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 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 currently enrolled.
3) Click on the Session name.
4) Click **View/Edit** under **Learner Enrollment.**

THEN
Learner Enrolled
1) Click the box to the left of an individual name to move that individual, or click **Select All** under **Learners Enrolled** to select all learners in the session.
2) Click **Move Selected.**
3) Select the session to which the Learner is being moved.
4) Click **Move Now**.
5) Click OK to complete the move.

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