1.1. Overview
On-Demand Notifications can be generated for classes to notify learners that they have been registered. They may also be used to remind learners of upcoming class dates, times and locations.

1.2. Locating the Class
- Select Admin from the top let green banner and the Admin page will appear.
- Select the Learning option from the light gray banner.
- Select Manage Classes
- From the Learning Home menu, select Manage Classes.
- Type the Title of the class in the appropriate field and click search. Additional filters such as Class ID and Delivery type may be used to narrow the search results. Click Search.
- Select the Title of the class you wish to access from the results to view and then Click on the Roster button located at the bottom of the page.

1.3. Accessing On-Demand Notifications
The class Roster provides basic details of the Class and allows for managing registrations. It consists of four tabs, each providing its' own function. On-Demand notifications are generated from the Roster tab (as shown below).

- Click on Send for the On Demand Notification field to generate.
Learn@Work – Generating On-Demand Notifications

- The Send Notification window will open. Either type in the email address for the person(s) or use the Add button to locate learners email addresses.
- Type in a Subject for the email. Subject Keywords may be used between text entries in the field to include general information.
- Type in a Message for the email. The Message body may also use keywords to include information such as Class Title, Class Location, Date and Time.

- You will receive a message that the notification was successfully sent.

- An email will be generated to the learner(s) consisting of the information provided (as shown below).

![Email Example]

- For more information on Learn@Work functionality, please review additional documentation on the LearnatWork.wustl.edu/Training site or email LearnatWork@Wustl.edu providing a name and contact number for support to reach you.

1.4 Learn@Work Assistance

- For immediate assistance with Learn@Work please contact the Systems and Procedures Help Desk at (314) 935-5707 where a Systems Support Associate is available Monday through Friday from 8:30 am to 5:00 pm, or email LearnatWork@Wustl.edu providing a name and contact number for support to reach you.