

Pearson Skilling Suite Admin Guide

Contents

Overview.....	3
Administrators	3
Access	3
Navigation	4
Home page.....	5
License inventory.....	6
Instructors.....	8
View instructors	8
Instructor profile and classes	9
Profile tab.....	9
Classes tab	9
Add instructors to Pearson Skilling Suite.....	10
Create an account	10
Add an instructor	12
Add or change a class instructor	12
Students	13
New students registered	13
Student list.....	13
Exam & Exam Pass Pledge information	14
View student progress.....	14
Delete student enrollment.....	15

Courses (primary)	16
Add a class.....	16
View course content	17
Classes.....	18
View class content.....	19
Add or change a class instructor	20
Edit a class	21
View class gradebook	22
View lab dashboard	23
Delete a class.....	24
Enroll students	24
View students in class (class roster)	26
Action Menu (ellipses icon).....	27
Add a class.....	27

Overview

Administrators

Pearson Skilling Suite administrators (admins) are given tools to:

- Monitor license usage
- Manage and add instructors
- View and enroll students
- Manage courses
- Manage and add classes

Access

To access the Pearson Skilling Suite, you must first create a Pearson account and be registered as an Admin on the Pearson Skilling Suite portal by Pearson VUE staff.

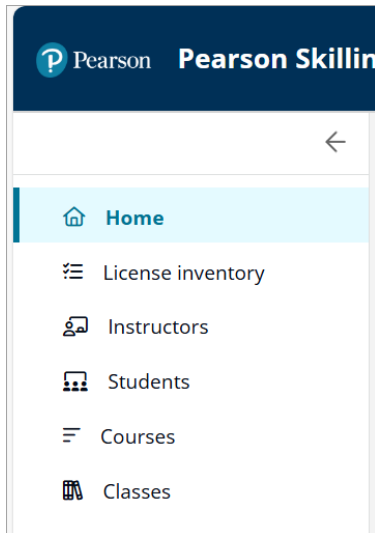
You can then access the [Pearson Skilling Suite](https://skilling.pearsonvue.com) at <https://skilling.pearsonvue.com>.

If you are an admin, you will automatically be taken to the administrator view of the Pearson Skilling Suite.

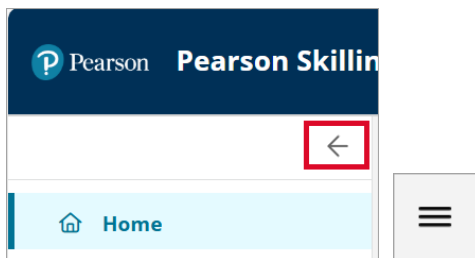
You can access specific courses (and the features housed there) from within the Pearson Skilling Suite administrator view.

Navigation

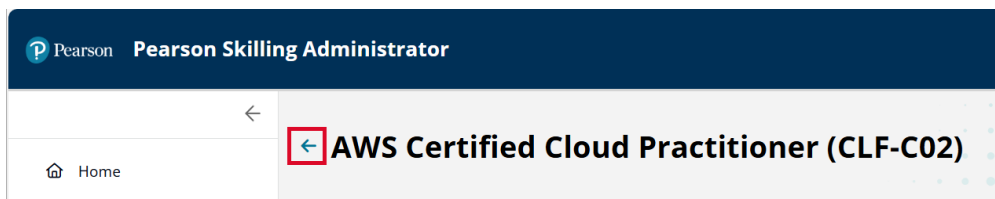
Navigation is done primarily through the navigation pane on the left.



This navigation pane can be collapsed and expanded as needed. Use the arrow at the top of the pane to collapse it and use the menu icon (three horizontal lines) to expand it.



Within the detail screens, you may also see a back arrow at the top of the screen that will take you to the previous screen.



Home page

The **Home** page gives you an overview of your new student registrations and classes scheduled. As an admin, the numbers and classes apply to your whole institution. Admins also see an overview of license inventory and instructor assignment management.

Welcome to [Institution Name]

Summary:

- New students registered:** 1
- Classes scheduled:** 4

Class schedule

Class List:

- [MD102 Demo 090524](#) (Sep 5, 2024)
- [CISSP Demo Course 090524](#) (Sep 5, 2024)
- [IT Specialist Python Demo Course 090524](#) (Sep 5, 2024)
- [Demo - Great Horizons - AI-900](#) (Sep 3, 2024)

Calendar: September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

License inventory [View All](#)

LICENSE POOL	PURCHASED	ENROLLED	PENDING	REMAINING
Multicourse License	10001	592	337	9072

Instructor assignment

MD102 Demo 090524
MICROSOFT ENDPOINT ADMINISTRATOR (MD-102) CERTPREP COURSE - PRIMARY COURSE
Sep 5 - Oct 4, 2024
[Manage instructor](#)

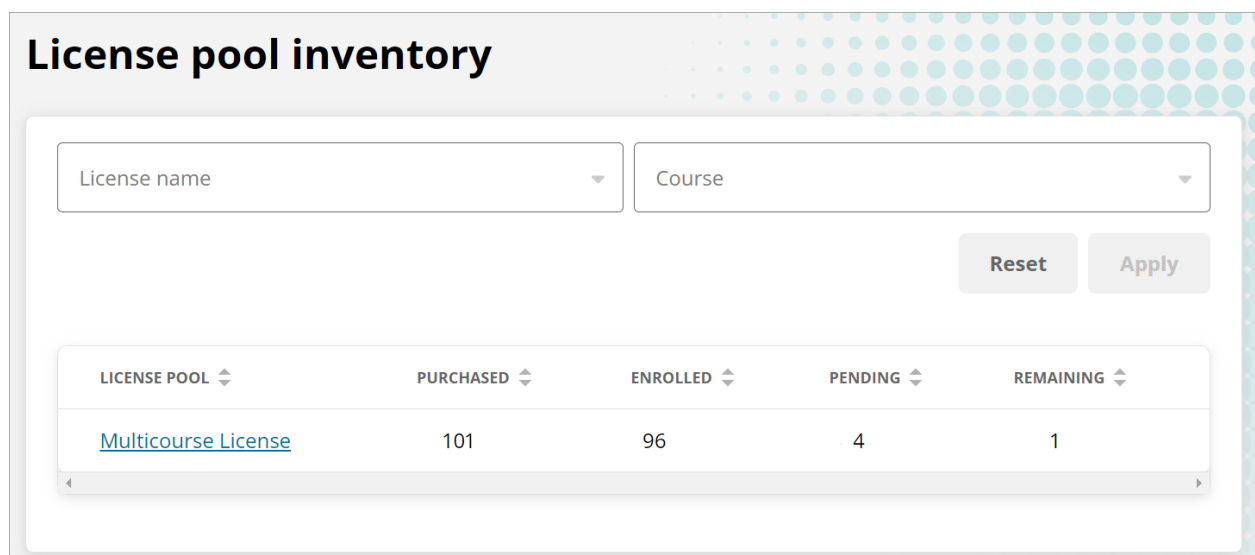
CISSP Demo Course 090524

License inventory

Admins can view how many licenses and which types of licenses their organization has on the License inventory page. The list of licenses describes the:

- License pool (type)
- Number of licenses purchased
- Number of students enrolled using those licenses
- Number of students pending enrollment with those licenses
- Number of remaining licenses that can be used

This list of licenses can be searched by license name or course name using the relevant drop-down lists and then selecting the **Apply** button. This list can also be sorted by the column headers using the arrows next to each heading.



The screenshot shows the 'License pool inventory' interface. At the top, there are two search filters: 'License name' and 'Course', both with dropdown arrows. To the right of these filters are two buttons: 'Reset' and 'Apply'. Below the filters is a table with five columns: 'LICENSE POOL', 'PURCHASED', 'ENROLLED', 'PENDING', and 'REMAINING'. Each column header has a small up/down arrow for sorting. The first row of the table shows a link 'Multicourse License' under the 'LICENSE POOL' column, with values 101, 96, 4, and 1 in the other columns respectively. The table has a horizontal scrollbar at the bottom.

LICENSE POOL ▴ ▾	PURCHASED ▴ ▾	ENROLLED ▴ ▾	PENDING ▴ ▾	REMAINING ▴ ▾
Multicourse License	101	96	4	1

If you want to view details of which courses are included within a license pool, select the license pool name. This takes you to the License pool detail page with a list of courses covered by the license and number of students enrolled in each.

← License pool: Multicourse License

Courses for which a license can be used/assigned from this pool.

PURCHASED

101

ENROLLED

6

REMAINING

1

Buy a license

COURSE ▴ ▾

ENROLLED ▴ ▾

[CompTIA® A+ Core 1 and Core 2 – Primary Course](#)

7

[Cisco Certified Network Associate \(CCNA\) – Primary Course](#)

54

[Microsoft Azure Fundamentals – Primary Course](#)

1

Additional licenses may be purchased by selecting the **Buy a license** button.

Instructors

View instructors

Admins can access a list of the instructors in their organization on the **Instructors** page. This page gives you additional information for each instructor as well:

- Instructor email
- Number of courses taught
- Time last seen in the system

The list of instructors can be filtered by instructor name, instructor email, and course. Enter your criteria and select the **Apply** button.

Instructors

Add new instructor

Search

☒ Instructor name ☐ Instructor email

Course

▼

Reset

Apply

INSTRUCTOR	LAST SEEN	EMAIL	COURSES TAUGHT
Scol	Today	SCO	6
Tit	3 days ago	titi	14
Sco	Today	SCO	5

Instructor profile and classes

Click on an instructor's name to view their profile and list of classes.

Profile tab

The Profile tab provides instructor contact information, a list of courses taught, when the instructor was added, and when the instructor was last online.

The screenshot shows the 'Profile' tab for an instructor named Bryan. At the top, there is a header with a back arrow and the name 'Bryan'. Below this, there are two tabs: 'Profile' (selected) and 'Classes'. The main content area is divided into sections. The first section is labeled 'INSTRUCTOR' and contains the name 'Bryan' and an email icon with the address 'b@'. The second section is labeled 'COURSES TAUGHT' and contains a table with the following data:

COURSES TAUGHT	INSTRUCTOR SINCE	LAST ONLINE
CompTIA CySA+ (CS0-003)	05/04/20	07/03/24

Classes tab

The Classes tab provides a list of the instructor's current classes with the start and date and the class status.

The screenshot shows the 'Classes' tab for the same instructor, Bryan. The header is the same, but the 'Classes' tab is now selected. The main content area displays a table of current classes with the following data:

CLASS	COURSE	START - END DATE	STATUS
Monday Morning CYSA Course	CompTIA CySA+ (CS0-003)	07/08/24 -	In Progress

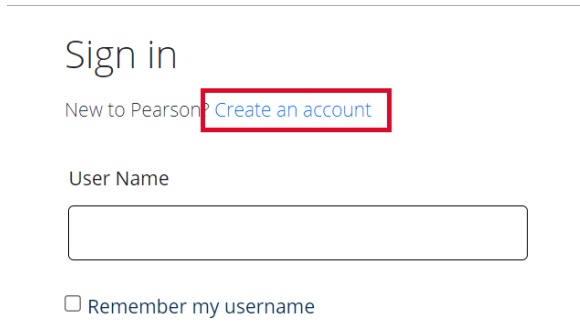
Showing 1 of 1.

Add instructors to Pearson Skilling Suite

You can add instructors on the Instructors page. **However**, the instructor must first go into Pearson's identity service and create an account.

Create an account

1. Go to <https://skilling.pearsonvue.com>.
2. Select the **Log in Here** button.
3. Select the **Create an account** link.



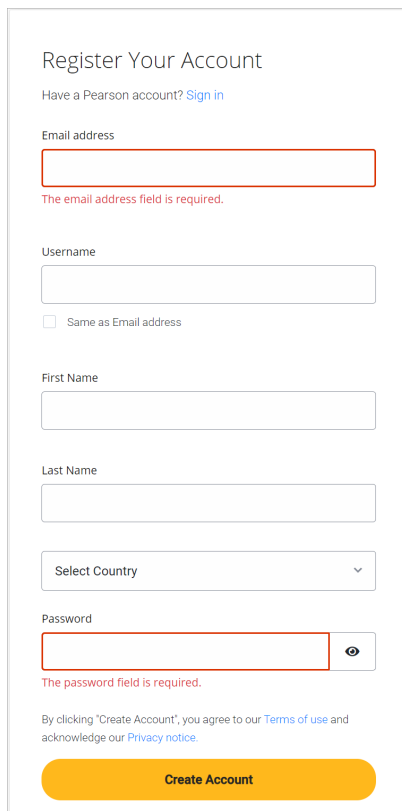
Sign in

New to Pearson? [Create an account](#)

User Name

☐ Remember my username

4. Enter your information to create an account.
NOTE: Some browsers will automatically fill in your email and password. You can delete these and enter something different if you choose.
5. Select the **Create Account** button.



Register Your Account

Have a Pearson account? [Sign in](#)

Email address

The email address field is required.

Username

☐ Same as Email address

First Name

Last Name

Select Country

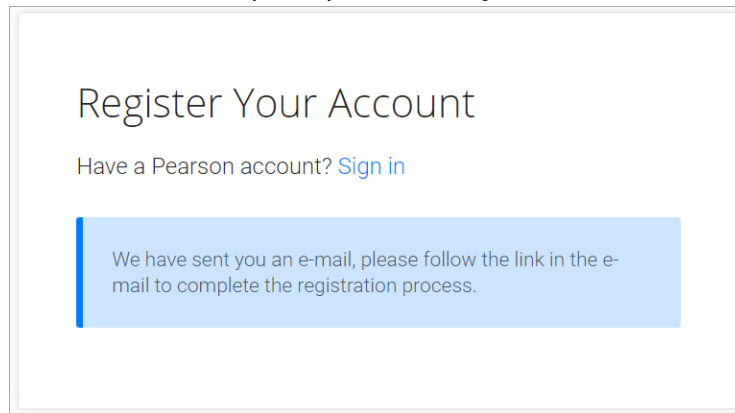
Password

The password field is required.

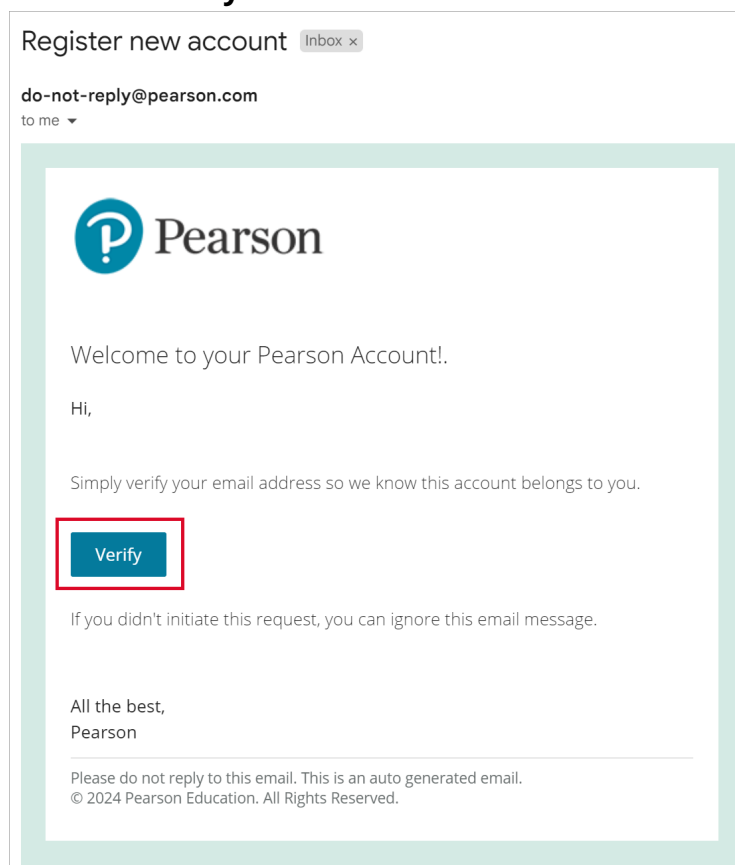
By clicking "Create Account", you agree to our [Terms of use](#) and acknowledge our [Privacy notice](#).

Create Account

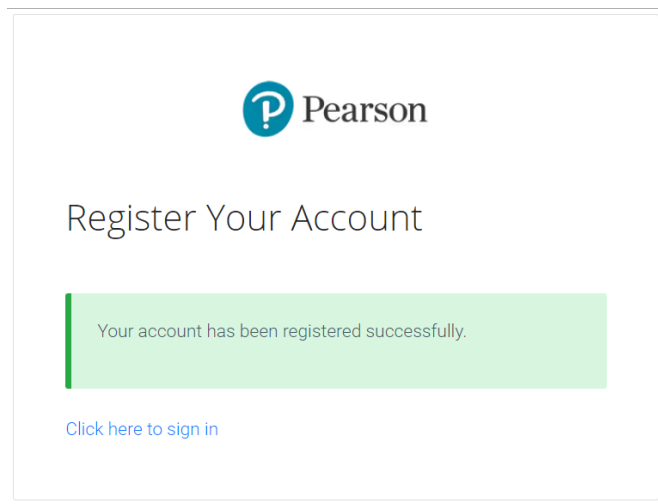
You will receive a prompt to check your email for a link to register your account.



6. Find the registration email in your inbox.
7. Select the **Verify** button.



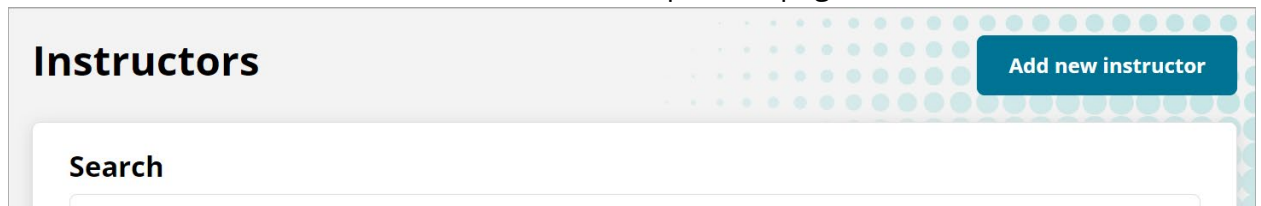
You will receive confirmation that your account has been registered successful with a link to sign in.



Add an instructor

After an instructor has created their Pearson account above:

1. Go to the **Instructors** page in the Pearson Skilling Suite administrator view.
2. Select the **Add new Instructor** button at the top of the page.



3. Enter the instructor's email, first name and last name **exactly** as it was entered for their Pearson account. This **must** match their Pearson account information.

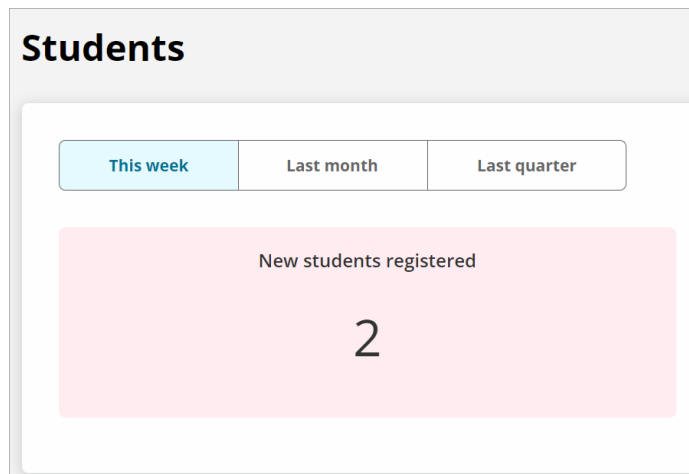
Add or change a class instructor

To add or change a class instructor, you will need to use the [Classes page](#).

Students

New students registered

Like the **Home** page, the **Students** page shows the number of new students registered in all classes. This defaults to the timeline of this week; however, you can also view the new students registered in the last month and last quarter using the buttons above the number displayed.



Student list

The student list provides admins with a list of students in all of the institution's classes. You can filter this list by one or more of the following student criteria:

- Student name
- Student email (change the radio button at the top of the search)
- Course
- Class
- Exam ready

To filter, select or enter your filter criteria and select the **Apply** button.

Search

☒ Student name
 ☐ Student email

STUDENT	EMAIL	STATUS	CLASS NAME	START - END DATE	CURRENT GRADE	EXAM READY	LAST EXAM DATE	EPP DAYS LEFT
Sc	sc	Active	AWS CCP Demo	09/17/25 - 09/26/25	0%	1 2	--	--
De	de	Active	ITS Data Analytics	03/05/25 -	0%	1 2	--	--

The list and search results can also be sorted using the arrows next to each column header.

STUDENT	EMAIL	STATUS	CLASS NAME	START - END DATE	CURRENT GRADE	EXAM READY	LAST EXAM DATE	EPP DAYS LEFT
---------	-------	--------	------------	------------------------	------------------	---------------	----------------------	---------------------

Exam & Exam Pass Pledge information

Within the student list, three columns indicate the student’s readiness to take an exam and the time they have to potentially qualify for the [Exam Pass Pledge](#) guarantee.

- **Exam ready:** Indicates if a student has taken one or both of the available practice exams.
- **Last exam date:** Indicates the date of the student’s last practice exam
- **EPP days left:** Indicates the number of days left to take the actual exam for the next step of the Exam Pass Pledge (EPP) (along with the other EPP criteria).

View student progress

For each student, admins can view a student’s course progress using the ellipse icon and the **View progress** option.

STUDENT	EMAIL	STATUS	CLASS NAME	START - END DATE	CURRENT GRADE	EXAM READY	LAST EXAM DATE	EPP DAYS LEFT
S	sc	Active	AWS CCP Demo	09/17/25 - 09/26/25	0%	1 2	--	--
D	de	Active	ITS Data Analytics	03/05/25 -	0%	1 2	--	--

...

View progress

Delete Enrollment

This opens the student's course progress page.

The screenshot shows the Pearson ITS Data Analytics course progress page. The header includes the Pearson logo, 'ITS Data Analytics', a 'Help' button, and a search bar. Below the header, there are tabs for 'View this course as:' (Staff) and 'View course in:' (Studio). The main navigation bar includes links for Course, Progress, Dates, Notes, Video Library, Lab Library, Feedback, Instructor, and CCX Coach. The page title is 'Course progress for d'. The 'Course completion' section shows a 2% completion rate with a circular progress indicator. The 'Certificate status' section states that a passing grade is required for a certificate. The 'Grades' section shows a 0% current grade with a horizontal progress bar. The 'Related links' section includes links for 'Dates' and 'Course Outline'.

Delete student enrollment

For each student, admins can delete the student's enrollment using the ellipse icons and the **Delete Enrollment** option.

STUDENT	EMAIL	STATUS	CLASS NAME	START - END DATE	CURRENT GRADE	EXAM READY	LAST EXAM DATE	EPP DAYS LEFT	
S	sc	Active	AWS CCP Demo	09/17/25 - 09/26/25	0%	1 2	--	--	...
D	de	Active	ITS Data Analytics (03/05/25 -	0%	1 2	--	--	View progress Delete Enrollment

This opens a dialogue box asking you to confirm if you want to proceed with deleting the enrollment. Select **Proceed** to continue.

Delete Enrollment

You are attempting to unenroll a student. This action will revoke the student's course access and return the license to the pool.

Do you wish to proceed?

Cancel Proceed

Courses (primary)

Admins can view a list of primary courses licensed across the organization on the **Courses** page. Information for each primary course includes:

- Number of classes
- Instructor status (ready or missing)
- Number of students enrolled
- Number of students invited

This list of courses is filterable by course name using the **Find a primary course** list of courses and pressing **Enter** or selecting the **Show all search results for...** option.

The list can also be sorted by the different column headers using the arrows next to the headers. The **Show my courses** toggle filters the list to only those courses you have built classes for.

Courses

Find a primary course

Q Cloud

[Show all search results for Cloud](#)

COURSES ▾ CLASSES ▾ INSTRUCTOR ▾ STUDENTS ENROLLED ▾ STUDENTS INVITED ▾

View classes

To view the classes for a given course, select the course name. This opens the **Course Detail** page with a list of classes for that course.

Cisco Certified Network Associate CCNA (200-301)

STUDENTS ENROLLED 2 / 7 CLASSES 2

[Course content](#) [Add Class](#)




CLASS ▾	COURSE TITLE ▾	INSTRUCTOR ▾	MIN ▾	MAX ▾	STUDENTS ENROLLED ▾	START DATE ▾	END DATE ▾	
CCNA Sep 9, 2024	Cisco Certified Network Associate CCNA (200-301)	C E M		25	1	09/09/24	09/13/24	...
Ronda's test Class - CCNA	Cisco Certified Network Associate CCNA (200-301)	Rc		200	1	12/23/24	12/27/24	...

Showing 2 of 2.

Add a class

Admins can add a class to a course from the **Courses** page.


1. Find the appropriate course in the list.
2. Select the ellipsis (...) icon to the right.
3. Select **Add Class**.


AWS Certified Cloud Practitioner (CLF-C02)	0	Ready	0	0	
AWS Certified Developer Associate (DVA-C01)	0	Ready	0	0	<div> Course content</div> <div> Add Class</div>

4. Enter the **Class name** and **Start date** at a minimum.
If you know more information at this time, you can enter it now.
5. Select **Submit**.

Add Class

CompTIA® A+ Core 1 and Core 2 – Primary Course





Cancel

Submit


View course content

You can view the details of a course in the ellipsis menu of the course.

1. Find the appropriate course in the list.
2. Select the ellipsis (...) icon to the right.

3. Select **Course Details**. This opens the course in CertPREP.

AWS Certified Cloud Practitioner (CLF-C02)	0	Ready	0	0	...
AWS Certified Developer Associate (DVA-C01)	0	Ready	0	0	

 Course content
+ Add Class

Classes

Admins can view all classes for the organization on the **Classes** page.

You can filter classes by Course and Instructor (if one is assigned). Select your criteria and then select the **Apply** button.

You can also sort this list using the arrows next to the column headings.

Classes

Course

Instructor

Reset

Apply

CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE	
TechNation Careers/CertP...	ke	Complete		1	200	08/09/24	-	...
CompTIA® A+ Core 1 and ...	kev	Complete		3	200	08/12/24	-	...
Microsoft Power BI Fund(...	ke	Complete		0	200	08/09/24	-	...
Microsoft Power BI Fund(...	kev	Complete		1	200	08/09/24	-	...
CEB AZ-800 Demo	ke	Pending (2)		4	200	08/07/24	-	...

View class content

To view the class content:

1. Find the class in the list.
2. Select the ellipsis (...) icon to the right of the class.
3. Select **View class content**.

Classes

Course: [] Instructor: [] [Reset] [Apply]

CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE	
AWS CCP Class	Br []	Complete	2	0	20	07/15/24	07/19/24	...
CCNA Sep 9, 2024	[]	Pending (5)		1	25	09/05/24		View class content
Introduction to AI	Br []	Pending (1)	2	1	20	07/05/24		Manage Instructors
ITS Data Analytics (Scott)	Unassigned	Complete		1	200	03/05/24		Edit Class
								Gradebook
								Delete Class

This takes you to the Pearson class.

Pearson AWS CCP Class

View this course as: Staff View course in: Studio

Course Progress Dates Notes Lab Library Feedback Video Library Instructor CCX Coach

AWS CCP Class

Welcome to AWS CCP Class
You must be enrolled in the course to see course content.

Begin your course today [Start course]

[Expand all]

✓ AWS Certified Cloud Practitioner Course +

Course Tools

- Bookmarks
- Launch tour

Course Handouts

Add or change a class instructor

To edit a class instructor:

1. Find the class in the list.
2. Select the ellipsis (...) icon to the right of the class.
3. Select **Manage Instructors**.

The screenshot shows the 'Classes' management interface. At the top, there are filters for 'Course' and 'Instructor', along with 'Reset' and 'Apply' buttons. Below these is a table with columns: CLASS, INSTRUCTOR, ENROLLMENT STATUS, MIN, STUDENTS ENROLLED, MAX, START DATE, and END DATE. The table lists four classes: 'AWS CCP Class', 'CCNA Sep 9, 2024', 'Introduction to AI', and 'ITS Data Analytics (Scott)'. The 'CCNA Sep 9, 2024' class is highlighted, and its dropdown menu is open, showing options: 'View class content', 'Manage Instructors' (highlighted with a red box), 'Edit Class', 'Gradebook', and 'Delete Class'.

CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE	
AWS CCP Class	Br [redacted]	Complete	2	0	20	07/15/24	07/19/24	...
CCNA Sep 9, 2024	[redacted]	Pending (5)		1	25	09/09/24		View class content Manage Instructors Edit Class Gradebook Delete Class
Introduction to AI	Br [redacted]	Pending (1)	2	1	20	07/01/24		
ITS Data Analytics (Scott)	Unassigned	Complete		1	200	03/01/24		

NOTE: Assigning an instructor does not necessarily mean that there will be an instructor-led delivery. In situations where an institution is using the Pearson Skilling Suite to track student progress, an “instructor” may be assigned to a class for monitoring purposes.

Edit a class

To edit the details of an existing class:

1. Find the class in the list.
2. Select the ellipsis (...) icon to the right of the class.
3. Select **Edit Class**.

The screenshot shows the 'Classes' management interface. At the top, there are filters for 'Course' and 'Instructor', along with 'Reset' and 'Apply' buttons. Below is a table with columns: CLASS, INSTRUCTOR, ENROLLMENT STATUS, MIN, STUDENTS ENROLLED, MAX, START DATE, and END DATE. The table lists four classes: 'AWS CCP Class', 'CCNA Sep 9, 2024', 'Introduction to AI', and 'ITS Data Analytics (Scott)'. For the 'AWS CCP Class', an ellipsis (...) icon is highlighted with a red box. A dropdown menu is open for this class, showing options: 'View class content', 'Manage Instructors', 'Edit Class' (highlighted with a red box), 'Gradebook', and 'Delete Class'.

CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE
AWS CCP Class	Br [redacted]	Complete	2	0	20	07/15/24	07/19/24
CCNA Sep 9, 2024	[redacted]	Pending (5)		1	25	09/05/24	
Introduction to AI	Br [redacted]	Pending (1)	2	1	20	07/05/24	
ITS Data Analytics (Scott)	Unassigned	Complete		1	200	03/05/24	

4. Adjust the class details as needed.
5. Select **Submit**.

The screenshot shows the 'Edit Class' modal form. The title is 'Microsoft Azure Administrator - Primary Course'. The form contains the following fields: 'Class name / Title *' with the value 'SystemSkills Demo2'; 'Start date *' with the value '09/18/2024'; 'End date' (empty); 'Minimum enrollment' (empty); and 'Maximum enrollment' with the value '200'. At the bottom, there are 'Cancel' and 'Submit' buttons.

Edit Class

Microsoft Azure Administrator - Primary Course

Class name / Title *
SystemSkills Demo2

Start date *
09/18/2024

End date

Minimum enrollment

Maximum enrollment
200

Cancel Submit

View class gradebook

To view the gradebook for a class:

1. Find the class in the list.
2. Select the ellipsis (...) icon to the right of the class.
3. Select **Gradebook**.

Classes

Course Instructor Reset Apply

CLASS	COURSE TITLE	INSTRUCTOR	MIN	MAX	STUDENTS ENROLLED	START DATE	END DATE	
AWS CCP Demo	AWS Certified Cloud Practitioner (CLF-C02)	Unassigned	5	20	1	09/17/25	09/26/25	...
Ronda's test Class - CCNA	Cisco Certified Network Associate CCNA (200-301)	Ronda		200	1	12/23/24	12/27/24	View class content
Test New Skillable Labs	Cisco Certified Support Technician CCST Networking (100-150)	M...		200	0	11/26/24	11/29/24	Manage Instructors
CCNA Sep 9, 2024	Cisco Certified Network Associate CCNA (200-301)	G...		25	1	09/09/24	09/13/24	Edit Class
AWS CCP Class	RETIRED - AWS Certified Cloud Practitioner	Bry...	2	20	0	07/15/24	07/19/24	Enroll student

Gradebook

Lab Dashboard

Delete Class

4. This takes you to the gradebook for the class.

Pearson Courses Search

<< Back to Dashboard

Gradebook

ccx-v1:VUE+9780136890072+2021+ccx@1467

Step 1: Filter the Grade Report

Edit Filters

Step 2: View or Modify Individual Grades

Score View:

Percent

Showing 1 of 2 total learners

Username Student Key*	Email	Pre- quiz Lesson 01	Q&A Lesson 01	Pre- quiz Lesson 02	Q&A Lesson 02	Pre- quiz Lesson 03	Lab 01	Q&A Lesson 03	Pre- quiz Lesson 04	Lab 02	Q&A Lesson 04	Pre- quiz Lesson 05	Q&A Lesson 05	Pre- quiz Lesson 06	Q&A Lesson 06	Pre- quiz Lesson 07	Lab 03	Q&A Lesson 07	Pre- quiz Lesson 08	Q&A Lesson 08	Pre- quiz Lesson 09	Q&A Lesson 09
bi...		0	0	0	0	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

View lab dashboard

To a class's lab dashboard:

1. Find the class in the list.
2. Select the ellipsis (...) icon to the right of the class.
3. Select **Lab Dashboard** option.

Classes

Course Instructor Reset Apply

CLASS	COURSE TITLE	INSTRUCTOR	MIN	MAX	STUDENTS ENROLLED	START DATE	END DATE	
AWS CCP Demo	AWS Certified Cloud Practitioner (CLP-C02)	Unassigned	5	20	1	09/17/25	09/26/25	...
Ronda's test Class - CCNA	Cisco Certified Network Associate CCNA (200-301)	Ronda		200	1	12/23/24	12/27/24	View class content
Test New Skillable Labs	Cisco Certified Support Technician CCST Networking (100-150)	M...		200	0	11/26/24	11/29/24	Manage Instructors
CCNA Sep 9, 2024	Cisco Certified Network Associate CCNA (200-301)	G...		25	1	09/09/24	09/13/24	Edit Class
AWS CCP Class	RETIRED - AWS Certified Cloud Practitioner	Bry...	2	20	0	07/15/24	07/19/24	Enroll student
								Gradebook
								Lab Dashboard
								Delete Class

4. This takes you to the Lab Dashboard for the class.

AWS CCP Demo Refresh

Send Notifications

Instructor Unknown
Start Wednesday, September 17, 2025 4:25:30 PM (UTC)
End Thursday, September 17, 2026 4:25:30 PM (UTC)

☐ Remove All

Last Name

First Name

Layout

No results found.

Delete a class

NOTE: Classes can only be deleted if no students have been enrolled in the class.

To delete a class:

5. Find the class in the list.
6. Select the ellipsis (...) icon to the right of the class.
7. Select **Delete Class** option

The screenshot shows a 'Classes' management interface. At the top, there are filters for 'Course' and 'Instructor', along with 'Reset' and 'Apply' buttons. Below these is a table with columns: CLASS, INSTRUCTOR, ENROLLMENT STATUS, MIN, STUDENTS ENROLLED, MAX, START DATE, and END DATE. The table lists four classes: 'AWS CCP Class', 'CCNA Sep 9, 2024', 'Introduction to AI', and 'ITS Data Analytics (Scott)'. The 'AWS CCP Class' row has an ellipsis (...) icon highlighted with a red box. A dropdown menu is open for this class, showing options: 'View class content', 'Manage Instructors', 'Edit Class', 'Gradebook', and 'Delete Class'. The 'Delete Class' option is highlighted with a red box.

CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE
AWS CCP Class	Br [redacted]	Complete	2	0	20	07/15/24	07/19/24
CCNA Sep 9, 2024	[redacted]	Pending (5)		1	25	09/05/24	
Introduction to AI	Br [redacted]	Pending (1)	2	1	20	07/05/24	
ITS Data Analytics (Scott)	Unassigned	Complete		1	200	03/05/24	

Enroll students

To enroll students in a class:

1. Find the class in the list.
2. Select the class name to go to the **Class Details** page.

3. Select the **Invite student to enroll** button.

← **Class details: AWS CCP Demo**

AWS CCP DEMO
AWS CERTIFIED CLOUD PRACTITIONER (CLF-C02)
SEP 17-26, 2025
Enrollment: 1 enrolled, 19 seats available, 28 licenses remaining

INSTRUCTOR
Assign instructor

Invite students to enroll

NO	STUDENT	EMAIL	STATUS	VOUCHER STATUS	CURRENT GRADE	EXAM READY	LAST EXAM DATE	EPP DAYS LEFT
1	Sc	sc	Active	N/A	0%		--	--

Showing 1 of 1.

4. Enter the student's email address in the enrollment pop-up.
Multiple email addresses can be copy/pasted into the pop-up window.
Email addresses should be separated by a comma.

Invite student to enroll

CLASS: SECURITY+ CHICAGO SEP 30-OCT 4

Email

student1@abcboxcompany.com,
student2@abcboxcompany.com,

Cancel Send invite

5. Select **Send invite**.

A confirmation message will appear briefly in the lower left corner of your browser window.

Successfully enrolled and sent email to the following users:

student01@abcboxcompany.com
student02@abcboxcompany.com

The Pearson Skilling Suite sends an automatic enrollment email to learners when they are enrolled in the course. This is sent from donotreply@pearsonadvance.com.

View students in class (class roster)

To view a list of students enrolled in a class, select the name of the class. This takes you to the **Class details** page.

← **Class details: Monday Morning CYSA Course**

MONDAY MORNING CYSA COURSE
COMPTIA CYSA+ (CS0-003)

JUL 8,

Enrollment: 3 enrolled, 197 seats available, 28 licenses remaining

INSTRUCTORS

BO

B
C

GK

C
K

[Manage instructors](#)

[Invite students to enroll](#)

NO	STUDENT	EMAIL	STATUS	VOUCHER STATUS	CURRENT GRADE	EXAM READY	LAST EXAM DATE	EPP DAYS LEFT
1	Bj	bj	Active	N/A	2%	1 2	--	--
2	Na	nan	Active	N/A	2%	1 2	--	--
3	Gc	goc	Active	N/A	0%	1 2	--	--

Showing 3 of 3.

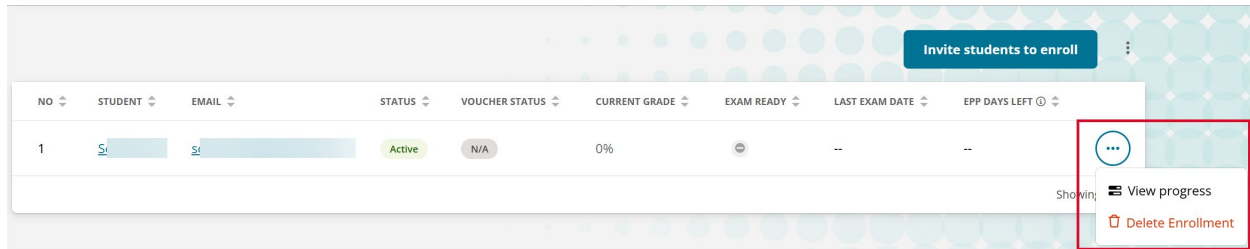
Exam & Exam Pass Pledge information

Within the student list, three columns indicate the student's readiness to take an exam and the time they have to potentially qualify for the [Exam Pass Pledge](#) guarantee.

- **Exam ready:** Indicates if a student has taken one or both of the available practice exams.
- **Last exam date:** Indicates the date of the student's last practice exam
- **EPP days left:** Indicates the number of days left to take the actual exam for the next step of the Exam Pass Pledge (EPP) (along with the other EPP criteria).

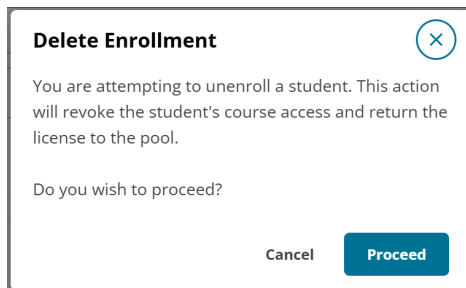
Action Menu (ellipses icon)

The action menu provides the option to **View progress** and **Delete Enrollment** for the student.



View progress will take you to the student's Course progress page within the class.

Delete Enrollment will begin the process to delete the student's enrollment. You will be prompted to confirm you want to proceed with deleting the student enrollment.



Add a class

To add a new class, you must use the [Add Class feature](#) on the primary courses, which can be accessed from the Courses page.

[Back to top](#)