Verifying Enrollment in the Classlist

Instructors can confirm a student's enrollment in a course by first checking the last date the student was active. If this date falls after the term's start, they should also verify whether the student received any grades.

1. Click **Course Tools** in the purple navigation bar, then select **Classlist**.
2. Select **Enrollment Statistics** at the top of the page.

Figure: Enrollment Statistics Button

3. When the Enrollment Statistics page opens, a list of students who have withdrawn from the course will appear in the lower section. Locate the student in the Withdrawals list. The far-right column will display the last date the student accessed the course.
   - **If this column is blank**, the student never accessed the iLearn course at all, so the student was not actively enrolled.
   - **If this column has a date that is before the term started**, the student was not actively enrolled.
   - **If this column has a date that is after the term started**, email ilearn@tntech.edu to request assistance in further verifying enrollment.
4. Select **Done** on the top-right side of the page when finished.

Role Name ▲	Enrollments	Withdrawals
Instructor	2	0
Student	12	0

Figure: Done Button

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