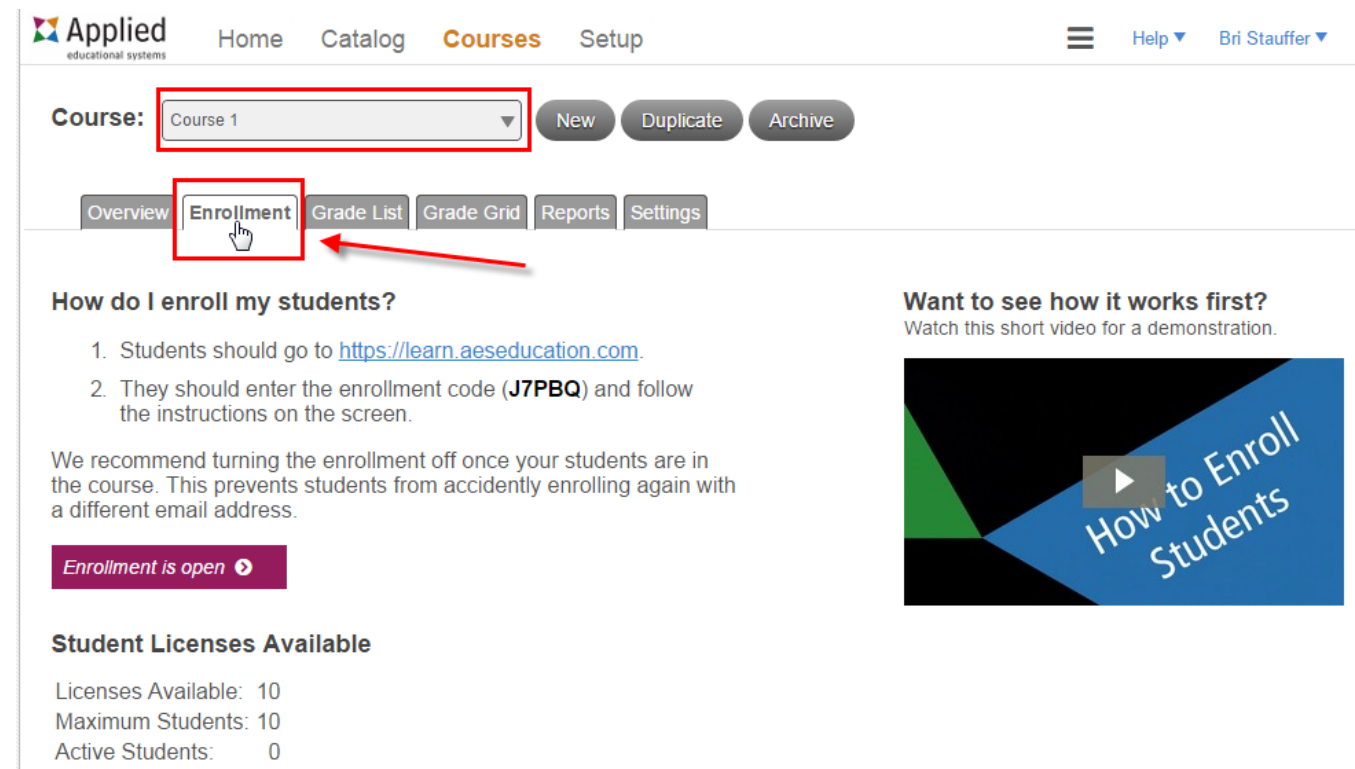


Close Course Enrollment

Start by logging in to your teacher account at learn.aeseducation.com

Then go to the course that you want to close enrollment for.

Click the Enrollment Tab



The screenshot shows the 'Courses' page in the Applied educational systems interface. At the top, there's a navigation bar with 'Home', 'Catalog', 'Courses' (highlighted), and 'Setup'. Below this, a 'Course:' dropdown menu is set to 'Course 1', with a red box around it. To the right of the dropdown are buttons for 'New', 'Duplicate', and 'Archive'. Below the dropdown is a row of tabs: 'Overview', 'Enrollment' (highlighted with a red box and a hand cursor), 'Grade List', 'Grade Grid', 'Reports', and 'Settings'. A red arrow points from the 'Enrollment' tab to the 'How do I enroll my students?' section. This section contains a list of instructions: 1. Students should go to <https://learn.aeseducation.com>. 2. They should enter the enrollment code (J7PBQ) and follow the instructions on the screen. Below the instructions, there's a note: 'We recommend turning the enrollment off once your students are in the course. This prevents students from accidentally enrolling again with a different email address.' At the bottom of this section is a purple button that says 'Enrollment is open' with a play icon. To the right of the instructions, there's a video player with the title 'How to Enroll Students' and a play button. Above the video player, it says 'Want to see how it works first? Watch this short video for a demonstration.'

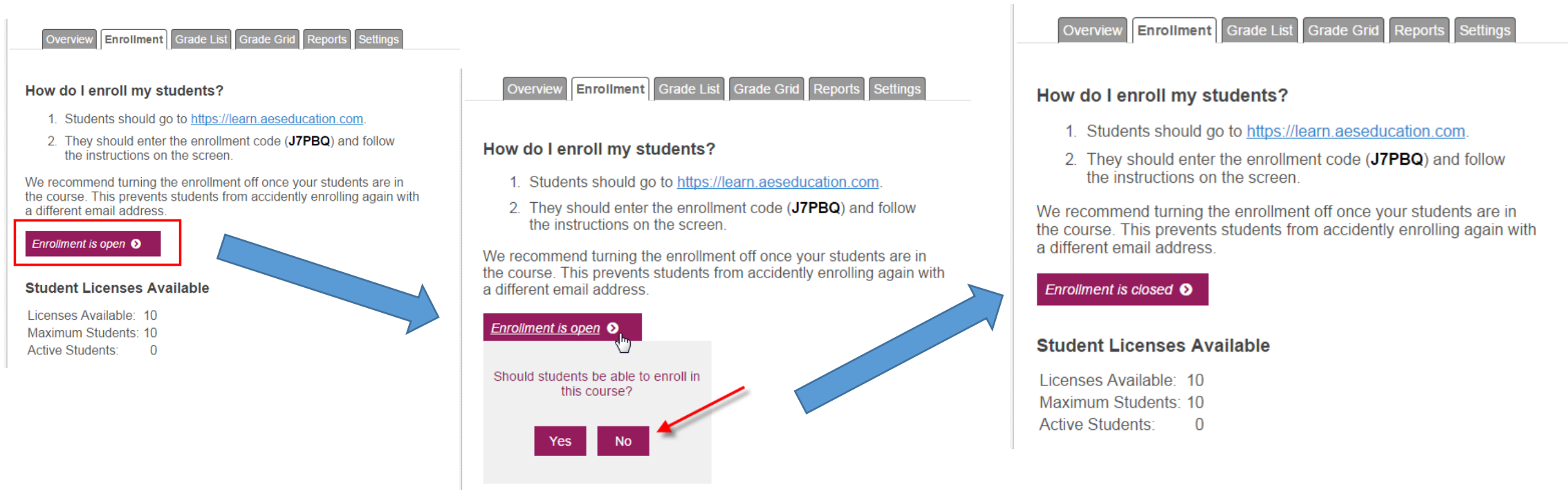
Student Licenses Available

Licenses Available:	10
Maximum Students:	10
Active Students:	0

When you create a course, enrollment is automatically set at Open.

To close enrollment, click on the bar. In the drop down, click No.

You will then see the bar says Enrollment is closed.



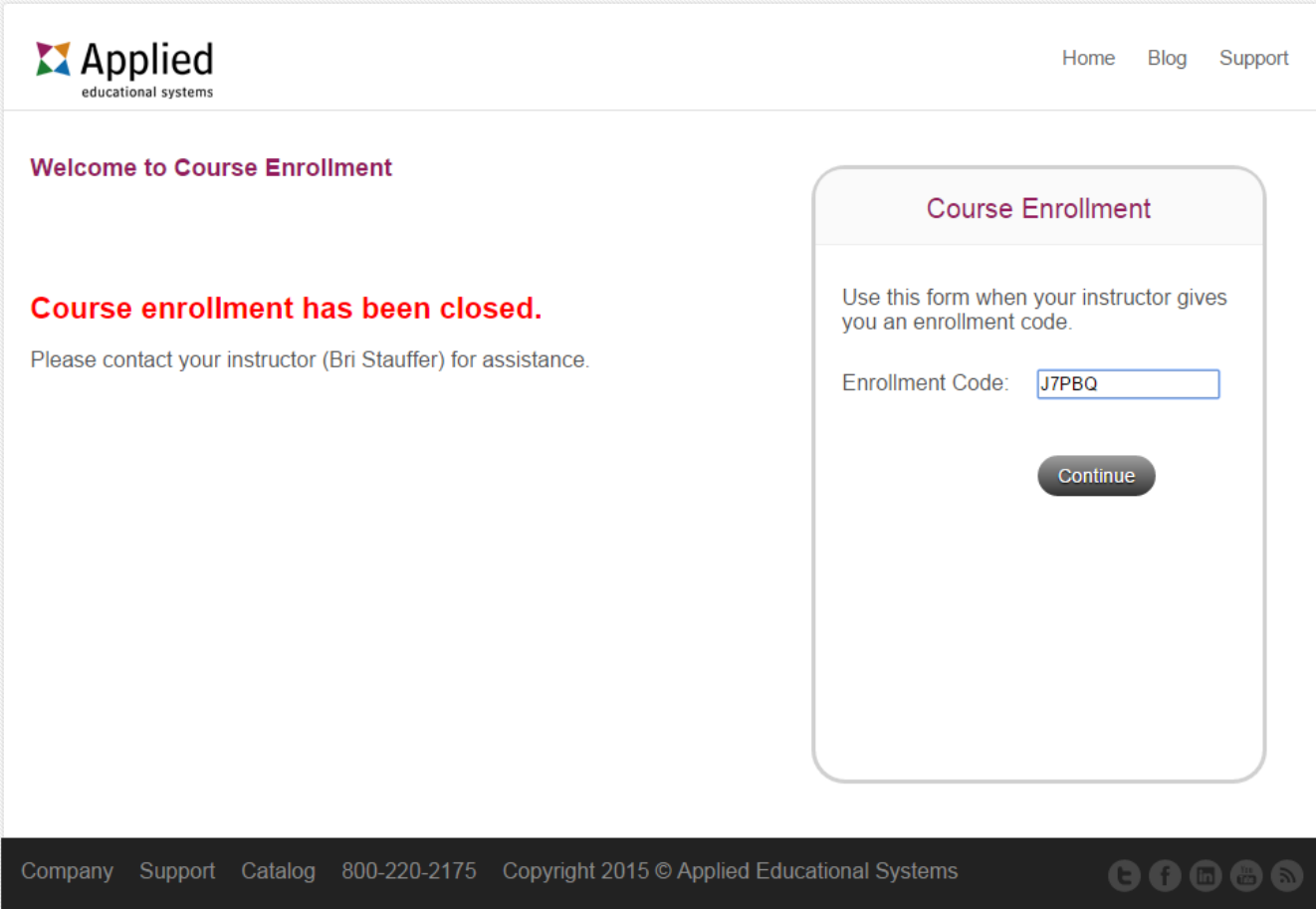
The screenshots illustrate the steps to close enrollment in the Applied educational systems interface.

Screenshot 1 (Left): The 'Enrollment' tab is selected. Under 'How do I enroll my students?', step 2 mentions the enrollment code (J7PBQ). Below this, a purple bar indicates 'Enrollment is open'. A red box highlights this bar, and a blue arrow points to the next screenshot.

Screenshot 2 (Middle): The 'Enrollment' tab is selected. A dropdown menu is open, showing the option 'No' selected. A red arrow points to the 'No' option. A blue arrow points to the final screenshot.

Screenshot 3 (Right): The 'Enrollment' tab is selected. The purple bar now indicates 'Enrollment is closed'. The 'Student Licenses Available' section shows: Licenses Available: 10, Maximum Students: 10, Active Students: 0.

If a student tries to enroll in the course after you turn off enrollment, they will see this message on the screen:



The screenshot shows a web interface for Applied Educational Systems. The header includes the logo and navigation links for Home, Blog, and Support. The main content area is titled 'Welcome to Course Enrollment' and features a red message stating 'Course enrollment has been closed.' with a note to contact the instructor. To the right, a 'Course Enrollment' form is displayed, which includes instructions, an enrollment code input field containing 'J7PBQ', and a 'Continue' button.

Applied
educational systems

Home Blog Support

Welcome to Course Enrollment

Course enrollment has been closed.
Please contact your instructor (Bri Stauffer) for assistance.

Course Enrollment

Use this form when your instructor gives you an enrollment code.

Enrollment Code:

Continue

Company Support Catalog 800-220-2175 Copyright 2015 © Applied Educational Systems

Twitter Facebook LinkedIn YouTube RSS

Still need help? Don't worry!

Just contact the AES Support Team, we'd be happy to help.

Phone – 800-220-2175 ext. 8

Email – support@aeseducation.com