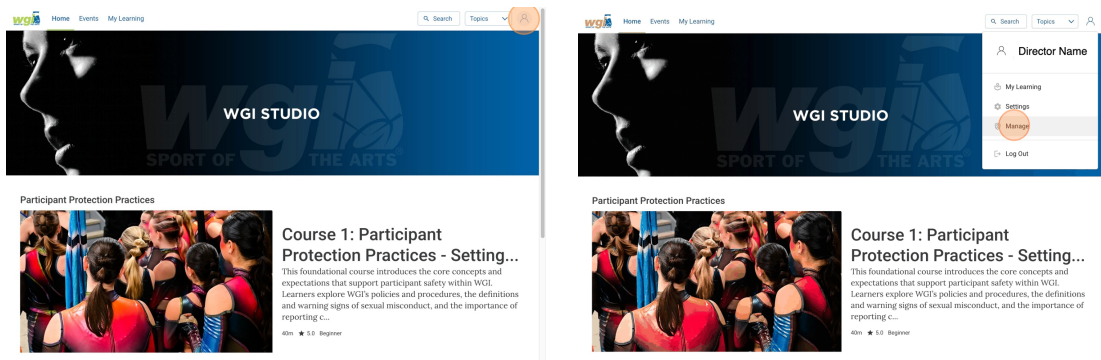


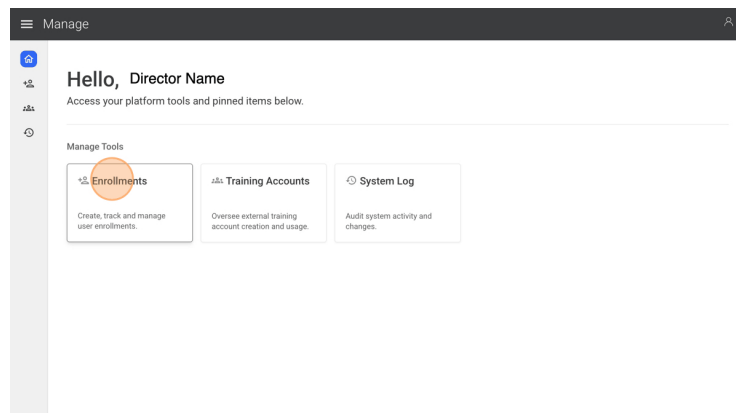
Manage Student Enrollments in WGI Studio

This guide will show Group Directors, who hold the "Restricted Admin" role in WGI Studio how to track the enrollment and completion of your staff members courses within WGI Studio, including the 3P course requirements. To be designed as a Restricted Admin, you must indicate when you build your WGI Studio profile you are a Group Director and hold the role of Primary, Secondary or Financial contact in the Director Dashboard for your group.

1. Log in at <https://www.wgistudio.org>. Once you have logged, click the profile picture in the upper right corner and select the "Manage" button.



2. To track enrollments, click on the "Enrollments". Please note, this screenshot also shows a "Training Accounts" tile which your profile may not have unless you have a training account set for your group.



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3. Under enrollments, you will see the options to track those who are in progress (they have enrolled in the course but not completed it with the 80% required to pass). Toggle to the Completed tab to those who have successfully completed the course.

Please note: if a staff member is not listed, it is likely for one of the following reasons-

- *During account set up they did not associate themselves with your group. To fix this, the user should navigate to their profile, click "Settings," then add your group to the list and click save.*
- *They have set up an account and are associated with your group but have NOT enrolled in the course yet – specifically, they have not purchased the course or used a redemption training code as provided by the group.*

