

First name	Last name	Agency	Position	Group	Date Added	Due Date	Unenrollment Date	
Test User	127569	SERENITY NOW Home Health and Hospice	Aide	Lenexa, KS, Overland Park, KS	Wednesday, December 27, 2023, 10:12 AM	Monday, April 21, 2025, 4:14 PM	Saturday, June 21, 2025, 4:14 PM	Enroll
Test User	127571	SERENITY NOW Home Health and Hospice	Aide	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	Wednesday, May 21, 2025, 4:14 PM	Saturday, June 21, 2025, 4:14 PM	Enroll
Test User	127572	SERENITY NOW Home Health and Hospice	Office Staff	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	Monday, April 21, 2025, 4:14 PM	Saturday, June 21, 2025, 4:14 PM	Enroll
Test User	127573	SERENITY NOW Home Health and Hospice	Bereavement	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	-	-	Enroll

B. On the new window, select the option to *Allow User access to course past Due Date*.

The screenshot shows the 'Enroll User' dialog box. It prompts the user to 'Choose your user's due date for this course:'. There are two date pickers for 'Due Date' and 'Unenrollment Date', both set to 12/2025. Below the date pickers, there are two radio button options for 'Action on Due Date': 'Unenroll user on Due Date' (which is selected) and 'Allow user access to course past Due Date'. A teal arrow points to the 'Allow user access to course past Due Date' option. At the bottom, there are 'Finish' and 'Cancel' buttons.

C. Populate your due date.

The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and includes a dropdown menu for 'Choose your user'. Below this, there are two date pickers: 'Due Date' and 'Unenrolment Date'. The 'Due Date' field is highlighted with a teal arrow pointing to it. The date is set to 12 November 2025 at 16:16. Below the date pickers, there are two radio button options for 'Action on Due Date': 'Unenroll user on Due Date' (unselected) and 'Allow user access to course past Due Date' (selected). At the bottom of the form, there are 'Finish' and 'Cancel' buttons.

D. Populate your unenrollment date.

The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and includes a dropdown menu for 'Choose your user'. Below this, there are two date pickers: 'Due Date' and 'Unenrolment Date'. The 'Unenrolment Date' field is highlighted with a teal arrow pointing to it. The date is set to 12 November 2025 at 16:16. Below the date pickers, there are two radio button options for 'Action on Due Date': 'Unenroll user on Due Date' (unselected) and 'Allow user access to course past Due Date' (selected). At the bottom of the form, there are 'Finish' and 'Cancel' buttons.

E. Click *Finish* to save your changes.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Dashboard
Enrollment

Enroll User

Choose your user's due date for this course:

Due Date 30 November 2025 16 16

Unenrolment Date 15 December 2025 16 16

Action on Due Date
 Unenroll user on Due Date
 Allow user access to course past Due Date

Finish Cancel

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Multiple Users

A. Click the checkboxes next to the desired Users.

The screenshot shows the WellSky Enrollment page. The left sidebar has 'Dashboard' and 'Enrollment' options. The main area displays a table of users. The following table represents the data shown in the screenshot:

Checkbox	User	Course	Location	Enrollment Date	Enrollment Status	Enroll Button	
<input type="checkbox"/>	Test User 127573	SERENITY NOW Home Health and Hospice	Bereavement	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	-	Enroll
<input type="checkbox"/>	Test User 127574	SERENITY NOW Home Health and Hospice	MSW	LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	-	Enroll
<input checked="" type="checkbox"/>	Test User 127575	SERENITY NOW Home Health and Hospice	Aide	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	-	Enroll
<input type="checkbox"/>	Test User 127576	SERENITY NOW Home Health and Hospice	Licensed Practical/Vocational Nurse	LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	-	Enroll
<input checked="" type="checkbox"/>	Test User 127577	SERENITY NOW Home Health and Hospice	Aide	Lenexa, KS	Wednesday, December 27, 2023, 10:12 AM	-	Enroll
<input checked="" type="checkbox"/>	Test User 127578	SERENITY NOW Home Health and Hospice	Aide		Wednesday, December 27, 2023, 10:12 AM	-	Enroll
<input type="checkbox"/>	Test User 127579	SERENITY NOW Home Health and Hospice	MSW		Wednesday, December 27, 2023, 10:12 AM	-	Enroll
<input checked="" type="checkbox"/>	Test User 127580	SERENITY NOW Home Health and Hospice			Wednesday, December 27, 2023, 10:12 AM	-	Enroll
<input type="checkbox"/>	Test User 127581	SERENITY NOW Home Health and Hospice	Aide	Overland Park, KS	Wednesday, December 27, 2023, 10:12 AM	-	Enroll
<input type="checkbox"/>	Test User 127583	SERENITY NOW Home Health and Hospice	Aide	LKS - Clinical, Overland Park, KS	Wednesday, December 27, 2023, 10:12 AM	-	Enroll

B. At the bottom of the screen, click the *Enroll Selected Users* button.

The screenshot shows the WellSky Enrollment page with a list of users. At the bottom of the page, there is a pagination control showing '1 2 >' and a 'Select all / Deselect all' button. Below that is the 'Enroll Selected Users' button, which is highlighted with a teal arrow. The table of users is as follows:

User	Course	Location	Enrollment Date	Enrollment Status	Enrollment Status	Enroll Button	
Test User 130967	SERENITY NOW Home Health and Hospice	Registered Nurse	LKS - Clinical, Overland Park, KS	Friday, January 12, 2024, 4:49 PM	-	Enroll	
Test User 131459	SERENITY NOW Home Health and Hospice	Registered Nurse	Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎
Test User 131460	SERENITY NOW Home Health and Hospice	Registered Nurse	Lenexa, KS, Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎
Test User 131461	SERENITY NOW Home Health and Hospice	Registered Nurse	Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎
Test User 131462	SERENITY NOW Home Health and Hospice	Registered Nurse	Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎
Test User 131463	SERENITY NOW Home Health and Hospice	Registered Nurse	Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎

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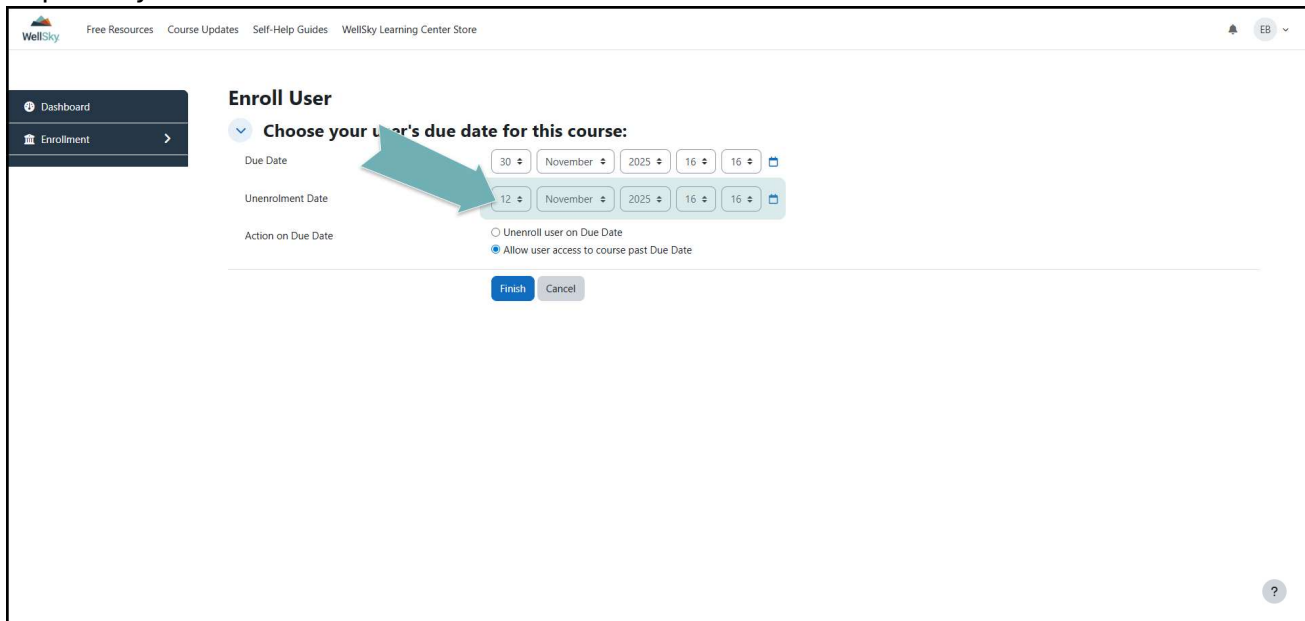
C. On the new window, select the option to *Allow User access to course past Due Date*.

The screenshot shows the 'Enroll User' form in the WellSky system. The form is titled 'Enroll User' and has a sub-heading 'Choose your user's due date for this course:'. There are two date pickers: 'Due Date' and 'Unenrolment Date', both set to 12 November 2025 at 16:16. Below the date pickers, there are two radio button options for 'Action on Due Date': 'Unenroll user on Due Date' (which is selected) and 'Allow user access to course past Due Date'. A teal arrow points to the 'Allow user access to course past Due Date' option. At the bottom of the form, there are 'Finish' and 'Cancel' buttons.

D. Populate your due date.

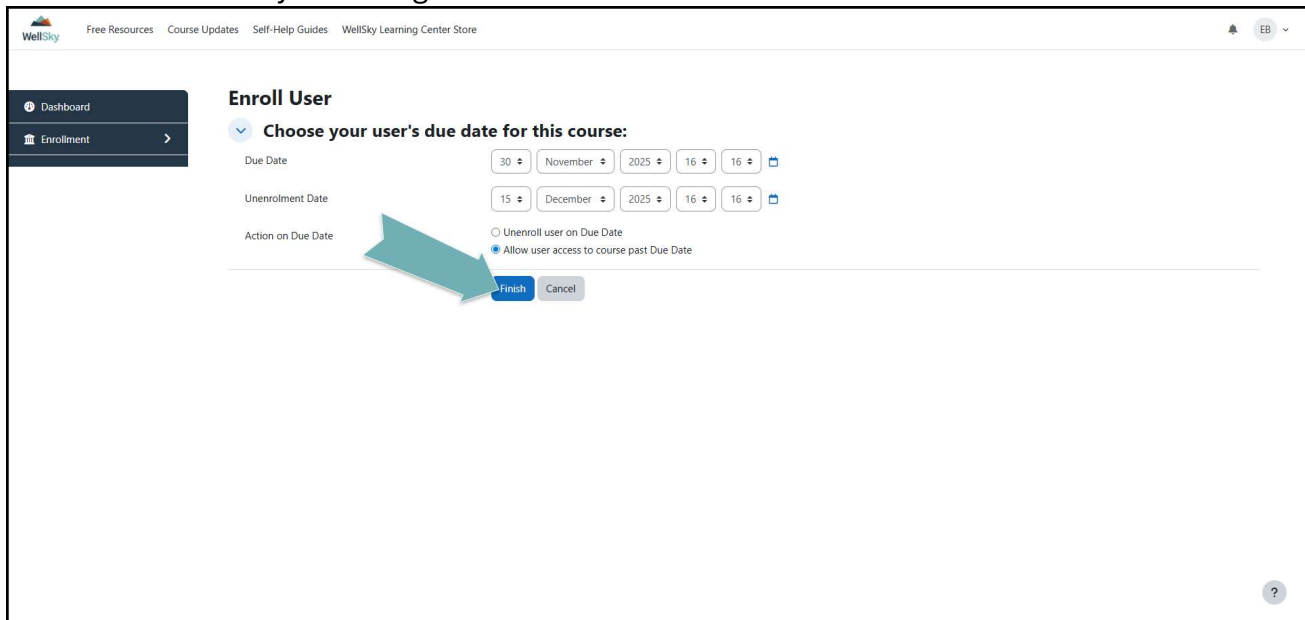
This screenshot is identical to the one above, but with a teal arrow pointing to the 'Due Date' field. The 'Due Date' field is highlighted with a light blue background, indicating it is the focus of the instruction. The 'Action on Due Date' options remain the same, with 'Unenroll user on Due Date' selected.

E. Populate your unenrollment date.



The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and contains a section 'Choose your user's due date for this course:'. Below this section are three rows of date pickers: 'Due Date' (30, November, 2025, 16, 16), 'Unenrollment Date' (12, November, 2025, 16, 16), and 'Action on Due Date' (Unenroll user on Due Date, Allow user access to course past Due Date). A teal arrow points to the 'Unenrollment Date' field.

F. Click *Finish* to save your changes.



The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and contains a section 'Choose your user's due date for this course:'. Below this section are three rows of date pickers: 'Due Date' (30, November, 2025, 16, 16), 'Unenrollment Date' (15, December, 2025, 16, 16), and 'Action on Due Date' (Unenroll user on Due Date, Allow user access to course past Due Date). A teal arrow points to the 'Finish' button.

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All Users

A. Select the highest number of results in the *Show* row.

WellSky Learning Center
Enroll to Back Safety

Expiration Date: 01/01/2050 00:00
Number of available seats: Unlimited

Show: 20 50 100 500

First name	Last name	Agency	Position	Group	Date Added	Due Date	Unenrollment Date	
Test User	127569	SERENITY NOW Home Health and Hospice	Aide	Lenexa, KS, Overland Park, KS	Wednesday, December 27, 2023, 10:12 AM	Monday, April 21, 2025, 4:14 PM	Saturday, June 21, 2025, 4:14 PM	Renew
Test User	127571	SERENITY NOW Home Health and Hospice	Aide	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	Wednesday, May 21, 2025, 4:14 PM	Saturday, June 21, 2025, 4:14 PM	Renew
Test User	127572	SERENITY NOW Home Health and Hospice	Office Staff	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	Monday, April 21, 2025, 4:14 PM	Saturday, June 21, 2025, 4:14 PM	Renew
Test User	127573	SERENITY NOW Home Health and Hospice	Bereavement	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	-	-	Enroll

B. Scroll to the bottom of your page and click *Select all*.

WellSky Learning Center

User Home Health and Hospice 10, 2024, 10:40 AM

Test User	130967	SERENITY NOW Home Health and Hospice	Registered Nurse	LKS - Clinical, Overland Park, KS	Friday, January 12, 2024, 4:49 PM	-	-	Enroll
Test User	131459	SERENITY NOW Home Health and Hospice	Registered Nurse	Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎ 🗑
Test User	131460	SERENITY NOW Home Health and Hospice	Registered Nurse	Lenexa, KS, Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎ 🗑
Test User	131461	SERENITY NOW Home Health and Hospice	Registered Nurse	Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎ 🗑
Test User	131462	SERENITY NOW Home Health and Hospice	Registered Nurse	Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎ 🗑
Test User	131463	SERENITY NOW Home Health and Hospice	Registered Nurse	Overland Park, KS	Wednesday, January 24, 2024, 3:45 PM	Never	Never	✎ 🗑

Select all / Deselect all

Enroll Selected Users

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C. At the bottom of the screen, click the *Enroll Selected Users* button.

The screenshot shows the WellSky interface with a list of users. A teal arrow points to the 'Enroll Selected Users' button at the bottom of the list. The 'Select all / Deselect all' button is also visible above it.

Check	User	ID	Organization	Role	Enrollment Date	Start	End	Action
<input checked="" type="checkbox"/>	Test User	154632	SERENITY NOW Home Health and Hospice	Non-Clinical Support Staff	Tuesday, January 14, 2025, 4:47 PM	-	-	Enroll
<input checked="" type="checkbox"/>	Test User	155034	SERENITY NOW Home Health and Hospice	Administrator	Thursday, January 23, 2025, 12:45 PM	-	-	Enroll
<input checked="" type="checkbox"/>	Test User	155035	SERENITY NOW Home Health and Hospice	Coder	Thursday, January 23, 2025, 12:51 PM	-	-	Enroll
<input checked="" type="checkbox"/>	Test User	156587	SERENITY NOW Home Health and Hospice		Thursday, February 20, 2025, 12:23 PM	-	-	Enroll
<input checked="" type="checkbox"/>	Elaine Benes		SERENITY NOW Home Health and Hospice	Manager	Wednesday, December 27, 2023, 10:12 AM	Saturday, January 1, 2050, 12:00 AM	Saturday, January 1, 2050, 12:00 AM	Enroll
<input checked="" type="checkbox"/>	Estelle Costanza		SERENITY NOW Home Health and Hospice	COTA	Wednesday, December 27, 2023, 10:12 AM	-	-	Enroll
<input checked="" type="checkbox"/>	Jerry Seinfeld		SERENITY NOW Home Health and Hospice	Office Staff	Tuesday, February 11, 2025, 11:05 AM	-	-	Enroll

D. On the new window, select the option to *Allow User access to course past Due Date*.

The screenshot shows the 'Enroll User' dialog box. The 'Allow user access to course past Due Date' radio button is selected. A teal arrow points to the 'Finish' button.

Enroll User

Choose your user's due date for this course:

Due Date: 30 November 2025 16 16

Unenrolment Date: 15 December 2025 16 16

Action on Due Date:

Unenroll user on Due Date

Allow user access to course past Due Date

Finish Cancel

E. Populate your due date.

The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and includes a dropdown menu for 'Choose your user'. Below this, there are two date pickers: 'Due Date' and 'Unenrolment Date'. The 'Due Date' field is highlighted with a teal arrow pointing to the day '12'. The 'Unenrolment Date' field is set to '12 November 2025'. Below the date pickers, there are two radio buttons for 'Action on Due Date': 'Unenroll user on Due Date' (unselected) and 'Allow user access to course past Due Date' (selected). At the bottom of the form are 'Finish' and 'Cancel' buttons.

F. Populate your unenrollment date.

The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and includes a dropdown menu for 'Choose your user'. Below this, there are two date pickers: 'Due Date' and 'Unenrolment Date'. The 'Unenrolment Date' field is highlighted with a teal arrow pointing to the day '12'. The 'Due Date' field is set to '30 November 2025'. Below the date pickers, there are two radio buttons for 'Action on Due Date': 'Unenroll user on Due Date' (unselected) and 'Allow user access to course past Due Date' (selected). At the bottom of the form are 'Finish' and 'Cancel' buttons.

G. Click *Finish* to save your changes.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Dashboard
Enrollment

Enroll User

Choose your user's due date for this course:

Due Date 30 November 2025 16 16

Unenrolment Date 15 December 2025 16 16

Action on Due Date

Unenroll user on Due Date

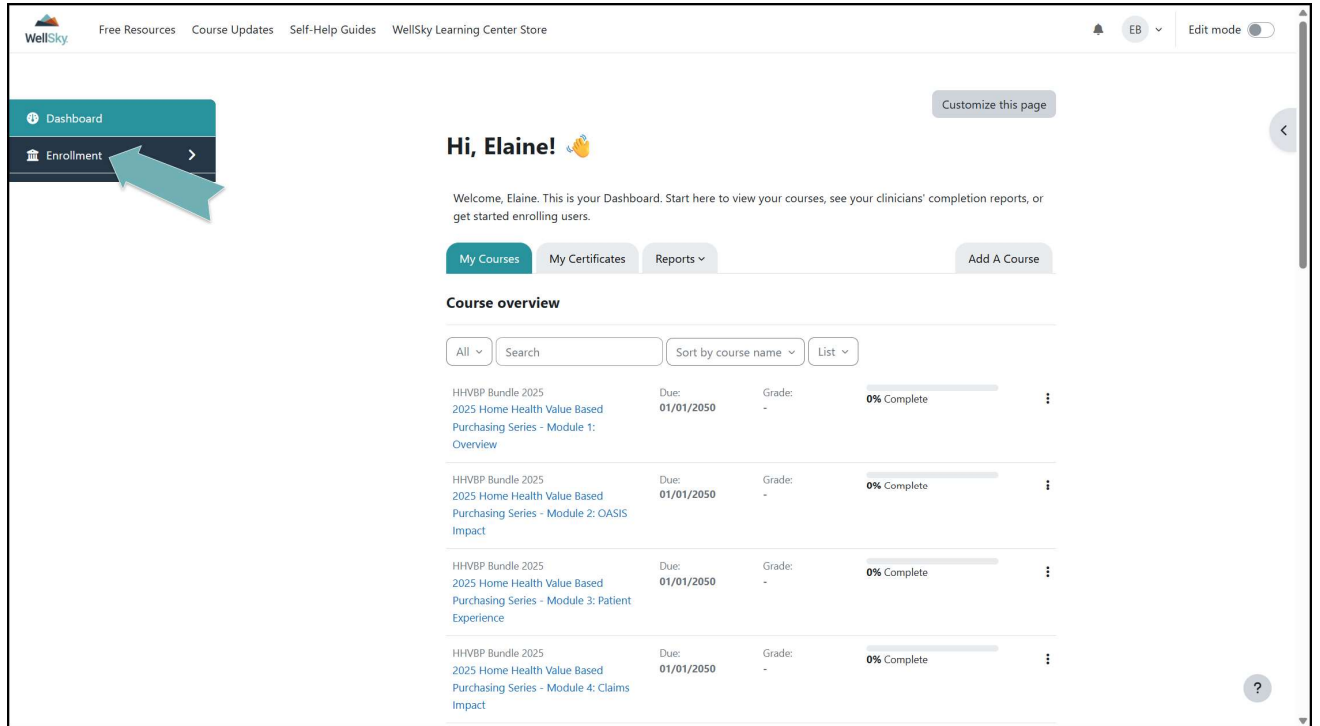
Allow user access to course past Due Date

Finish Cancel

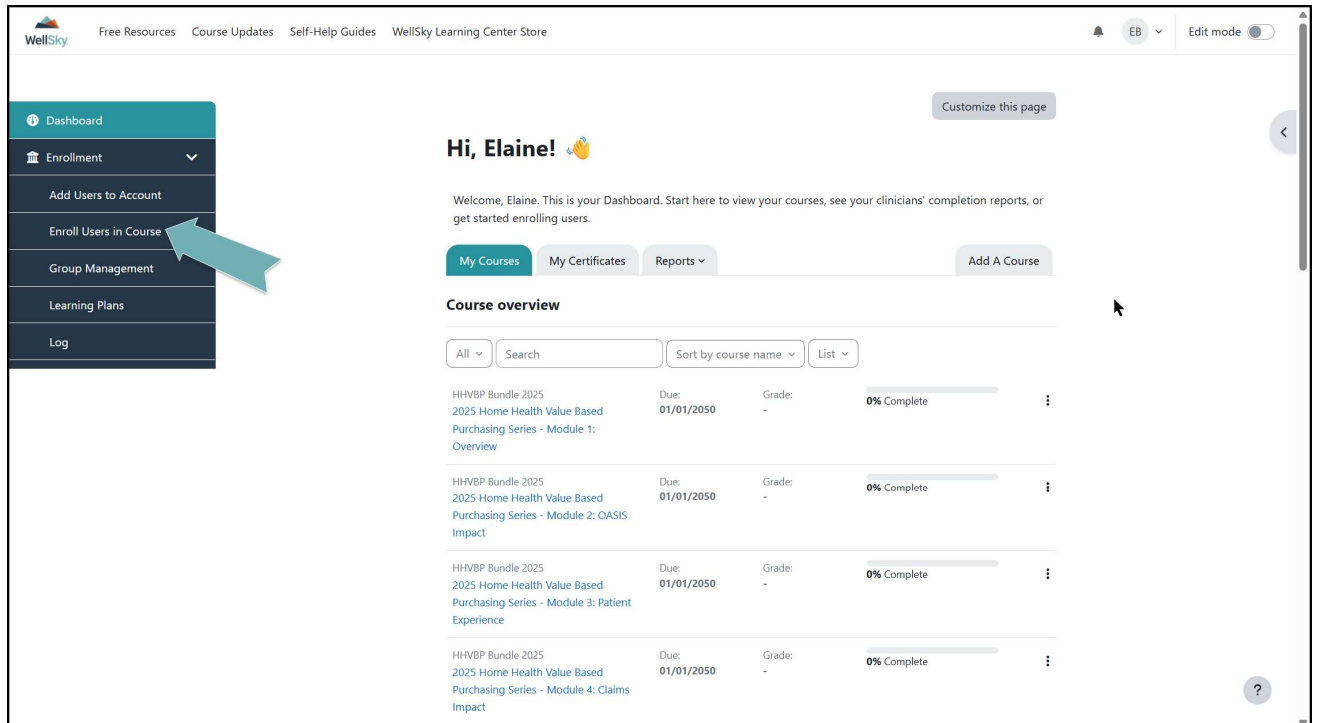
H. If needed, repeat steps A through G for all pages until all Users are enrolled.

Courses – Edit Due Dates and Unenrollment Dates

1. Click *Enrollment*.

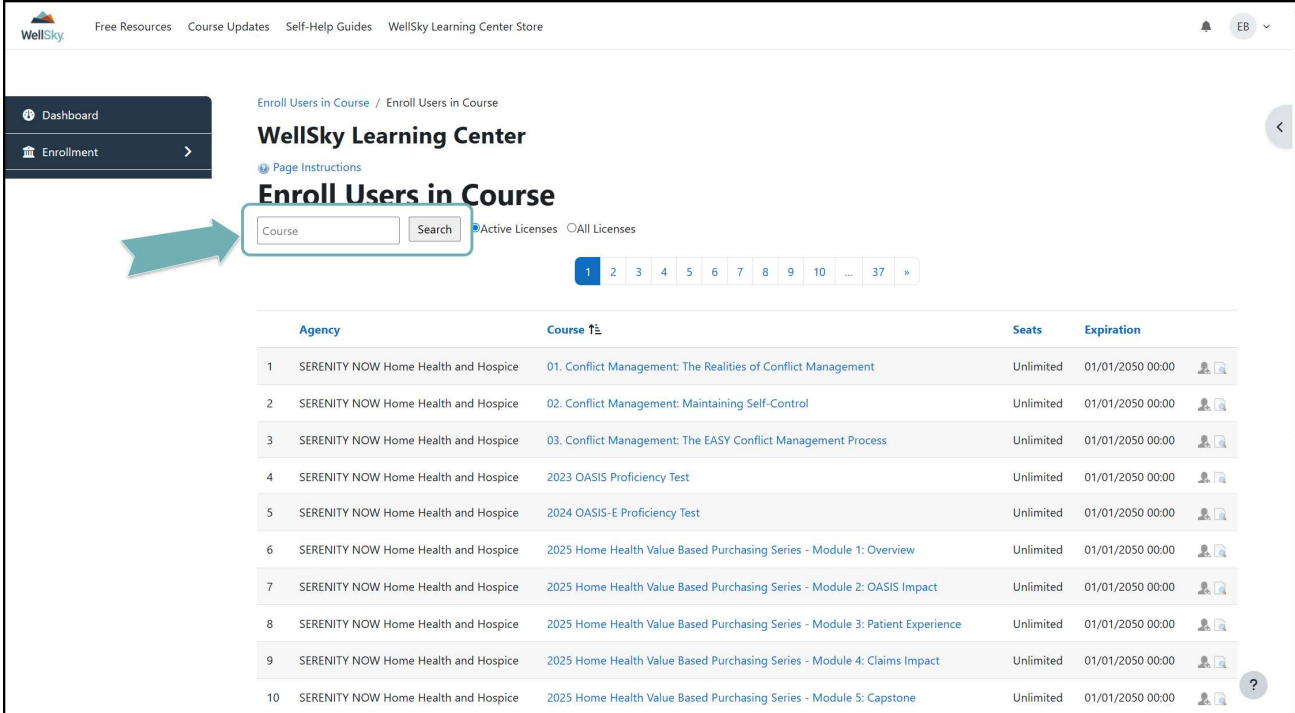


2. Select *Enroll Users in Course*.



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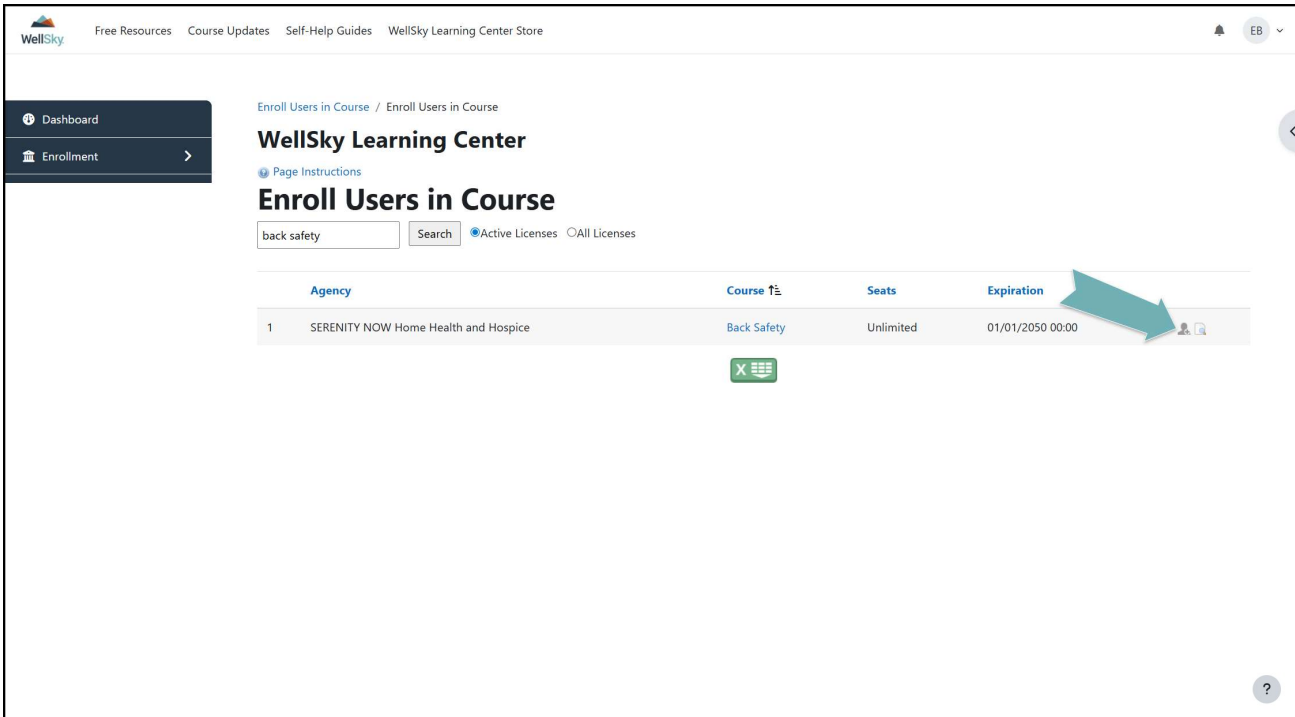
- You'll be redirected to the *Enroll Users in Course* page. Use the search field to find the course you need.



The screenshot shows the 'Enroll Users in Course' page in the WellSky Learning Center. The page title is 'Enroll Users in Course' and the breadcrumb is 'Enroll Users in Course / Enroll Users in Course'. The search bar contains the text 'Course' and is highlighted with a red arrow. Below the search bar is a table with 10 rows of course information. The table has columns for Agency, Course, Seats, and Expiration. The first row is highlighted.

Agency	Course	Seats	Expiration
SERENITY NOW Home Health and Hospice	01. Conflict Management: The Realities of Conflict Management	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	02. Conflict Management: Maintaining Self-Control	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	03. Conflict Management: The EASY Conflict Management Process	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2023 OASIS Proficiency Test	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2024 OASIS-E Proficiency Test	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 1: Overview	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 3: Patient Experience	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 4: Claims Impact	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 5: Capstone	Unlimited	01/01/2050 00:00

- Click the silhouette to review course enrollments.



The screenshot shows the 'Enroll Users in Course' page in the WellSky Learning Center. The search bar contains the text 'back safety' and is highlighted with a red arrow. Below the search bar is a table with 1 row of course information. The table has columns for Agency, Course, Seats, and Expiration. The first row is highlighted. A red arrow points to the silhouette icon in the first row of the table.

Agency	Course	Seats	Expiration
SERENITY NOW Home Health and Hospice	Back Safety	Unlimited	01/01/2050 00:00

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5. Find the enrollment you'd like to edit and click the row's pencil icon.

The screenshot shows the 'Enroll to Back Safety' page in the WellSky Learning Center. The page includes a sidebar with 'Dashboard' and 'Enrollment' options. The main content area displays course details: 'Expiration Date: 01/01/2050 00:00' and 'Number of available seats: Unlimited'. A search filter is set to 'elaine'. Below the filters is a table with the following columns: First name, Last name, Agency, Position, Group, Date Added, Due Date, and Unenrollment. A single row is visible for 'Elaine Benes' at 'SERENITY NOW Home Health and Hospice', with a 'Manager' position. The 'Unenrollment' column for this row contains a pencil icon, which is highlighted by a teal arrow. Below the table are buttons for 'Enroll Selected Users' and a 'Close' button.

6. You can now edit both the drop and unenrollment dates.

This screenshot shows the same enrollment page as above, but with the 'Due Date' and 'Unenrollment Date' columns edited. The 'Due Date' field is set to '01/01/2050 00:00' and has a 'Save' button below it. The 'Unenrollment Date' field is also set to '01/01/2050 00:00' and has a 'Save' button below it. Both fields are highlighted with teal arrows. The rest of the page layout, including the sidebar, course details, and table, remains the same.

7. Click Save to save your changes.

The screenshot shows the 'WellSky Learning Center' interface for 'Enroll to Back Safety'. It includes a navigation sidebar with 'Dashboard' and 'Enrollment' options. The main content area displays course details: 'Expiration Date: 01/01/2050 00:00' and 'Number of available seats: Unlimited'. A search filter is set to 'elaine'. Below this is a table with the following data:

First name	Last name	Agency	Position	Group	Date Added	Due Date	Unenrollment Date	
<input type="checkbox"/>	Elaine	Benes	SERENITY NOW Home Health and Hospice	Manager	Wednesday, 2023, 10:12 AM	01/01/2050 00:00	01/01/2050 00:00	<input type="button" value="Save"/>

Below the table are buttons for 'Select all / Deselect all', 'Enroll Selected Users', and a grid icon. A teal arrow points to the 'Save' button in the 'Due Date' column of the first row.

Courses – Unenroll Users



When a User is unenrolled from a course, their completion will no longer display on reports. It's recommended that reports be run on a course to ensure that course completions are retained for a User's report results. If a User is mistakenly unenrolled from a completed course, just re-enroll the User and the completion will once again show on reports.

1. Click *Enrollment*.

The screenshot shows the WellSky Learning Center Store dashboard for a user named Elaine. The navigation menu on the left has 'Enrollment' highlighted with a red arrow. The main content area shows a 'Course overview' table with four rows of course information.

Course Name	Due	Grade	Completion
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 1: Overview	01/01/2050	-	0% Complete
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact	01/01/2050	-	0% Complete
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 3: Patient Experience	01/01/2050	-	0% Complete
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 4: Claims Impact	01/01/2050	-	0% Complete

ENROLLMENTS

2. Select *Enroll Users in Course*.

The screenshot shows the WellSky dashboard. The left sidebar contains a menu with the following items: Dashboard, Enrollment (expanded), Add Users to Account, **Enroll Users in Course** (highlighted with a red arrow), Group Management, Learning Plans, and Log. The main content area displays a welcome message for Elaine and a 'Course overview' section with a table of courses.

Course Name	Due	Grade	Completion
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 1: Overview	01/01/2050	-	0% Complete
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact	01/01/2050	-	0% Complete
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 3: Patient Experience	01/01/2050	-	0% Complete
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 4: Claims Impact	01/01/2050	-	0% Complete

3. You'll be redirected to the *Enroll Users in Course* page. Use the search field to find the course you need.

The screenshot shows the 'Enroll Users in Course' page. The breadcrumb trail is 'Enroll Users in Course / Enroll Users in Course'. The page title is 'WellSky Learning Center' and the sub-header is 'Enroll Users in Course'. A search field is highlighted with a red arrow. Below the search field is a table of courses.

Agency	Course	Seats	Expiration
SERENITY NOW Home Health and Hospice	01. Conflict Management: The Realities of Conflict Management	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	02. Conflict Management: Maintaining Self-Control	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	03. Conflict Management: The EASY Conflict Management Process	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2023 OASIS Proficiency Test	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2024 OASIS-E Proficiency Test	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 1: Overview	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 3: Patient Experience	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 4: Claims Impact	Unlimited	01/01/2050 00:00
SERENITY NOW Home Health and Hospice	2025 Home Health Value Based Purchasing Series - Module 5: Capstone	Unlimited	01/01/2050 00:00

ENROLLMENTS

4. Click the silhouette to review course enrollments.

The screenshot shows the 'Enroll Users in Course' page in the WellSky Learning Center. The page title is 'WellSky Learning Center' and the sub-header is 'Enroll Users in Course'. There is a search bar with 'back safety' entered and a 'Search' button. Below the search bar are radio buttons for 'Active Licenses' (selected) and 'All Licenses'. A table lists course enrollments with columns for Agency, Course, Seats, and Expiration. The first row is for 'SERENITY NOW Home Health and Hospice' with the course 'Back Safety', 'Unlimited' seats, and an expiration date of '01/01/2050 00:00'. A teal arrow points to a silhouette icon in the rightmost column of this row. A green 'X' icon is visible below the table.

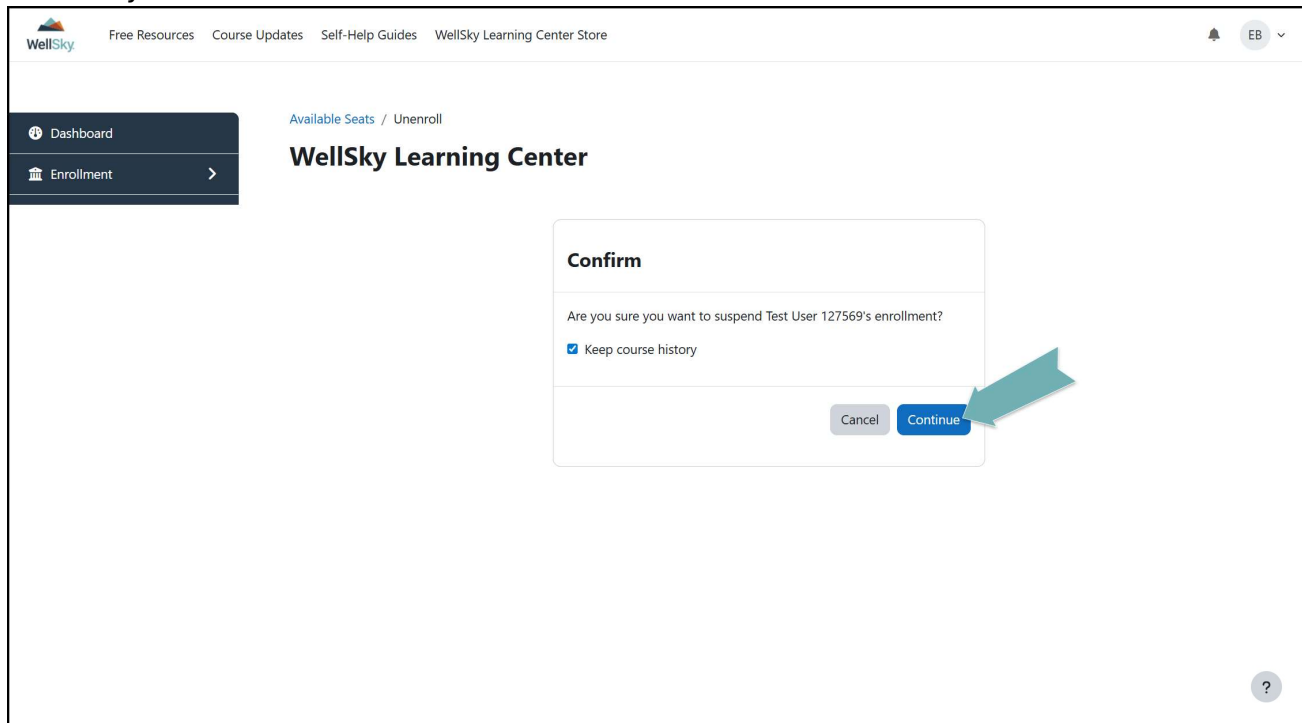
Agency	Course	Seats	Expiration
1 SERENITY NOW Home Health and Hospice	Back Safety	Unlimited	01/01/2050 00:00

5. Find the enrollment you'd like to remove and click the row's garbage icon.

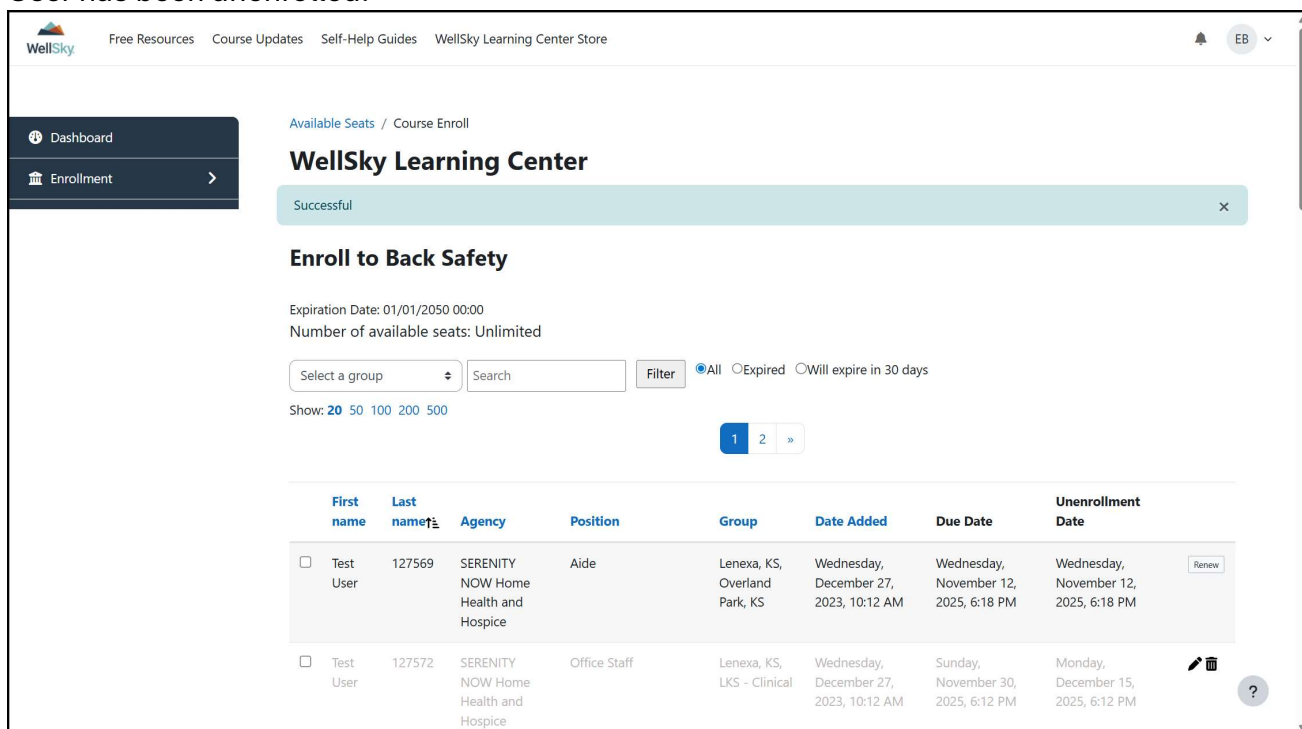
The screenshot shows the 'Enroll to Back Safety' page in the WellSky Learning Center. The page title is 'WellSky Learning Center' and the sub-header is 'Enroll to Back Safety'. It displays the expiration date '01/01/2050 00:00' and the number of available seats 'Unlimited'. There are filters for 'All' (selected), 'Expired', and 'Will expire in 30 days'. A table lists enrollments with columns for First name, Last name, Agency, Position, Group, Date Added, Due Date, and Unenrollment Date. The first row is for 'Test User' (ID 127569) from 'SERENITY NOW Home Health and Hospice' at 'Aide' position, 'Lenexa, KS, Overland Park, KS' group, added on 'Wednesday, December 27, 2023, 10:12 AM', due on 'Sunday, November 30, 2025, 4:24 PM', and with an unenrollment date of 'Monday, December 15, 2025, 4:24 PM'. A teal arrow points to a garbage icon in the 'Unenrollment Date' column of this row. A green 'X' icon is visible below the table.

First name	Last name	Agency	Position	Group	Date Added	Due Date	Unenrollment Date
Test User	127569	SERENITY NOW Home Health and Hospice	Aide	Lenexa, KS, Overland Park, KS	Wednesday, December 27, 2023, 10:12 AM	Sunday, November 30, 2025, 4:24 PM	Monday, December 15, 2025, 4:24 PM
Test User	127572	SERENITY NOW Home Health and Hospice	Office Staff	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	Sunday, November 30, 2025, 6:12 PM	Monday, December 15, 2025, 6:12 PM
Test User	127573	SERENITY NOW Home Health and Hospice	Bereavement	Lenexa, KS, LKS - Clinical	Wednesday, December 27, 2023, 10:12 AM	Sunday, November 30, 2025, 4:24 PM	Monday, December 15, 2025, 4:24 PM

6. Confirm your actions.

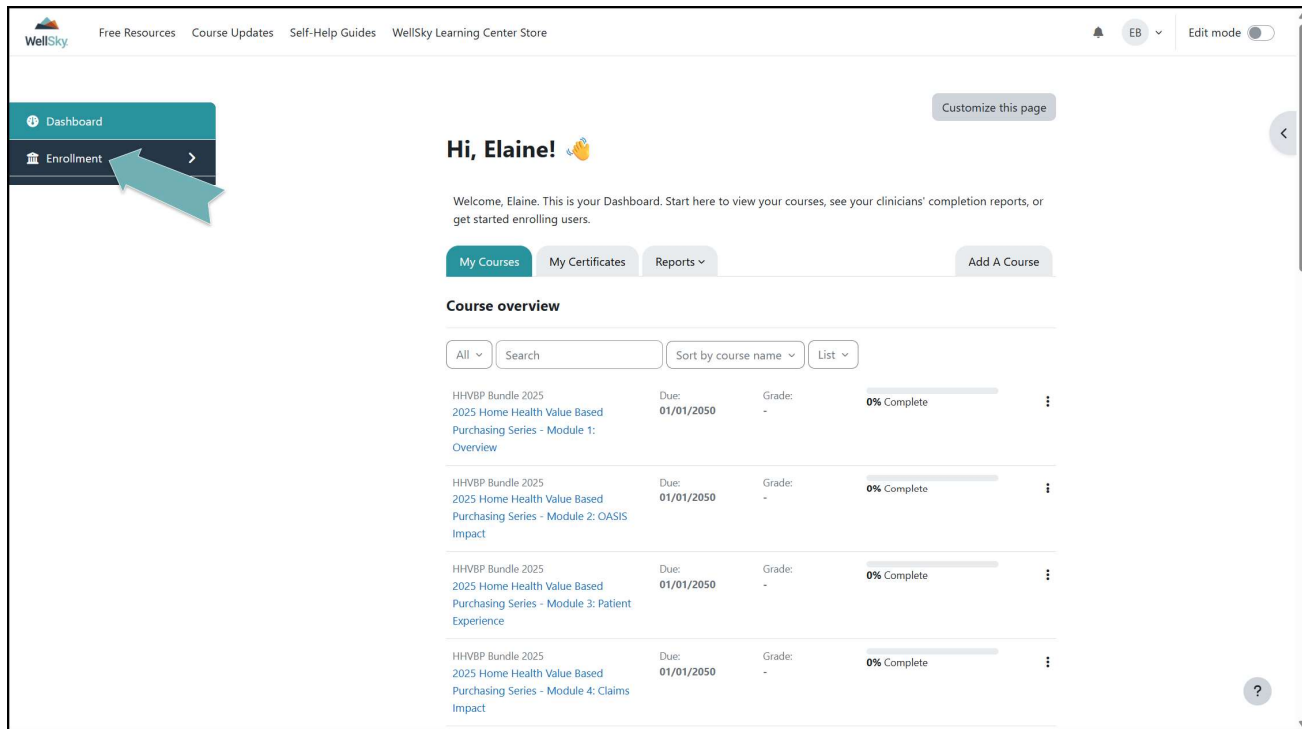


7. A *Successful* banner will appear at the top of the refreshed page letting you know the User has been unenrolled.

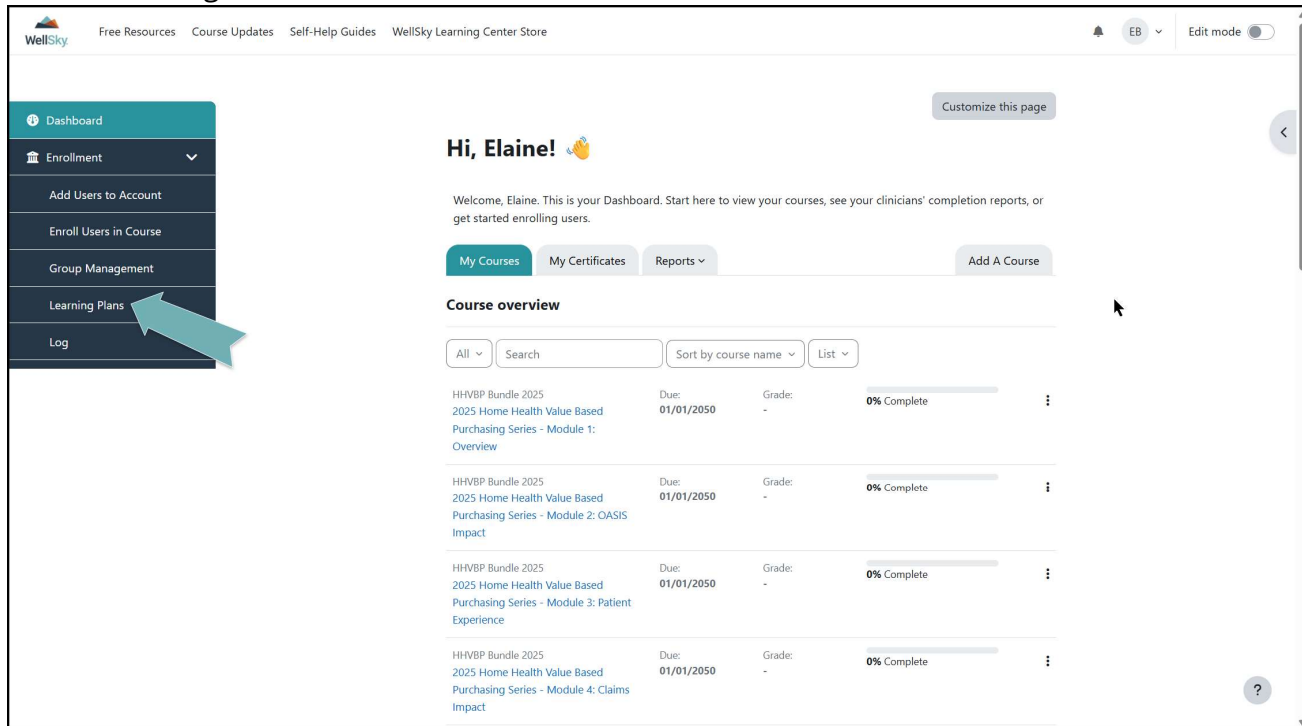


Learning Plans – Enroll Users

1. Click *Enrollment*.



2. Select *Learning Plans*.



ENROLLMENTS

- You'll be redirected to the *View, Edit and Enroll in Learning Plans* page. The top half of the page shows the WLC learning plans that are available for your use. The bottom half of the page shows any learning plans you have created.

The screenshot shows the WellSky Learning Center Store interface. At the top, there are navigation links: Free Resources, Course Updates, Self-Help Guides, and WellSky Learning Center Store. A sidebar on the left contains 'Dashboard' and 'Enrollment'. The main content area is divided into two sections. The top section displays three available learning plans with their descriptions and durations. The bottom section, titled 'Your Agency Learning Plans', shows a list of created plans with columns for 'Total Duration' and 'Options'. A teal arrow points to the 'View/Edit Learning Plans' button above the list.

Available Learning Plans		Total Duration	Options
Hospice - Annual Compliance Courses	This learning plan includes basic compliance courses required annually for all disciplines and roles within the hospice agency. Disclaimer: This learning plan is not intended to cover every aspect of annual compliance for your staff. Please assess the content and provide additional content coverage aligned with your agency needs.	10 hours 05 minutes	[User Icon]
Hospice - CHAP Verified Learning Plan	This learning plan contains courses that are CHAP verified for clinicians who will be providing hospice care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Hospice Basic Training Series as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the hospice care team.	28 hours 34 minutes	[User Icon]
Hospice - Onboarding for Clinicians Courses	This learning plan contains courses recommended for a successful onboarding for clinicians who will be providing hospice care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Hospice Basic Training Series, pain and symptom management, end-of-life care, as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the hospice care team.	35 hours 05 minutes	[User Icon]

Your Agency Learning Plans		Total Duration	Options
(COPY) Learning Plan Example	Here's the description.	2 hours 59 minutes	[User Icon] [Add] [Remove]
(COPY) New Example Learning Path	Enter your description here.	5 minutes	[User Icon] [Add] [Remove]
Enrollment Testing	Enrollment Testing	2 hours 01 minutes	[User Icon] [Add] [Remove]
Example Learning Plan		1 hour 15 minutes	[User Icon] [Add] [Remove]
FA Davis Courses		58 minutes	[User Icon] [Add] [Remove]
Learning Plan Example	Here's the description.	2 hours 59 minutes	[User Icon] [Add] [Remove]
New Example Learning Path	Enter your description here.	5 minutes	[User Icon] [Add] [Remove]
Title of Example Learning Plan	if you like	1 hour 53 minutes	[User Icon] [Add] [Remove]

- Click the silhouette to add Users to the learning plan.

This screenshot is similar to the previous one but highlights the 'Options' column for the 'New Example Learning Path' row. A teal arrow points to the silhouette icon in the 'Options' column, which is used to add users to the learning plan.

- You can enroll single Users, multiple Users, and all Users.

Single Users

A. Click the *Enroll* button on the User's row.

First name	Last name	Agency	Position	Role	Group	Due Date	Unenrollment Date	Enroll
Test User	127569	SERENITY NOW Home Health and Hospice	Aide	Manager	Lenexa, KS, Overland Park, KS	-	-	Enroll
Test User	127571	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	-	Enroll
Test User	127572	SERENITY NOW Home Health and Hospice	Office Staff	User	Lenexa, KS, LKS - Clinical	-	-	Enroll
Test User	127573	SERENITY NOW Home Health and Hospice	Bereavement	User	Lenexa, KS, LKS - Clinical	-	-	Enroll
Test User	127574	SERENITY NOW Home Health and Hospice	MSW	User	LKS - Clinical	-	-	Enroll
Test User	127575	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	-	Enroll
Test User	127576	SERENITY NOW Home Health and Hospice	Licensed Practical/Vocational Nurse	User	LKS - Clinical	-	-	Enroll
Test User	127577	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS	-	-	Enroll
Test User	127578	SERENITY NOW Home Health and Hospice	Aide	Manager		-	-	Enroll
Test User	127579	SERENITY NOW Home Health and Hospice	MSW	User		-	-	Enroll
Test User	127580	SERENITY NOW Home Health		User		-	-	Enroll

B. On the new window, select the option to *Allow User access to course past Due Date*.

Enroll User

Choose your user's due date for this course:

Due Date: 12 / November / 2025 / 16 / 16

Unenrollment Date: 12 / November / 2025 / 16 / 16

Action on Due Date:

Unenroll user on Due Date

Allow user access to course past Due Date

Buttons: Finish, Cancel

C. Populate your due date.

The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and includes a dropdown menu for 'Choose your user'. Below this, there are two date pickers: 'Due Date' and 'Unenrolment Date'. The 'Due Date' field is highlighted with a teal arrow pointing to the day '12'. The 'Unenrolment Date' field is set to '12 November 2025 16:16'. Below the date pickers, there are two radio button options for 'Action on Due Date': 'Unenroll user on Due Date' (unselected) and 'Allow user access to course past Due Date' (selected). At the bottom of the form are 'Finish' and 'Cancel' buttons.

D. Populate your unenrollment date.

The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and includes a dropdown menu for 'Choose your user'. Below this, there are two date pickers: 'Due Date' and 'Unenrolment Date'. The 'Unenrolment Date' field is highlighted with a teal arrow pointing to the day '12'. The 'Due Date' field is set to '30 November 2025 16:16'. Below the date pickers, there are two radio button options for 'Action on Due Date': 'Unenroll user on Due Date' (unselected) and 'Allow user access to course past Due Date' (selected). At the bottom of the form are 'Finish' and 'Cancel' buttons.

E. Click *Finish* to save your changes.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Dashboard
Enrollment

Enroll User

Choose your user's due date for this course:

Due Date 30 November 2025 16 16

Unenrolment Date 15 December 2025 16 16

Action on Due Date
 Unenroll user on Due Date
 Allow user access to course past Due Date

Finish Cancel

ENROLLMENTS

Multiple Users

A. Click the checkboxes next to the desired Users.

The screenshot shows the WellSky enrollment management interface. The top navigation bar includes 'Free Resources', 'Course Updates', 'Self-Help Guides', and 'WellSky Learning Center Store'. A sidebar on the left contains 'Dashboard' and 'Enrollment'. The main content area displays a table of users with columns for 'First name', 'Last name', 'Agency', 'Position', 'Role', 'Group', 'Due Date', and 'Unenrollment Date'. Each row has a checkbox on the left and an 'Enroll' button on the right. Five teal arrows point to the checkboxes for users with IDs 127572, 127573, 127574, 127575, and 127576.

First name	Last name	Agency	Position	Role	Group	Due Date	Unenrollment Date
Test User	127569	SERENITY NOW Home Health and Hospice	Aide	Manager	Lenexa, KS, Overland Park, KS	-	-
Test User	127571	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	-
Test User	127572	SERENITY NOW Home Health and Hospice	Office Staff	User	Lenexa, KS, LKS - Clinical	-	-
Test User	127573	SERENITY NOW Home Health and Hospice	Bereavement	User	Lenexa, KS, LKS - Clinical	-	-
Test User	127574	SERENITY NOW Home Health and Hospice	MSW	User	LKS - Clinical	-	-
Test User	127575	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	-
Test User	127576	SERENITY NOW Home Health and Hospice	Licensed Practical/Vocational Nurse	User	LKS - Clinical	-	-
Test User	127577	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS	-	-
Test User	127578	SERENITY NOW Home Health and Hospice	Aide	Manager		-	-
Test User	127579	SERENITY NOW Home Health and Hospice	MSW	User		-	-
Test User	127580	SERENITY NOW Home Health		User		-	-

B. At the bottom of the screen, click the *Enroll Selected Users* button.

The screenshot shows the WellSky enrollment management interface with a list of users. At the bottom of the screen, there is a 'Select all / Deselect all' button and an 'Enroll Selected Users' button. A teal arrow points to the 'Enroll Selected Users' button.

Test User	127581	SERENITY NOW Home Health and Hospice	Aide	User	Overland Park, KS	-	-
Test User	127583	SERENITY NOW Home Health and Hospice	Aide	Manager	LKS - Clinical, Overland Park, KS	-	-
Test User	130791	SERENITY NOW Home Health and Hospice	Manager	User		-	-
Test User	130967	SERENITY NOW Home Health and Hospice	Registered Nurse	User	LKS - Clinical, Overland Park, KS	-	-
Test User	131459	SERENITY NOW Home Health and Hospice	Registered Nurse	User	Overland Park, KS	-	-
Test User	131460	SERENITY NOW Home Health and Hospice	Registered Nurse	User	Lenexa, KS, Overland Park, KS	-	-
Test User	131461	SERENITY NOW Home Health and Hospice	Registered Nurse	User	Overland Park, KS	-	-
Test User	131462	SERENITY NOW Home Health and Hospice	Registered Nurse	User	Overland Park, KS	-	-
Test User	131463	SERENITY NOW Home Health and Hospice	Registered Nurse	User	Overland Park, KS	-	-

ENROLLMENTS

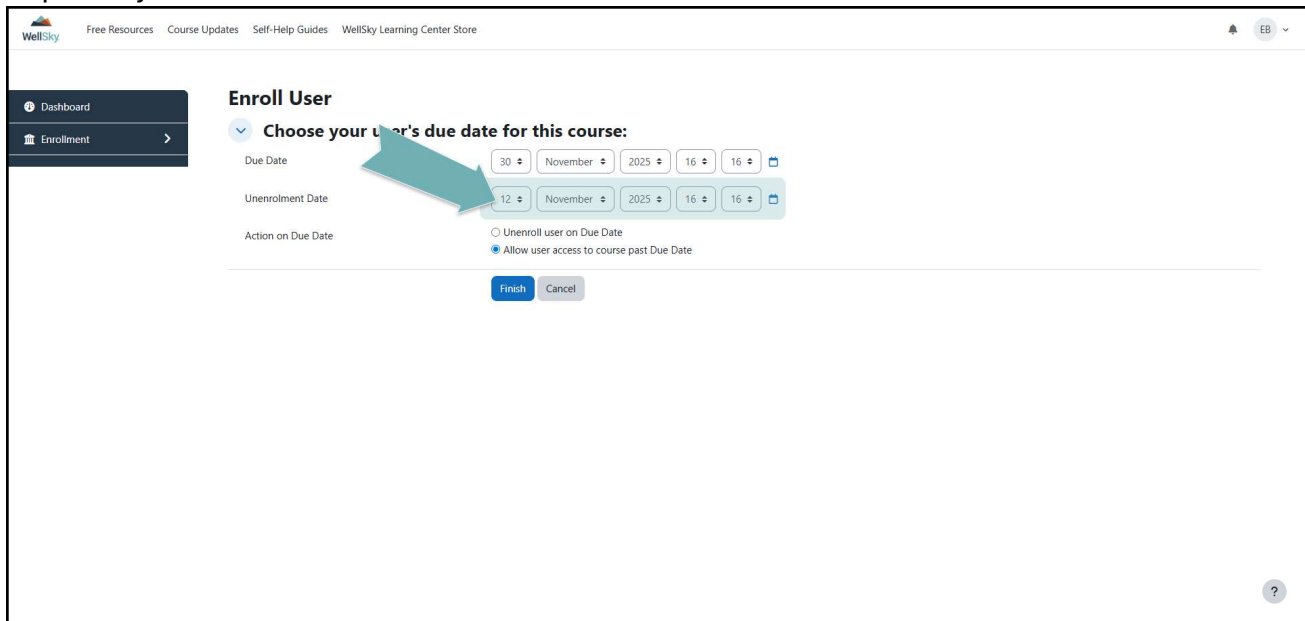
C. On the new window, select the option to *Allow User access to course past Due Date*.

The screenshot shows the 'Enroll User' form in the WellSky system. The form is titled 'Enroll User' and has a sub-heading 'Choose your user's due date for this course:'. There are two date pickers: 'Due Date' and 'Unenrolment Date', both set to 12 November 2025 at 16:16. Below the date pickers, there are two radio button options for 'Action on Due Date': 'Unenroll user on Due Date' (which is selected) and 'Allow user access to course past Due Date'. A teal arrow points to the 'Allow user access to course past Due Date' option. At the bottom of the form, there are 'Finish' and 'Cancel' buttons.

D. Populate your due date.

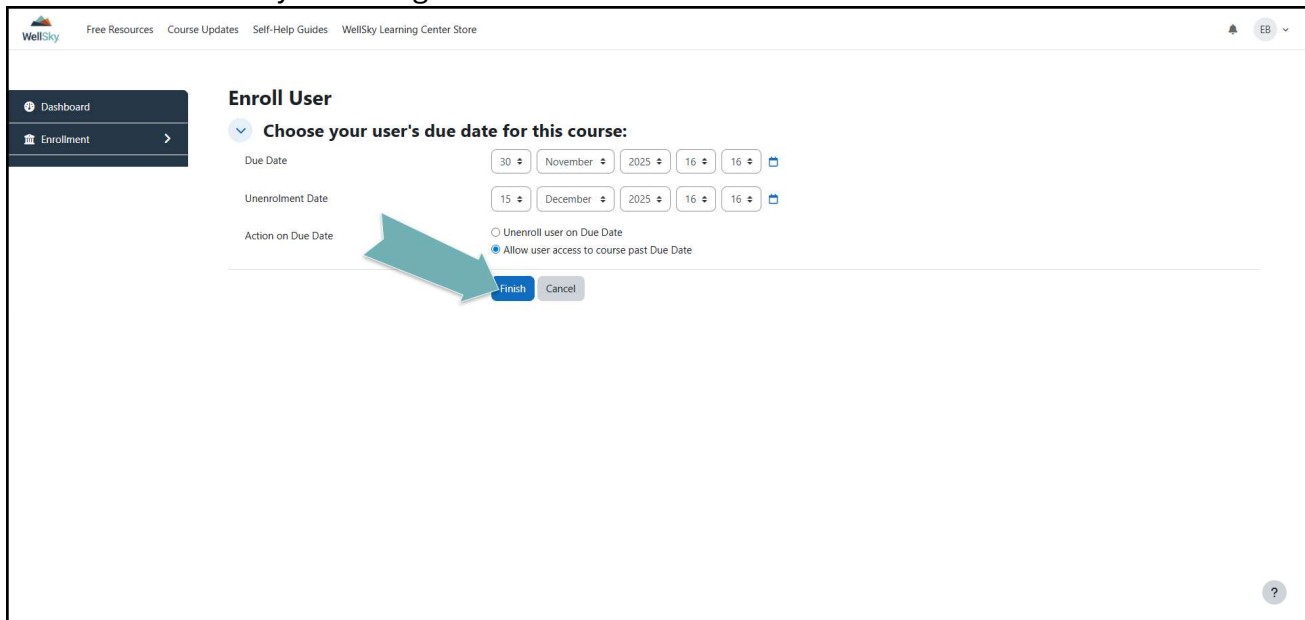
This screenshot is identical to the one above, but with a teal arrow pointing to the 'Due Date' field. The 'Due Date' field is highlighted with a light blue background, indicating it is the focus of the instruction. The 'Action on Due Date' options remain the same, with 'Unenroll user on Due Date' selected.

E. Populate your unenrollment date.



The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and contains a section 'Choose your user's due date for this course:'. This section includes three fields: 'Due Date' (set to 30, November, 2025, 16, 16), 'Unenrollment Date' (set to 12, November, 2025, 16, 16), and 'Action on Due Date' (with radio buttons for 'Unenroll user on Due Date' and 'Allow user access to course past Due Date', the latter being selected). A teal arrow points to the 'Unenrollment Date' field. At the bottom are 'Finish' and 'Cancel' buttons.

F. Click *Finish* to save your changes.



This screenshot is identical to the one above, but the teal arrow now points to the 'Finish' button at the bottom of the form, indicating the final step to save the changes.

ENROLLMENTS

All Users

A. Select the highest number of results in the *Show* row.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Emergency Preparedness in Certified Home Health Agencies 17 minutes ANCC, Nursing Learn more

Home Health Basic Training Series - A Framework for Accurate and Efficient Patient Assessment and OASIS Data Collection 44 minutes ANCC, Nursing Learn more

Expiration Date: 01/01/2050 00:00
Number of available seats: Unlimited

Search Filter All Expired Will expire in 30 days

Show: 20 50 100 500

	First name	Last name	Agency	Position	Role	Group	Due Date	Unenrollment Date	
<input type="checkbox"/>	Test User	127569	SERENITY NOW Home Health and Hospice	Aide	Manager	Lenexa, KS, Overland Park, KS	-	-	Enroll
<input type="checkbox"/>	Test User	127571	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	-	Enroll
<input type="checkbox"/>	Test User	127572	SERENITY NOW Home Health and Hospice	Office Staff	User	Lenexa, KS, LKS - Clinical	-	-	Enroll
<input type="checkbox"/>	Test User	127573	SERENITY NOW Home Health and Hospice	Bereavement	User	Lenexa, KS, LKS - Clinical	-	-	Enroll
<input type="checkbox"/>	Test User	127574	SERENITY NOW Home Health and Hospice	MSW	User	LKS - Clinical	-	-	Enroll
<input type="checkbox"/>	Test User	127575	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	-	Enroll

B. Scroll to the bottom of your page and click *Select all*.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

and Hospice

<input type="checkbox"/>	Test User	133817	SERENITY NOW Home Health and Hospice	Coder	User		-	-	Enroll
<input type="checkbox"/>	Test User	146818	SERENITY NOW Home Health and Hospice		Manager	LKS - Clinical	-	-	Enroll
<input type="checkbox"/>	Test User	154632	SERENITY NOW Home Health and Hospice	Non-Clinical Support Staff	User		-	-	Enroll
<input type="checkbox"/>	Test User	155034	SERENITY NOW Home Health and Hospice	Administrator	User		-	-	Enroll
<input type="checkbox"/>	Test User	155035	SERENITY NOW Home Health and Hospice	Coder	User		-	-	Enroll
<input type="checkbox"/>	Test User	156587	SERENITY NOW Home Health and Hospice		User		-	-	Enroll
<input type="checkbox"/>	Elaine	Benes	SERENITY NOW Home Health and Hospice	Manager	Director		-	-	Enroll
<input type="checkbox"/>	Estelle	Costanza	SERENITY NOW Home Health and Hospice	COTA	User		-	-	Enroll
<input type="checkbox"/>	Jerry	Seinfeld	SERENITY NOW Home Health and Hospice	Office Staff	Director		-	-	Enroll

Select all / Deselect all

Enroll Selected Users

ENROLLMENTS

C. At the bottom of the screen, click the *Enroll Selected Users* button.

The screenshot shows the WellSky interface with a list of users for enrollment. The table contains the following data:

Checkmark	Test User	ID	Organization	Role	User Type	Access	Enroll
<input checked="" type="checkbox"/>	Test User	133817	SERENITY NOW Home Health and Hospice	Coder	User	-	Enroll
<input checked="" type="checkbox"/>	Test User	146818	SERENITY NOW Home Health and Hospice	Manager	LKS - Clinical	-	Enroll
<input checked="" type="checkbox"/>	Test User	154632	SERENITY NOW Home Health and Hospice	Non-Clinical Support Staff	User	-	Enroll
<input checked="" type="checkbox"/>	Test User	155034	SERENITY NOW Home Health and Hospice	Administrator	User	-	Enroll
<input checked="" type="checkbox"/>	Test User	155035	SERENITY NOW Home Health and Hospice	Coder	User	-	Enroll
<input checked="" type="checkbox"/>	Test User	156587	SERENITY NOW Home Health and Hospice		User	-	Enroll
<input checked="" type="checkbox"/>	Elaine	Benes	SERENITY NOW Home Health and Hospice	Manager	Director	-	Enroll
<input checked="" type="checkbox"/>	Estelle	Costanza	SERENITY NOW Home Health and Hospice	COTA	User	-	Enroll
<input checked="" type="checkbox"/>	Jerry	Seinfeld	SERENITY NOW Home Health and Hospice	Office Staff	Director	-	Enroll

At the bottom of the list, there is a link "Select all / Deselect all" and a button "Enroll Selected Users" which is highlighted by a teal arrow.

D. On the new window, select the option to *Allow User access to course past Due Date*.

The screenshot shows the "Enroll User" dialog box. It contains the following fields and options:

- Choose your user's due date for this course:**
- Due Date:** 12 / November / 2025 / 16 / 16
- Unenrolment Date:** 12 / November / 2025 / 16 / 16
- Action on Due Date:**
 - Unenroll user on Due Date
 - Allow user access to course past Due Date
- Buttons:** Finish, Cancel

A teal arrow points to the "Allow user access to course past Due Date" radio button.

E. Populate your due date.

The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar on the left with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and includes a dropdown menu for 'Choose your user' and a section for 'Set date for this course:'. The 'Due Date' field is highlighted with a teal arrow and contains the date '12 November 2025 16:16'. The 'Unenrolment Date' field contains '12 November 2025 16:16'. Under 'Action on Due Date', the 'Allow user access to course past Due Date' option is selected. At the bottom, there are 'Finish' and 'Cancel' buttons.

F. Populate your unenrollment date.

The screenshot shows the 'Enroll User' form in the WellSky Learning Center Store. The form has a sidebar on the left with 'Dashboard' and 'Enrollment' options. The main content area is titled 'Enroll User' and includes a dropdown menu for 'Choose your user' and a section for 'Set date for this course:'. The 'Unenrolment Date' field is highlighted with a teal arrow and contains the date '12 November 2025 16:16'. The 'Due Date' field contains '30 November 2025 16:16'. Under 'Action on Due Date', the 'Allow user access to course past Due Date' option is selected. At the bottom, there are 'Finish' and 'Cancel' buttons.

G. Click *Finish* to save your changes.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Dashboard
Enrollment

Enroll User

Choose your user's due date for this course:

Due Date 30 November 2025 16

Unenrolment Date 12 November 2025 16

Action on Due Date

Unenroll user on Due Date

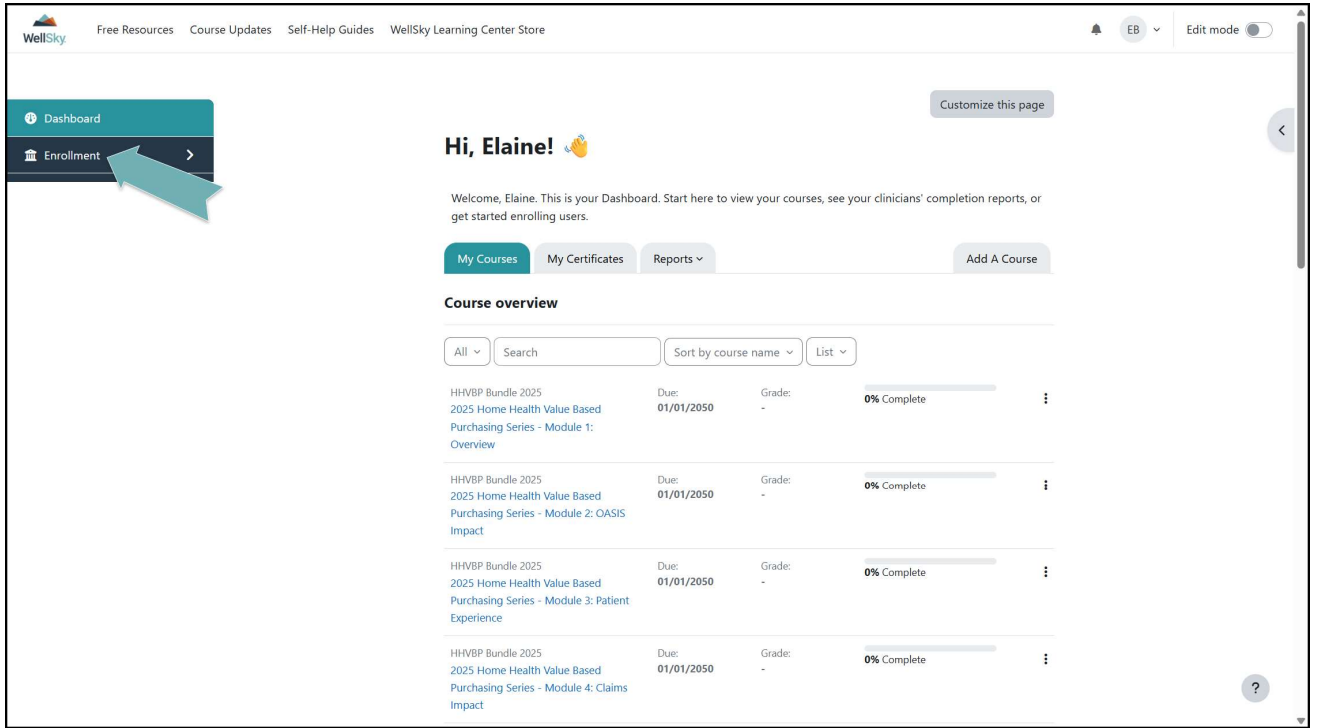
Allow user access to course past Due Date

Finish Cancel

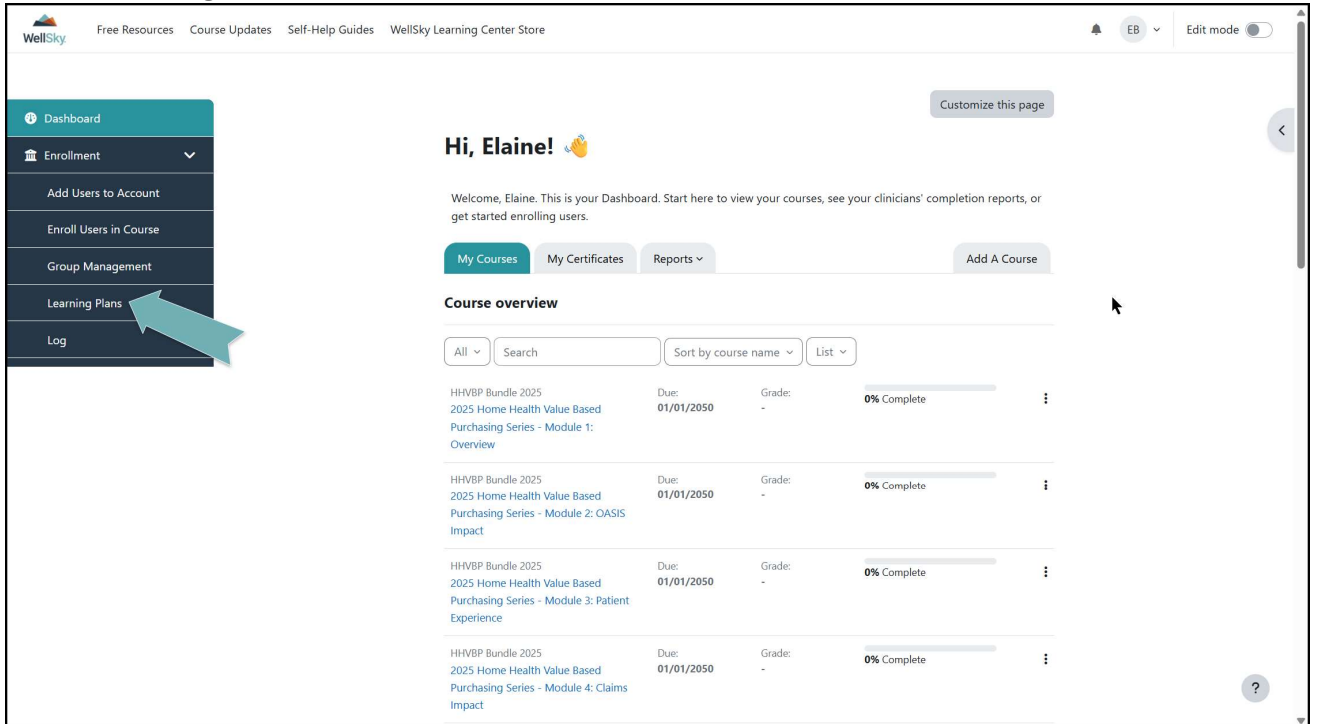
H. If needed, repeat steps A through G for all pages until all Users are enrolled.

Learning Plans – Edit Due Dates and Unenrollment Dates

1. Click *Enrollment*.



2. Select *Learning Plans*.



ENROLLMENTS

- You'll be redirected to the *View, Edit and Enroll in Learning Plans* page. The top half of the page shows the WLC learning plans that are available for your use. The bottom half of the page shows any learning plans you have created.

The screenshot displays the WellSky Learning Center Store interface. At the top, there are navigation links: Free Resources, Course Updates, Self-Help Guides, and WellSky Learning Center Store. A sidebar on the left contains 'Dashboard' and 'Enrollment' options. The main content area is divided into two sections. The top section lists available learning plans with a disclaimer: 'Disclaimer: This learning plan is not intended to cover every aspect of onboarding for your staff. Please assess the content and provide additional onboarding content coverage aligned with your agency needs.' The available plans are:

Learning Plan	Description	Duration
Hospice - Annual Compliance Courses	This learning plan includes basic compliance courses required annually for all disciplines and roles within the hospice agency. Disclaimer: This learning plan is not intended to cover every aspect of annual compliance for your staff. Please assess the content and provide additional content coverage aligned with your agency needs.	10 hours 05 minutes
Hospice - CHAP Verified Learning Plan	This learning plan contains courses that are CHAP verified for clinicians who will be providing hospice care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Hospice Basic Training Series as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the hospice care team.	28 hours 34 minutes
Hospice - Onboarding for Clinicians Courses	This learning plan contains courses recommended for a successful onboarding for clinicians who will be providing hospice care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Hospice Basic Training Series, pain and symptom management, end-of-life care, as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the hospice care team.	35 hours 05 minutes

The bottom section is titled 'Your Agency Learning Plans' and features a search bar and a table of created plans:

Learning Plan	Description	Total Duration	Options
(COPY) Learning Plan Example	Here's the description.	2 hours 59 minutes	[Icons]
(COPY) New Example Learning Path	Enter your description here.	5 minutes	[Icons]
Enrollment Testing	Enrollment Testing	2 hours 01 minutes	[Icons]
Example Learning Plan		1 hour 15 minutes	[Icons]
FA Davis Courses		58 minutes	[Icons]
Learning Plan Example	Here's the description.	2 hours 59 minutes	[Icons]
New Example Learning Path	Enter your description here.	5 minutes	[Icons]
Title of Example Learning Plan	if you like	1 hour 53 minutes	[Icons]

A teal arrow points to the 'Options' column of the 'New Example Learning Path' row.

- Click the silhouette to review learning plan enrollments.

This screenshot is identical to the previous one, but with a teal arrow pointing to the silhouette icon in the 'Options' column of the 'New Example Learning Path' row in the 'Your Agency Learning Plans' table.

ENROLLMENTS

5. Find the enrollment you'd like to remove and click the row's trash can icon.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Expiration Date: 01/01/2050 00:00
Number of available seats: Unlimited

Select a group Search Filter All Expired Will expire in 30 days

Show: 20 50 100 200 500

	First name	Last name	Agency	Position	Role	Group	Due Date	Unenrollment
<input type="checkbox"/>	Test User	127569	SERENITY NOW Home Health and Hospice	Aide	Manager	Lenexa, KS, Overland Park, KS	Sunday, November 30, 2025, 10:36 AM	Sunday, November 30, 2025, 10:36 AM
<input type="checkbox"/>	Test User	127571	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	<input type="button" value="Enroll"/>
<input type="checkbox"/>	Test User	127572	SERENITY NOW Home Health and Hospice	Office Staff	User	Lenexa, KS, LKS - Clinical	-	<input type="button" value="Enroll"/>
<input type="checkbox"/>	Test User	127573	SERENITY NOW Home Health and Hospice	Bereavement	User	Lenexa, KS, LKS - Clinical	-	<input type="button" value="Enroll"/>
<input type="checkbox"/>	Test User	127574	SERENITY NOW Home Health and Hospice	MSW	User	LKS - Clinical	-	<input type="button" value="Enroll"/>
<input type="checkbox"/>	Test User	127575	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	<input type="button" value="Enroll"/>
<input type="checkbox"/>	Test User	127576	SERENITY NOW Home Health and Hospice	Licensed Practical/Vocational Nurse	User	LKS - Clinical	-	<input type="button" value="Enroll"/>
<input type="checkbox"/>	Test User	127577	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS	-	<input type="button" value="Enroll"/>

6. Click *Continue* to save your changes.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Learning Plans / Unenroll

WellSky Learning Center

Confirm

Are you sure you want to unenroll Test User 127569?

ENROLLMENTS

7. Navigate back to the User's row and click *Enroll*.

The screenshot shows the WellSky enrollment management interface. At the top, there are navigation links: Free Resources, Course Updates, Self-Help Guides, and WellSky Learning Center Store. The user is logged in as 'Admin'. The interface displays course details: Expiration Date: 01/01/2050 00:00 and Number of available seats: Unlimited. There are filters for 'All', 'Expired', and 'Will expire in 30 days'. A table lists users with columns for First name, Last name, Agency, Position, Role, Group, Due Date, and Unenrollment Date. The first user, 'Test User' with ID 127569, is highlighted, and a teal arrow points to the 'Enroll' button in the 'Unenrollment Date' column. The table data is as follows:

First name	Last name	Agency	Position	Role	Group	Due Date	Unenrollment Date
Test User	127569	SERENITY NOW Home Health and Hospice	Aide	Manager	Lenexa, KS, Overland Park, KS	-	-
Test User	127571	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	-
Test User	127572	SERENITY NOW Home Health and Hospice	Office Staff	User	Lenexa, KS, LKS - Clinical	-	-
Test User	127573	SERENITY NOW Home Health and Hospice	Bereavement	User	Lenexa, KS, LKS - Clinical	-	-
Test User	127574	SERENITY NOW Home Health and Hospice	MSW	User	LKS - Clinical	-	-
Test User	127575	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	-
Test User	127576	SERENITY NOW Home Health and Hospice	Licensed Practical/Vocational Nurse	User	LKS - Clinical	-	-

8. On the new window, select the option to *Allow User access to course past Due Date*.

The screenshot shows the 'Enroll User' dialog box in WellSky. It has a title 'Enroll User' and a dropdown menu set to 'Choose your user's due date for this course:'. Below this are three date pickers: 'Due Date' (12, November, 2025, 16, 16), 'Unenrolment Date' (12, November, 2025, 16, 16), and 'Action on Due Date'. A teal arrow points to the 'Allow user access to course past Due Date' radio button, which is currently selected. The 'Finish' and 'Cancel' buttons are at the bottom.

9. Populate your due date.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Dashboard Enrollment

Enroll User

Choose your user's due date for this course:

Due Date 12 November 2025 16 16

Unenrolment Date 12 November 2025 16 16

Action on Due Date Unenroll user on Due Date Allow user access to course past Due Date

Finish Cancel

10. Populate your unenrollment date.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Dashboard Enrollment

Enroll User

Choose your user's due date for this course:

Due Date 30 November 2025 16 16

Unenrolment Date 12 November 2025 16 16

Action on Due Date Unenroll user on Due Date Allow user access to course past Due Date

Finish Cancel

11. Click *Finish* to save your changes.

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Dashboard
Enrollment

Enroll User

Choose your user's due date for this course:

Due Date: 30, November, 2025, 16, 16

Unenrolment Date: 15, December, 2025, 16, 16

Action on Due Date:
 Unenroll user on Due Date
 Allow user access to course past Due Date

Finish Cancel

Learning Plans – Unenroll Users



When a User is unenrolled from a learning plan’s course, their course completion will no longer display on reports. It’s recommended that reports be run on a learning plan to ensure that completions are retained for a User’s report results. If a User is mistakenly unenrolled from a completed learning plan course, just re-enroll the User into the learning plan or the course and the completion will once again show on reports.

1. Click *Enrollment*.

The screenshot shows the WellSky Learning Center Store dashboard for a user named Elaine. The top navigation bar includes links for Free Resources, Course Updates, Self-Help Guides, and WellSky Learning Center Store. The user's name 'EB' and 'Edit mode' are visible in the top right. A sidebar on the left contains 'Dashboard' and 'Enrollment' (highlighted with a red arrow). The main content area displays a welcome message 'Hi, Elaine!' and a 'Customize this page' button. Below this are tabs for 'My Courses', 'My Certificates', and 'Reports', along with an 'Add A Course' button. The 'Course overview' section features a search bar, a 'Sort by course name' dropdown, and a 'List' dropdown. A table lists four courses, all showing '0% Complete'.

Course Name	Due	Grade	Completion
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 1: Overview	01/01/2050	-	0% Complete
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact	01/01/2050	-	0% Complete
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 3: Patient Experience	01/01/2050	-	0% Complete
HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 4: Claims Impact	01/01/2050	-	0% Complete

ENROLLMENTS

2. Select Learning Plans.

The screenshot shows the WellSky dashboard interface. At the top, there are navigation links for 'Free Resources', 'Course Updates', 'Self-Help Guides', and 'WellSky Learning Center Store'. A user profile 'EB' and an 'Edit mode' toggle are visible in the top right. A sidebar on the left contains a menu with items: 'Dashboard', 'Enrollment', 'Add Users to Account', 'Enroll Users in Course', 'Group Management', 'Learning Plans' (highlighted with a red arrow), and 'Log'. The main content area displays a greeting 'Hi, Elaine!' and a welcome message. Below this, there are tabs for 'My Courses', 'My Certificates', and 'Reports', along with an 'Add A Course' button. A 'Course overview' section follows, featuring a search bar, a 'Sort by course name' dropdown, and a 'List' dropdown. A table lists four courses, each with a 'Due' date of 01/01/2050, a grade of '-', and a '0% Complete' progress bar. The courses are: 'HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 1: Overview', 'HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact', 'HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 3: Patient Experience', and 'HHVBP Bundle 2025 2025 Home Health Value Based Purchasing Series - Module 4: Claims Impact'. A help icon is located in the bottom right corner.

3. You'll be redirected to the *View, Edit and Enroll in Learning Plans* page. The top half of the page shows the WLC learning plans that are available for your use. The bottom half of the page shows any learning plans you have created.

The screenshot displays the 'View/Edit Learning Plans' page. At the top, there is a disclaimer: 'Disclaimer: This learning plan is not intended to cover every aspect of onboarding for your staff. Please assess the content and provide additional onboarding content coverage aligned with your agency needs.' Below this, a table lists three available learning plans:

Hospice - Annual Compliance Courses This learning plan includes basic compliance courses required annually for all disciplines and roles within the hospice agency. Disclaimer: This learning plan is not intended to cover every aspect of annual compliance for your staff. Please assess the content and provide additional content coverage aligned with your agency needs.	10 hours 05 minutes	
Hospice - CHAP Verified Learning Plan This learning plan contains courses that are CHAP verified for clinicians who will be providing hospice care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Hospice Basic Training Series as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the hospice care team.	28 hours 34 minutes	
Hospice - Onboarding for Clinicians Courses This learning plan contains courses recommended for a successful onboarding for clinicians who will be providing hospice care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Hospice Basic Training Series, pain and symptom management, end-of-life care, as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the hospice care team.	35 hours 05 minutes	

Below the table, there are tabs for 'View/Edit Learning Plans', 'Add Learning Plans', and 'Courses'. A section titled 'Your Agency Learning Plans' features a search bar and a table of user-created plans:

Your Agency Learning Plans	Total Duration	Options
(COPY) Learning Plan Example Here's the description.	2 hours 59 minutes	
(COPY) New Example Learning Path Enter your description here.	5 minutes	
Enrollment Testing Enrollment Testing	2 hours 01 minutes	
Example Learning Plan	1 hour 15 minutes	
FA Davis Courses	58 minutes	
Learning Plan Example Here's the description.	2 hours 59 minutes	
New Example Learning Path Enter your description here.	5 minutes	
Title of Example Learning Plan if you like	1 hour 53 minutes	

A red arrow points to the 'Enrollment Testing' row in the 'Your Agency Learning Plans' table. A help icon is located in the bottom right corner.

ENROLLMENTS

4. Click the silhouette to add Users to the learning plan.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Disclaimer: This learning plan is not intended to cover every aspect of onboarding for your staff. Please assess the content and provide additional onboarding content coverage aligned with your agency needs.

Hospice - Annual Compliance Courses This learning plan includes basic compliance courses required annually for all disciplines and roles within the hospice agency. Disclaimer: This learning plan is not intended to cover every aspect of annual compliance for your staff. Please assess the content and provide additional content coverage aligned with your agency needs. 10 hours 05 minutes

Hospice - CHAP Verified Learning Plan This learning plan contains courses that are CHAP verified for clinicians who will be providing hospice care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Hospice Basic Training Series as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the hospice care team. 28 hours 34 minutes

Hospice - Onboarding for Clinicians Courses This learning plan contains courses recommended for a successful onboarding for clinicians who will be providing hospice care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Hospice Basic Training Series, pain and symptom management, end-of-life care, as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the hospice care team. 35 hours 05 minutes

View/Edit Learning Plans Add Learning Plans Courses

Your Agency Learning Plans

	Total Duration	Options
(COPY) Learning Plan Example Here's the description.	2 hours 59 minutes	[User Icon] [Group Icon] [Share Icon] [Trash Icon]
(COPY) New Example Learning Path Enter your description here.	5 minutes	[User Icon] [Group Icon] [Share Icon] [Trash Icon]
Enrollment Testing Enrollment Testing	2 hours 01 minutes	[User Icon] [Group Icon] [Share Icon] [Trash Icon]
Example Learning Plan	1 hour 15 minutes	[User Icon] [Group Icon] [Share Icon] [Trash Icon]
FA Davis Courses	58 minutes	[User Icon] [Group Icon] [Share Icon] [Trash Icon]
Learning Plan Example Here's the description.	2 hours 59 minutes	[User Icon] [Group Icon] [Share Icon] [Trash Icon]
New Example Learning Path Enter your description here.	5 minutes	[User Icon] [Group Icon] [Share Icon] [Trash Icon]
Title of Example Learning Plan if you like	1 hour 53 minutes	[User Icon] [Group Icon] [Share Icon] [Trash Icon]

5. Find the enrollment you'd like to remove and click the row's trash can icon.

WellSky Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

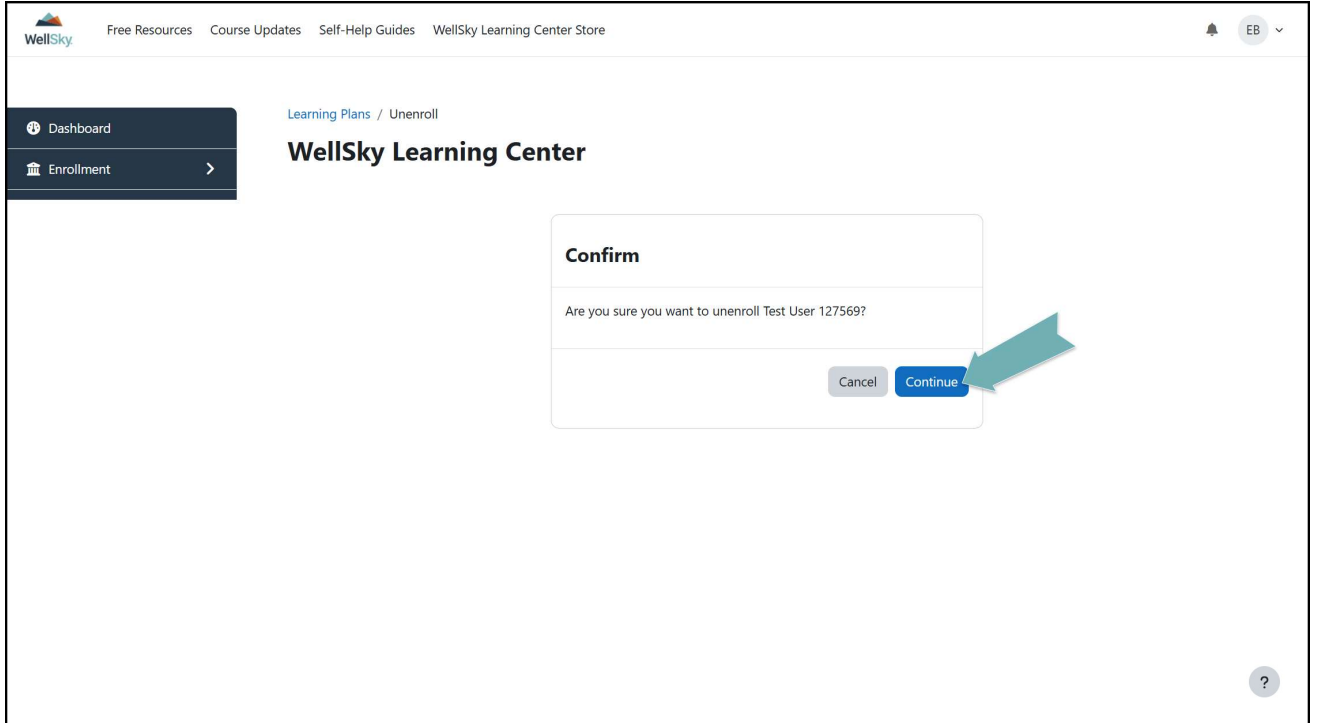
expiration date: 01/01/2025 00:00:00
Number of available seats: Unlimited

Select a group Search Filter All Expired Will expire in 30 days

Show: 20 50 100 200 500

	First name	Last name	Agency	Position	Role	Group	Due Date	Unenrollment Date
<input type="checkbox"/>	Test User	127569	SERENITY NOW Home Health and Hospice	Aide	Manager	Lenexa, KS, Overland Park, KS	Sunday, November 30, 2025, 6:27 PM	Monday, December 15, 2025, 6:27 PM
<input type="checkbox"/>	Test User	127572	SERENITY NOW Home Health and Hospice	Office Staff	User	Lenexa, KS, LKS - Clinical	-	-
<input type="checkbox"/>	Test User	127573	SERENITY NOW Home Health and Hospice	Bereavement	User	Lenexa, KS, LKS - Clinical	-	-
<input type="checkbox"/>	Test User	127574	SERENITY NOW Home Health and Hospice	MSW	User	LKS - Clinical	-	-
<input type="checkbox"/>	Test User	127575	SERENITY NOW Home Health and Hospice	Aide	User	Lenexa, KS, LKS - Clinical	-	-

6. Click *Continue* to save your changes.



7. A *Successful* banner will appear at the top of the refreshed page letting you know the User has been unenrolled.

