

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.

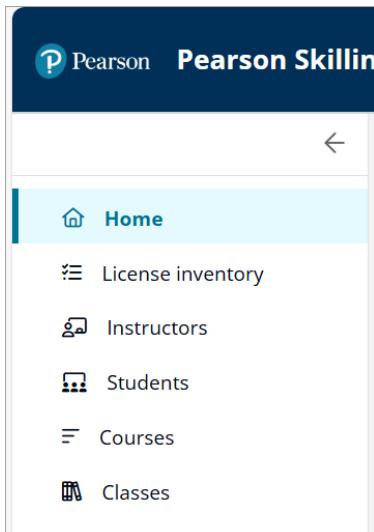
You can then access the [Pearson Skilling Suite](https://skilling.pearsonvue.com) at <https://skilling.pearsonvue.com>.

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

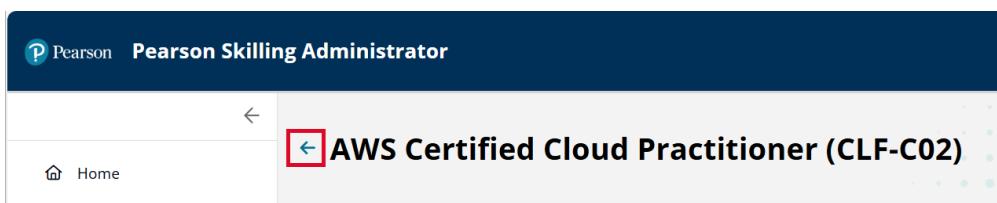
Navigation is done primarily through the navigation pane on the left.



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

This week Last month Last quarter

New students registered: 1

Classes scheduled: 4

Class schedule

- [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

September 2024 Calendar

License inventory

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

[View All](#)

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

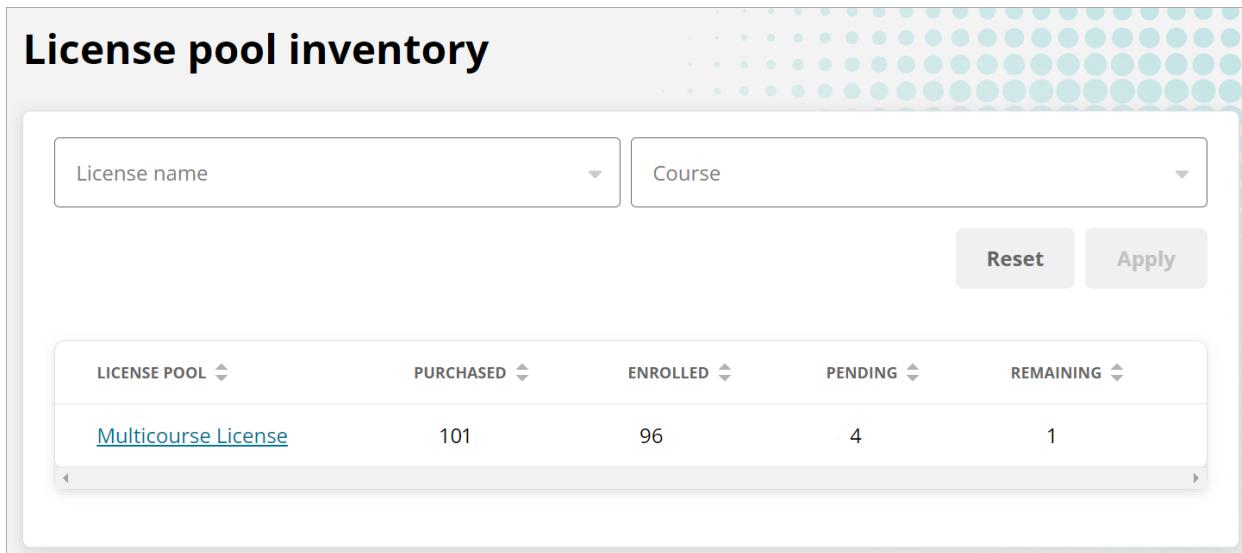


License inventory

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 a web-based application for managing license inventories. At the top, there are two search input fields: 'License name' and 'Course', each with a dropdown arrow. Below these are two buttons: 'Reset' and 'Apply'. The main area is a table with the following data:

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

▼

[Reset](#) [Apply](#)

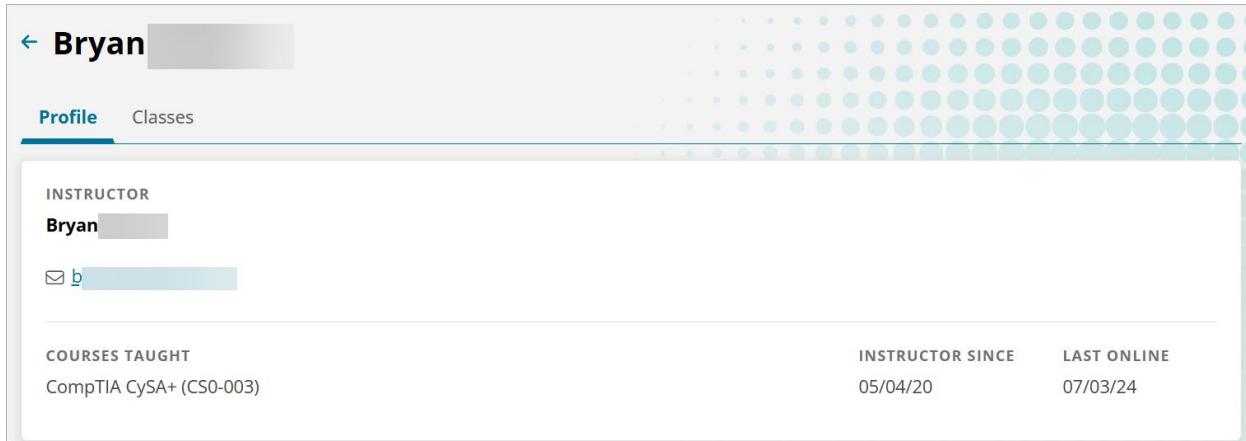
INSTRUCTOR	LAST SEEN	EMAIL	COURSES TAUGHT
Sco	Today	sco	6
Ti	3 days ago	ti	14
Sco	Today	sco	5

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.

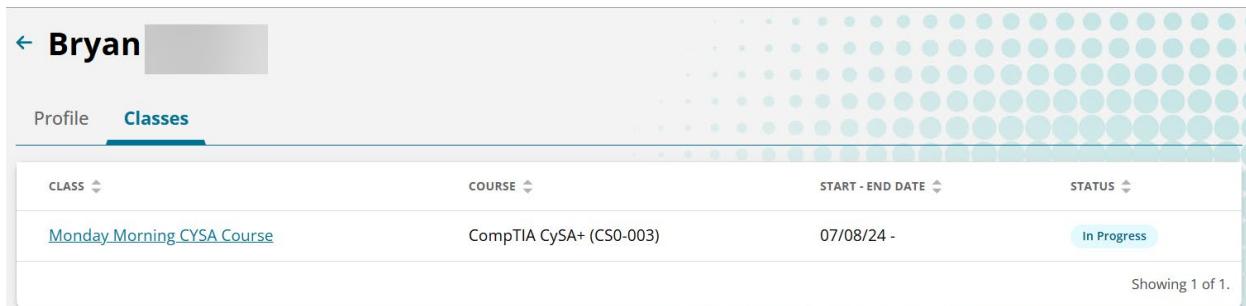


The screenshot shows the 'Profile' tab selected for an instructor named Bryan. The page includes a back navigation link, a 'Profile' tab, and a 'Classes' tab. The profile section displays the instructor's name, contact information (email), and a list of courses taught. The 'COURSES TAUGHT' section shows 'CompTIA CySA+ (CS0-003)'. The 'INSTRUCTOR SINCE' section shows '05/04/20', and the 'LAST ONLINE' section shows '07/03/24'.

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 selected for the same instructor, Bryan. The page includes a back navigation link, a 'Profile' tab, and a 'Classes' tab. The classes section displays a table with columns for 'CLASS', 'COURSE', 'START - END DATE', and 'STATUS'. One class is listed: 'Monday Morning CYSA Course' (CompTIA CySA+ (CS0-003)) starting on 07/08/24, with a status of 'In Progress'. A note at the bottom indicates 'Showing 1 of 1.'

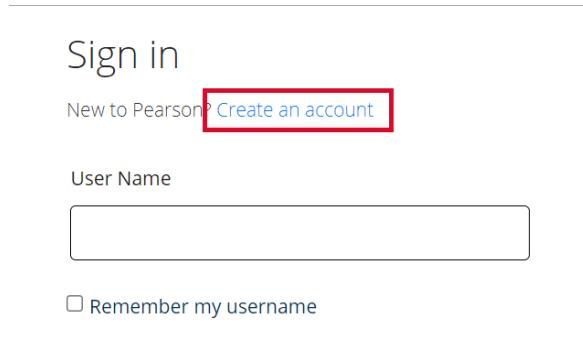
CLASS	COURSE	START - END DATE	STATUS
Monday Morning CYSA Course	CompTIA CySA+ (CS0-003)	07/08/24 -	In Progress

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.

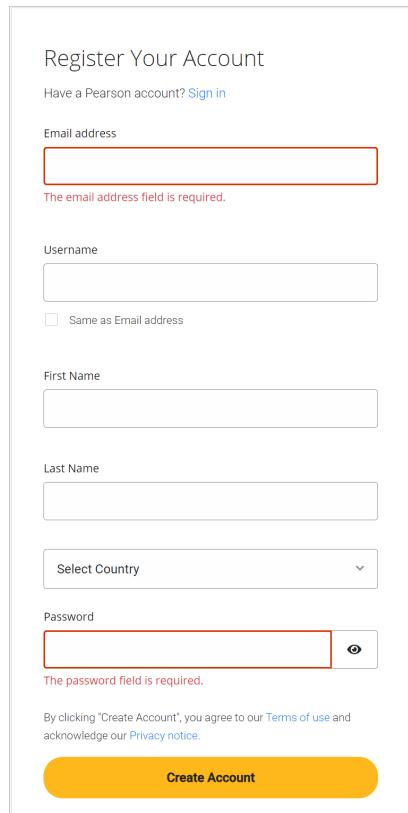


The image shows a 'Sign in' page. At the top, it says 'Sign in'. Below that, there is a link 'New to Pearson? [Create an account](#)' which is highlighted with a red box. There is a 'User Name' input field and a 'Remember my username' checkbox below it.

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.



The image shows the 'Register Your Account' page. It has fields for 'Email address' (which is required), 'Username', 'First Name', 'Last Name', 'Select Country', 'Password' (which is required), and 'Same as Email address' checkbox. At the bottom, there is a 'Create Account' button.

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

Register Your Account

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

We have sent you an e-mail, please follow the link in the e-mail to complete the registration process.

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

Register new account Inbox x

do-not-reply@pearson.com
to me ▾



Welcome to your Pearson Account!

Hi,

Simply verify your email address so we know this account belongs to you.

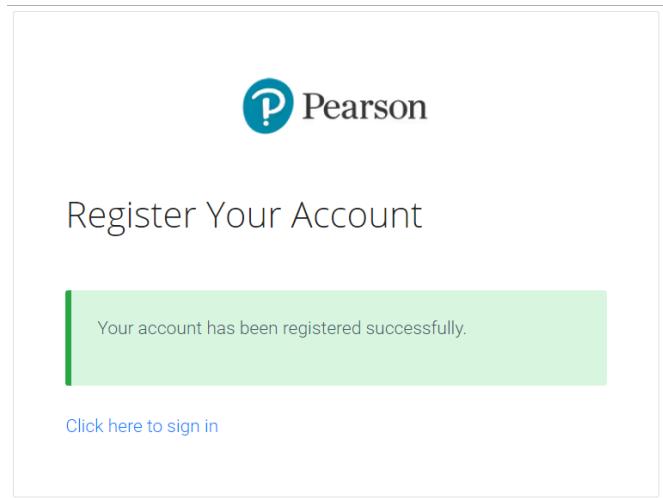
Verify

If you didn't initiate this request, you can ignore this email message.

All the best,
Pearson

Please do not reply to this email. This is an auto generated email.
© 2024 Pearson Education. All Rights Reserved.

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.

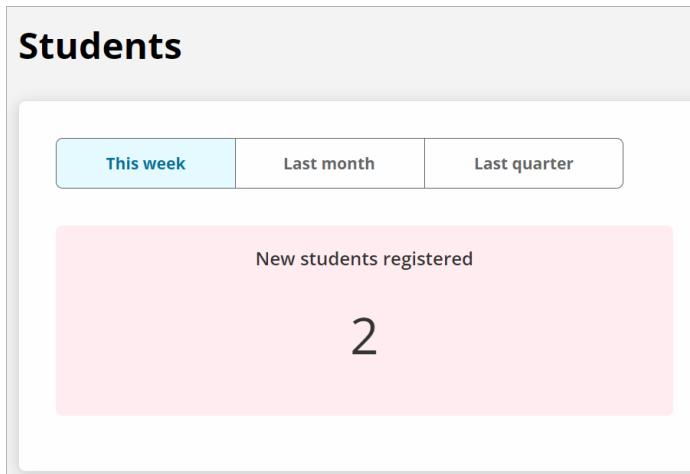
Add or change a class instructor

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 Name	Course	Class	Exam ready	Reset	Apply
--------------	--------	-------	------------	-----------------------	-----------------------

STUDENT	EMAIL	STATUS	CLASS NAME	START DATE	CURRENT GRADE	EXAM READY	LAST EXAM DATE	EPP DAYS LEFT
Sc [REDACTED]	Sc [REDACTED]	Active	AWS CCP Demo	09/17/25 - 09/26/25	0%	1 2 --	--	--
De [REDACTED]	de [REDACTED]	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 DATE	CURRENT GRADE	EXAM READY	LAST EXAM DATE	EPP DAYS LEFT
John Doe	john.doe@example.com	Approved	Math 101	2023-09-01	85	Yes	2023-09-15	15

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.

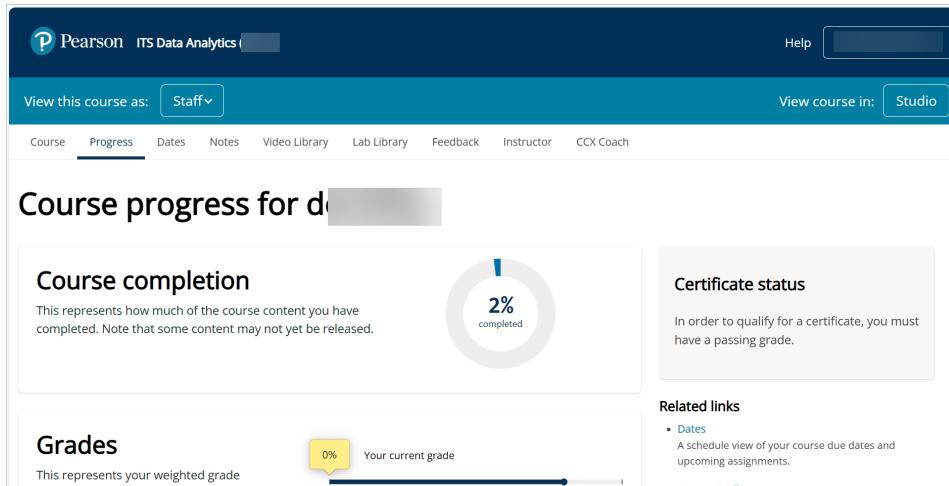
- **Exam ready:** Indicates if a student has taken one or both of the available practice exams.
- **Last exam date:** Indicates the date of the student's last practice exam
- **EPP days left:** Indicates the number of days left to take the actual exam for the next step of the Exam Pass Pledge (EPP) (along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

This opens the student's course progress page.

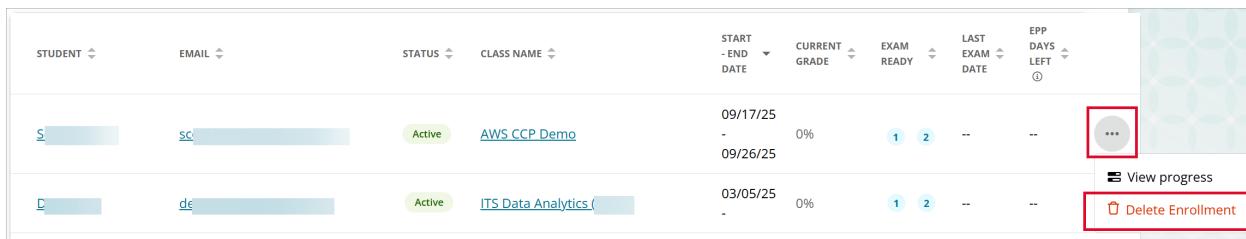


The screenshot shows the Pearson ITS Data Analytics course progress page. At the top, there are navigation links: 'View this course as: Staff', 'Help', 'View course in: Studio', 'Course', 'Progress' (which is underlined), 'Dates', 'Notes', 'Video Library', 'Lab Library', 'Feedback', 'Instructor', and 'CCX Coach'. The main section is titled 'Course progress for d...' and contains the following information:

- Course completion:** 2% completed. This represents how much of the course content you have completed. Note that some content may not yet be released.
- Certificate status:** In order to qualify for a certificate, you must have a passing grade.
- Related links:** Includes a link to 'Dates'.
- Grades:** This represents your weighted grade. Your current grade is 0%.

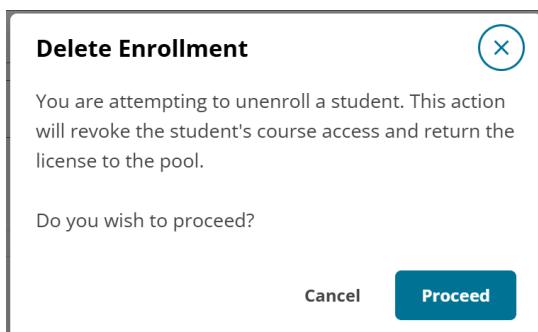
Delete student enrollment

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 --	--	--

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**

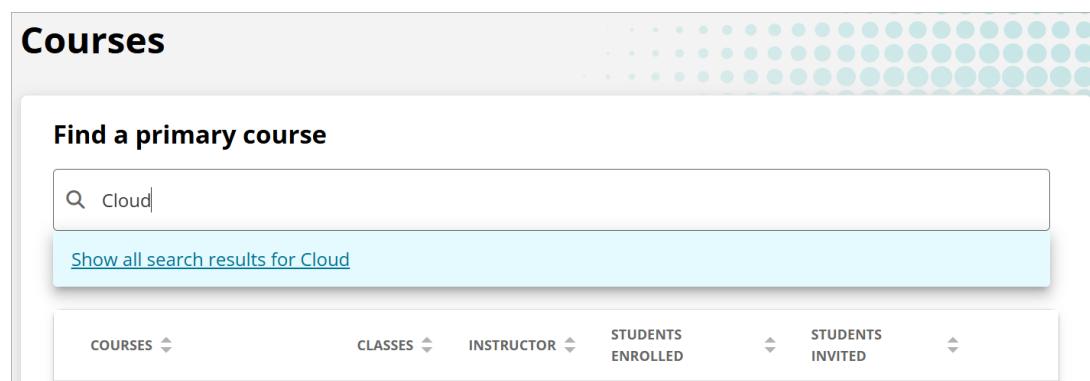
Courses (primary)

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.

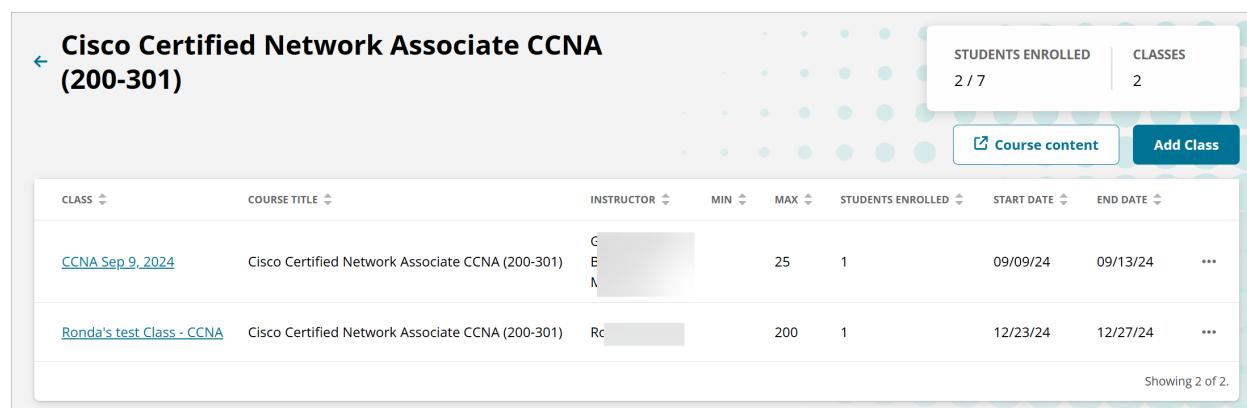
The list can also be sorted by the different column headers using the arrows next to the headers. The **Show my courses** toggle filters the list to only those courses you have built classes for.



The screenshot shows the 'Courses' page with a header 'Courses' and a decorative blue dot pattern. Below the header is a search bar with the placeholder 'Cloud' and a button 'Show all search results for Cloud'. Underneath the search bar are five filter headers: 'COURSES' (with an arrow pointing up), 'CLASSES' (with an arrow pointing up), 'INSTRUCTOR' (with an arrow pointing up), 'STUDENTS ENROLLED' (with an arrow pointing up), and 'STUDENTS INVITED' (with an arrow pointing up).

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.



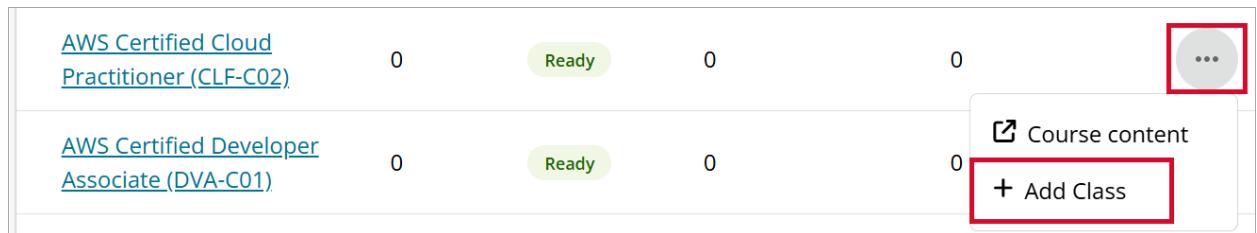
The screenshot shows the 'Course Detail' page for 'Cisco Certified Network Associate CCNA (200-301)'. The page has a header with the course name and a back arrow. To the right are buttons for 'STUDENTS ENROLLED' (2 / 7) and 'CLASSES' (2). Below the header is a 'Course content' button and an 'Add Class' button. The main area is a table with columns: CLASS, COURSE TITLE, INSTRUCTOR, MIN, MAX, STUDENTS ENROLLED, START DATE, and END DATE. The first row shows 'CCNA Sep 9, 2024' and 'Cisco Certified Network Associate CCNA (200-301)' with an instructor name partially visible as 'C E N'. The second row shows 'Ronda's test Class - CCNA' and 'Cisco Certified Network Associate CCNA (200-301)' with an instructor name partially visible as 'Rc'. At the bottom of the table is a note 'Showing 2 of 2.'

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 N	25	1	2 / 7	09/09/24	09/13/24
Ronda's test Class - CCNA	Cisco Certified Network Associate CCNA (200-301)	Rc	200	1	2	12/23/24	12/27/24

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**.

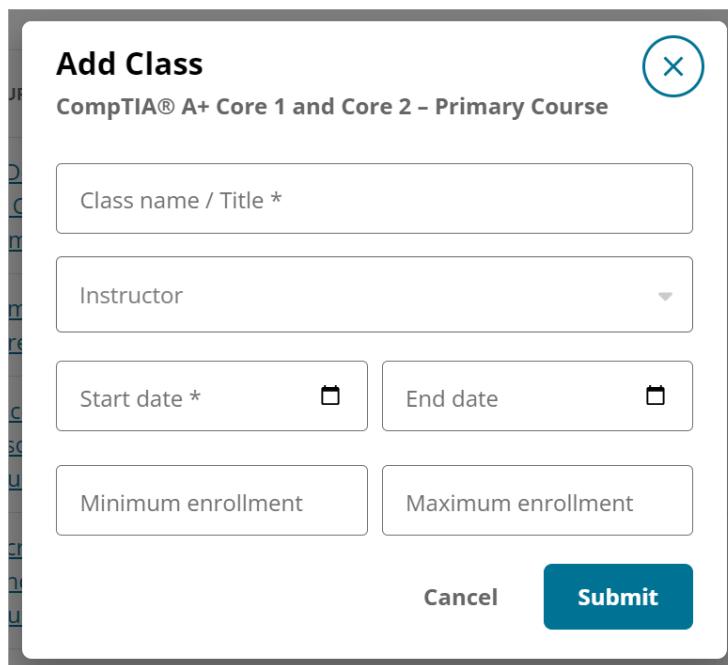


AWS Certified Cloud Practitioner (CLF-C02)	0	Ready	0	0
AWS Certified Developer Associate (DVA-C01)	0	Ready	0	0

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

Class name / Title *

Instructor

Start date * End date

Minimum enrollment Maximum enrollment

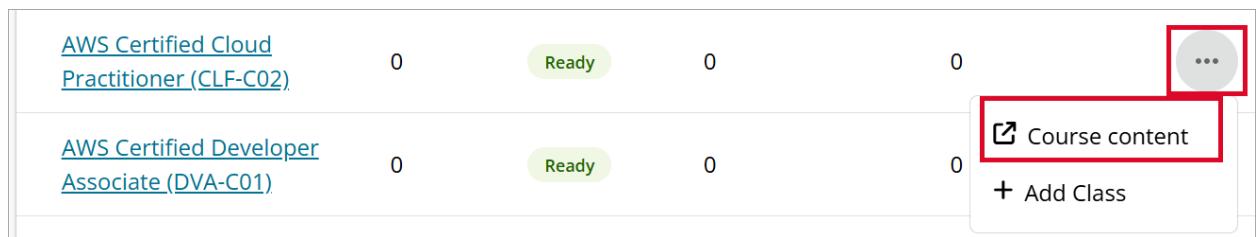
Cancel **Submit**

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.



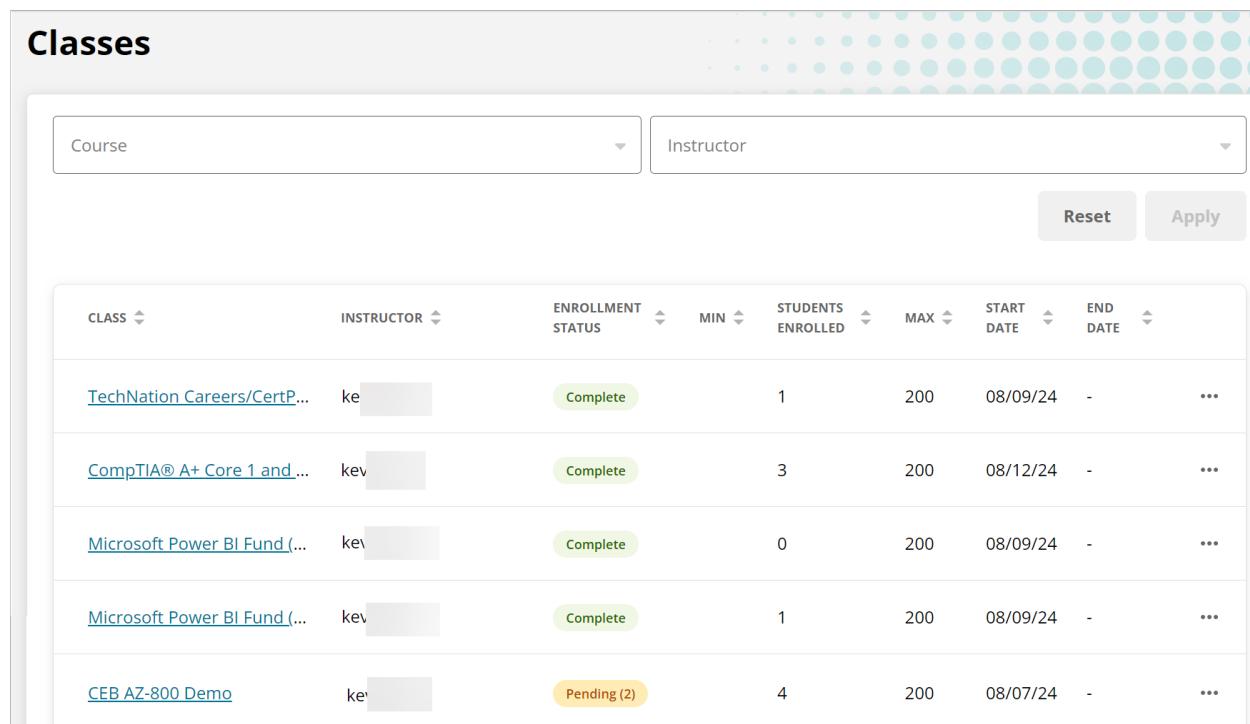
AWS Certified Cloud Practitioner (CLF-C02)	0	Ready	0	0	Course content
AWS Certified Developer Associate (DVA-C01)	0	Ready	0	0	+ Add Class

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.

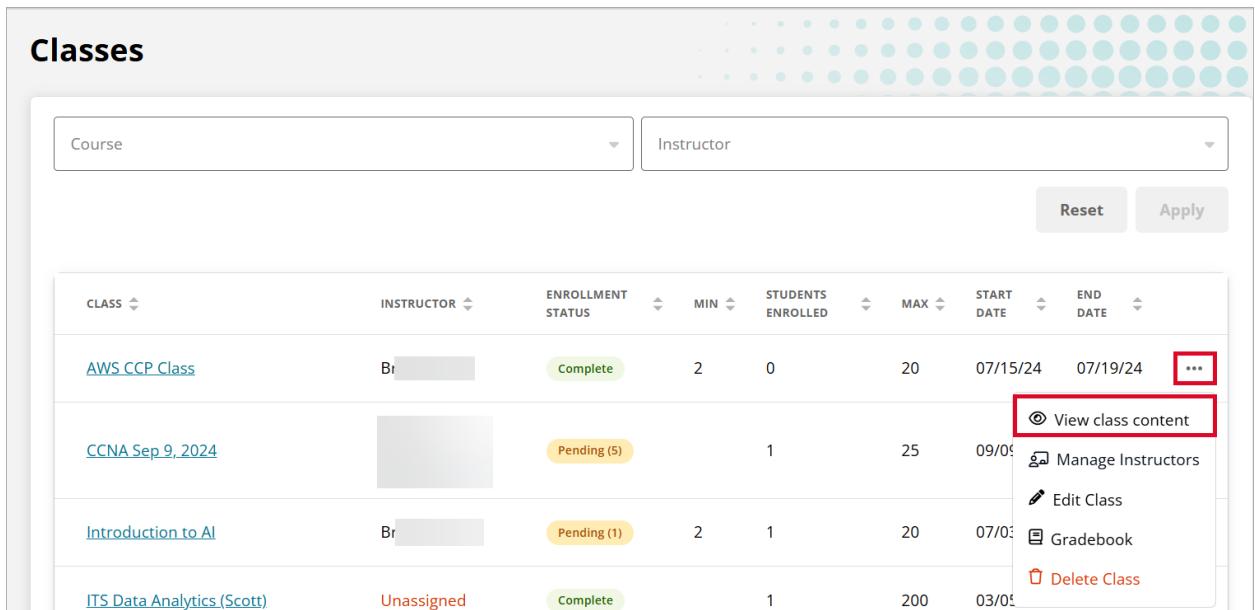


CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE	...
TechNation Careers/CertP...	ke [REDACTED]	Complete	1	200	08/09/24	-		...
CompTIA® A+ Core 1 and ...	kev [REDACTED]	Complete	3	200	08/12/24	-		...
Microsoft Power BI Fund(...	kev [REDACTED]	Complete	0	200	08/09/24	-	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

View class content

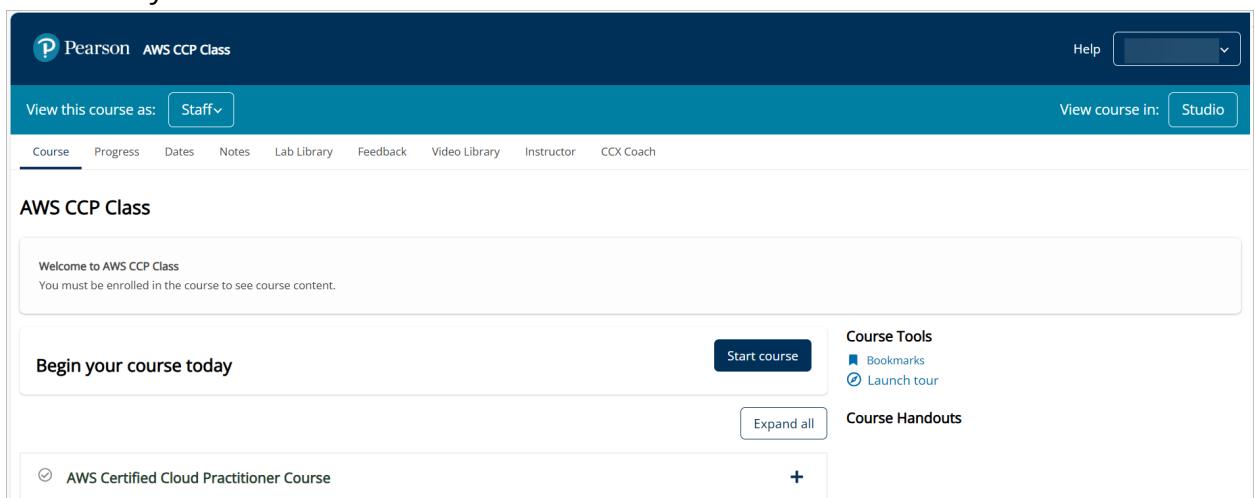
To view the class content:

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



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	25	09/05/24	
Introduction to AI	Br [redacted]	Pending (1)	2	1	20	07/03/24	
ITS Data Analytics (Scott)	Unassigned	Complete		1	200	03/05/24	

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

Course Tools

- Bookmarks
- Launch tour

Expand all

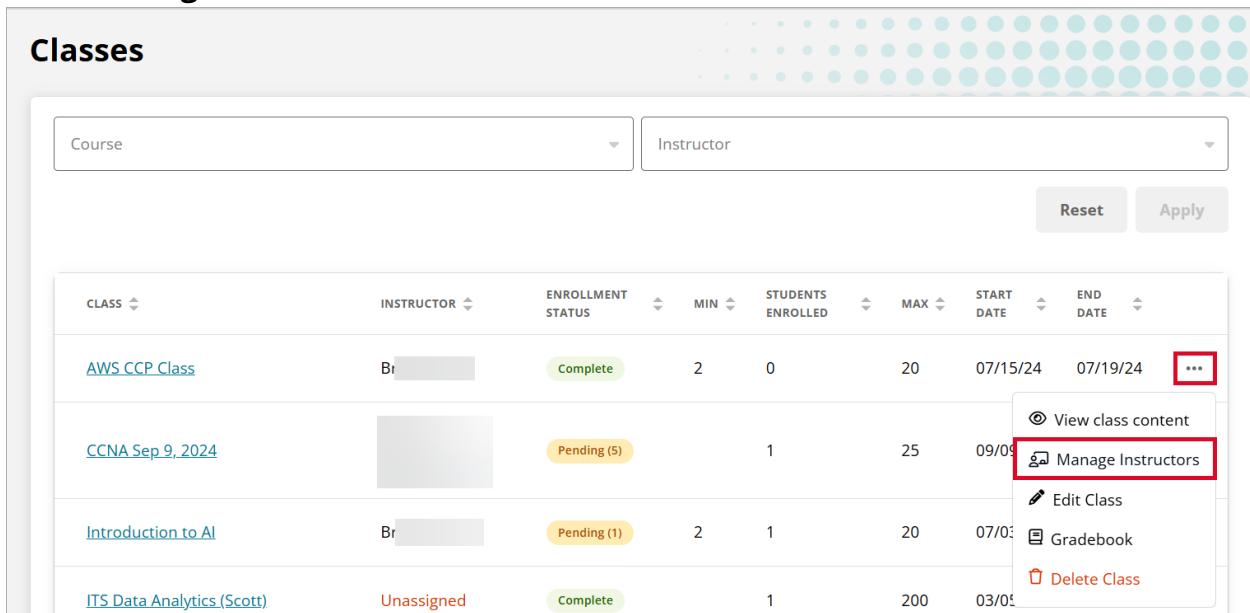
Course Handouts

AWS Certified Cloud Practitioner Course

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 a 'Classes' page with a search bar for 'Course' and 'Instructor', and buttons for 'Reset' and 'Apply'. Below is a table with columns: CLASS, INSTRUCTOR, ENROLLMENT STATUS, MIN, STUDENTS ENROLLED, MAX, START DATE, END DATE, and an ellipsis (...). The table lists four classes:

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	25	09/09/24	09/09/24	View class content Manage Instructors Edit Class Gradebook Delete Class
Introduction to AI	Br [redacted]	Pending (1)	2	1	20	07/03/24	07/03/24	
ITS Data Analytics (Scott)	Unassigned	Complete	1	200	200	03/01/24	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**.

Classes								
Course	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	25	09/09/24	09/09/24	View class content
Introduction to AI	Br [redacted]	Pending (1)	2	1	20	07/03/24	07/03/24	Manage Instructors
ITS Data Analytics (Scott)	Unassigned	Complete	1	200	200	03/01/24	03/01/24	Edit Class

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

INSTRUCTOR

Edit Class

Microsoft Azure Administrator - Primary Course

Class name / Title *

Start date * End date

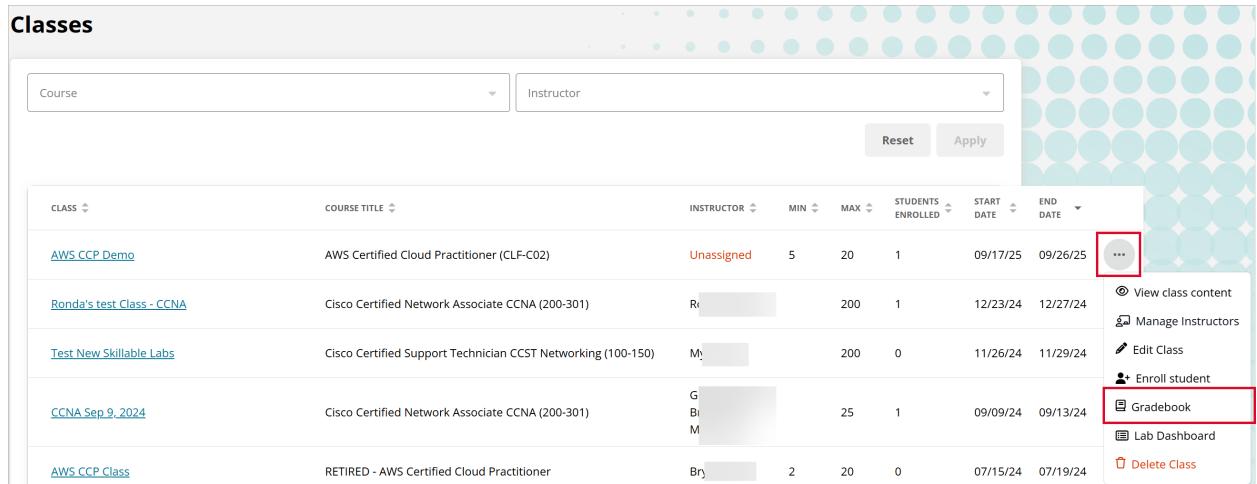
Minimum enrollment Maximum enrollment

[Cancel](#) [Submit](#)

View class gradebook

To view the gradebook for a class:

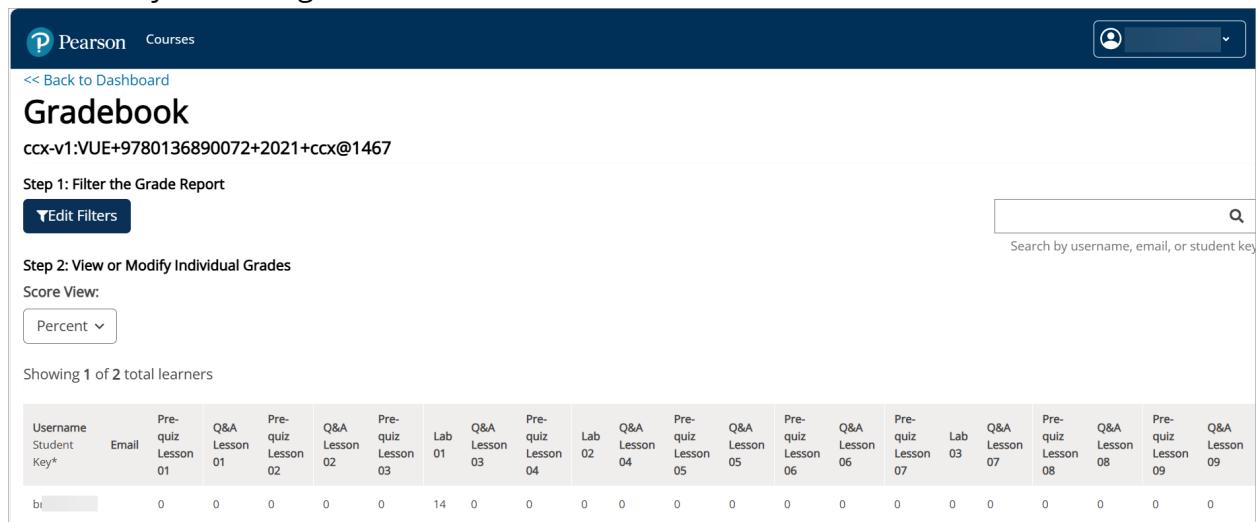
1. Find the class in the list.
2. Select the ellipsis (...) icon to the right of the class.
3. Select **Gradebook**.



The screenshot shows the Pearson VUE Classes page. At the top, there are search fields for 'Course' and 'Instructor', and buttons for 'Reset' and 'Apply'. Below is a table of classes with columns for CLASS, COURSE TITLE, INSTRUCTOR, MIN, MAX, STUDENTS ENROLLED, START DATE, and END DATE. The 'AWS CCP Demo' class is selected. A context menu is open for this class, listing options: View class content, Manage Instructors, Edit Class, Enroll student, Gradebook (which is highlighted with a red box), Lab Dashboard, and Delete Class.

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)	R	200	1	12/23/24	12/27/24	
Test New Skillable Labs	Cisco Certified Support Technician CCST Networking (100-150)	M	200	0	11/26/24	11/29/24	
CCNA Sep 9, 2024	Cisco Certified Network Associate CCNA (200-301)	G B M	25	1	09/09/24	09/13/24	
AWS CCP Class	RETIRED - AWS Certified Cloud Practitioner	Br	2	20	0	07/15/24	07/19/24

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



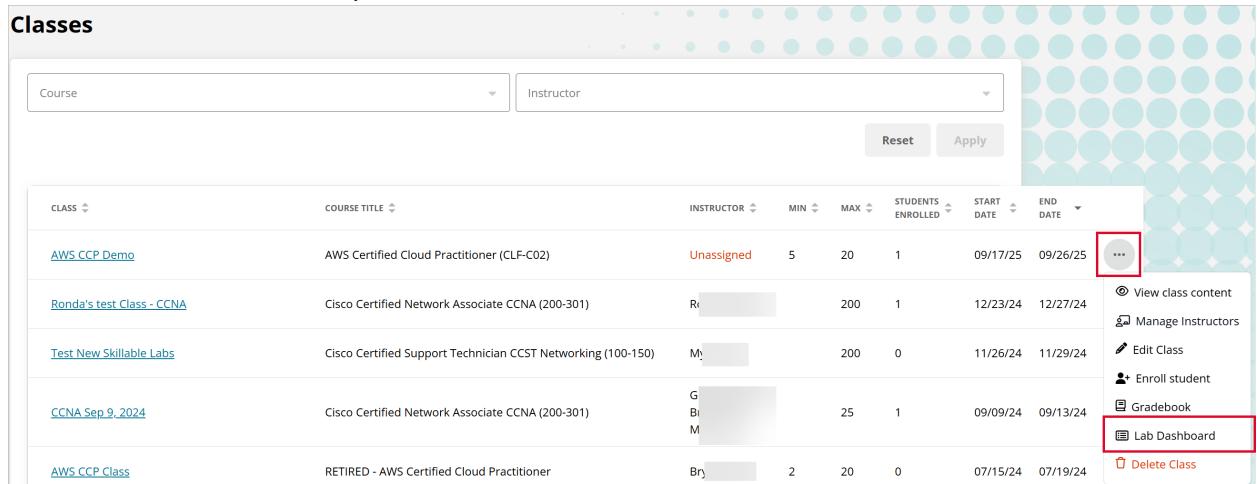
The screenshot shows the Pearson VUE Gradebook page for the 'AWS CCP Demo' class. The top navigation bar includes the Pearson logo, 'Courses', 'Gradebook' (which is highlighted with a red box), 'Back to Dashboard', and a user profile. Below the navigation is a search bar with the placeholder 'Search by username, email, or student key'. The main area is titled 'Gradebook' and shows a 'Grade Report' for student 'bj'. The report includes a table with columns for Username, Email, and various assignments and quizzes. The student has a score of 0 in most categories, except for Lab 01 which is 14.

Username	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
bj		0	0	0	0	0	14	0	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.

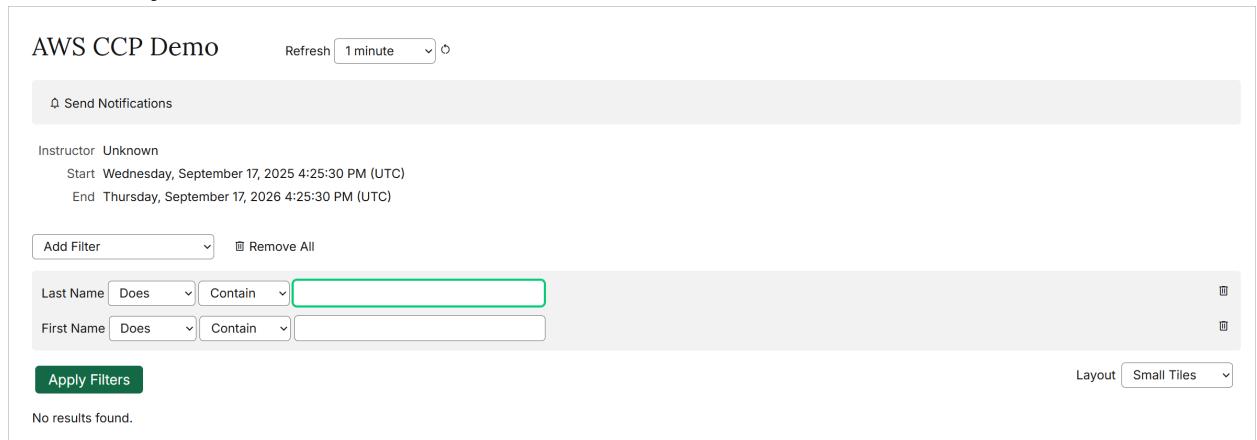


CLASS	COURSE TITLE	INSTRUCTOR	MIN	MAX	STUDENTS ENROLLED	START DATE	END DATE
AWS CCP Demo	AWS Certified Cloud Practitioner (CLF-C02)	Unassigned	5	20	1	09/17/25	09/26/25
Ronda's test Class - CCNA	Cisco Certified Network Associate CCNA (200-301)	R	200	1	12/23/24	12/27/24	
Test New Skillable Labs	Cisco Certified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

... ...

- [View class content](#)
- [Manage Instructors](#)
- [Edit Class](#)
- [Enroll student](#)
- [Gradebook](#)
- [Lab Dashboard](#) ...
- [Delete Class](#)

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



AWS CCP Demo

Refresh 1 minute

Send Notifications

Instructor Unknown

Start Wednesday, September 17, 2025 4:25:30 PM (UTC)

End Thursday, September 17, 2026 4:25:30 PM (UTC)

Add Filter Remove All

Last Name: Does Contain

First Name: Does Contain

Apply Filters

Layout Small Tiles

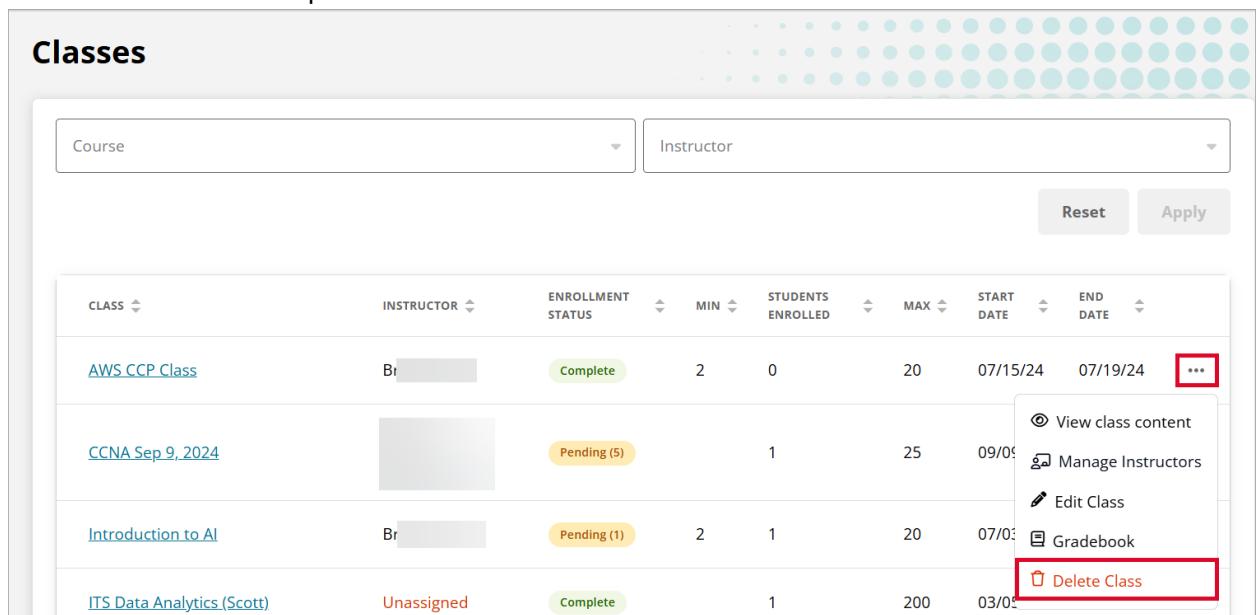
No results found.

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



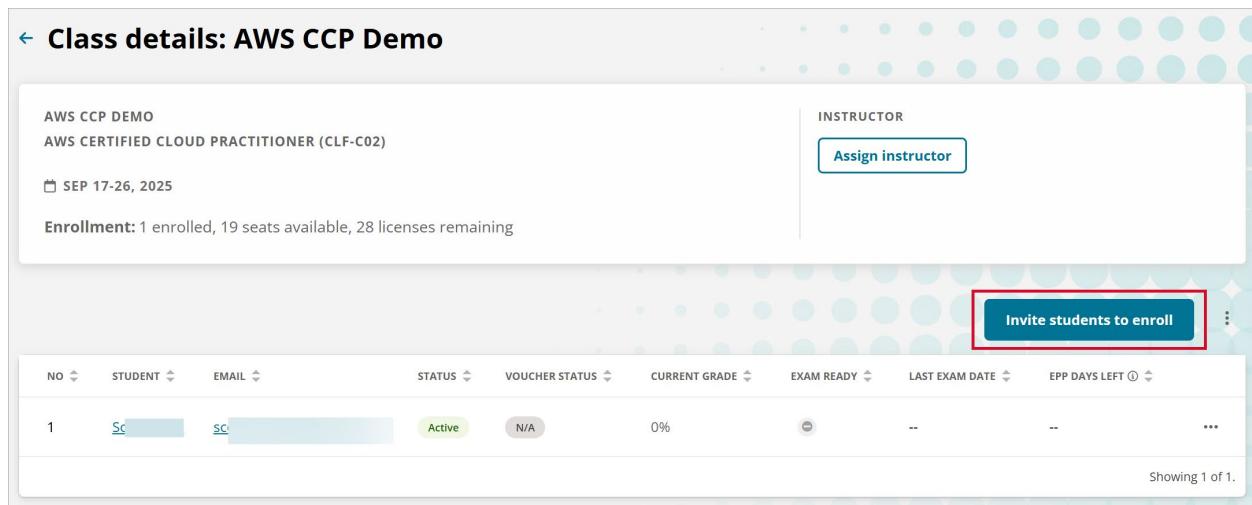
CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE
AWS CCP Class	Br	Complete	2	0	20	07/15/24	07/19/24
CCNA Sep 9, 2024		Pending (5)		1	25	09/05/24	
Introduction to AI	Br	Pending (1)	2	1	20	07/03/24	
ITS Data Analytics (Scott)	Unassigned	Complete		1	200	03/01/24	

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.



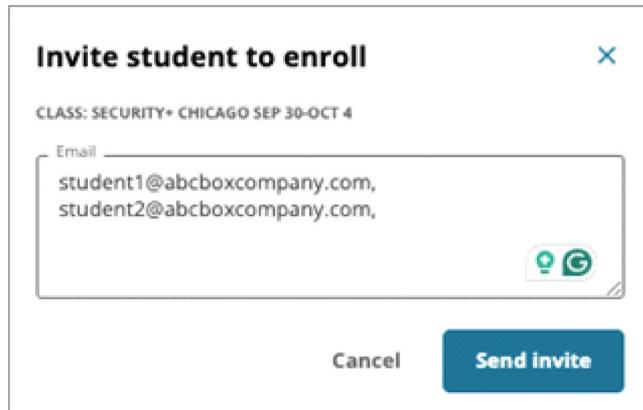
AWS CCP DEMO
AWS CERTIFIED CLOUD PRACTITIONER (CLF-C02)
SEP 17-26, 2025
Enrollment: 1 enrolled, 19 seats available, 28 licenses remaining

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.



CLASS: SECURITY+ CHICAGO SEP 30-OCT 4

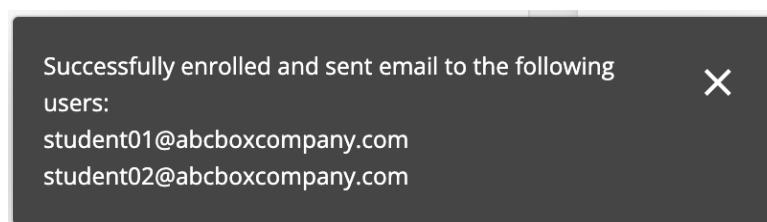
Email

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.



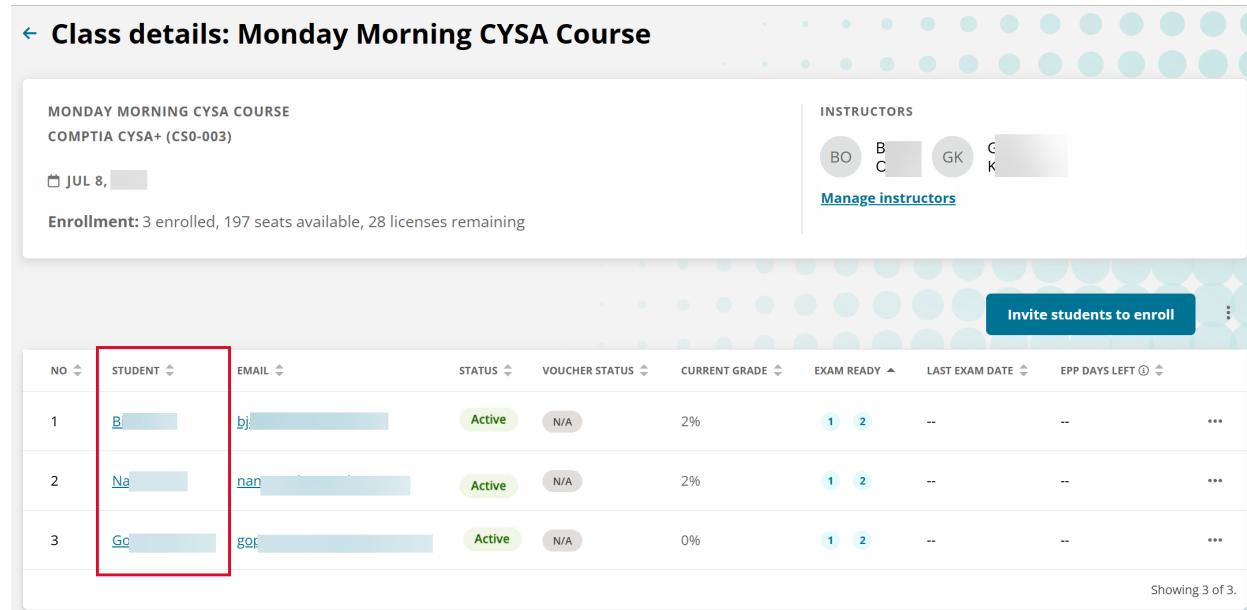
Successfully enrolled and sent email to the following users:

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, 2024

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	B	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.

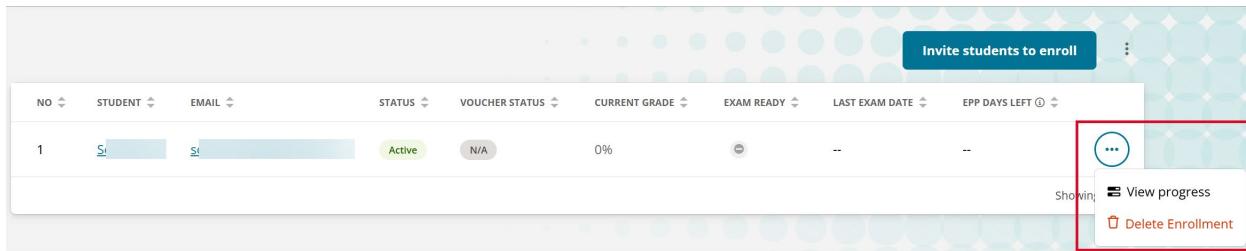
Exam & Exam Pass Pledge information

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)

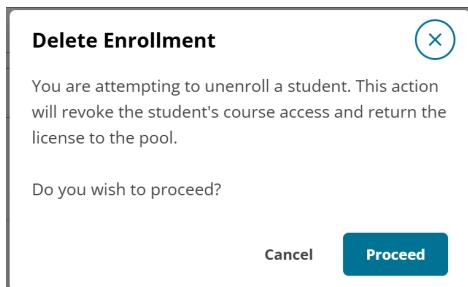
The action menu provides the option to **View progress** and **Delete Enrollment** for the student.



A screenshot of a student enrollment list. The list includes columns for NO, STUDENT, EMAIL, STATUS, VOUCHER STATUS, CURRENT GRADE, EXAM READY, LAST EXAM DATE, and EPP DAYS LEFT. A student record is shown with the following details: NO 1, STUDENT S1, EMAIL S1, STATUS Active, VOUCHER STATUS N/A, CURRENT GRADE 0%, EXAM READY, LAST EXAM DATE, and EPP DAYS LEFT. An action menu is open on the right, showing three options: 'View progress' (with a blue icon), 'Delete Enrollment' (with an orange icon), and a 'More' option (indicated by three dots). A red box highlights the 'View progress' and 'Delete Enrollment' options.

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](#)