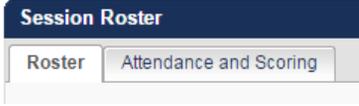




The session roster allows instructors and administrators to see a list of all users who are scheduled to attend a session, all users who would like to attend the session and are awaiting an exception or opening in the class, and attendance and scoring. When the session has concluded, the final roster can be submitted.

Navigate using tabs and links

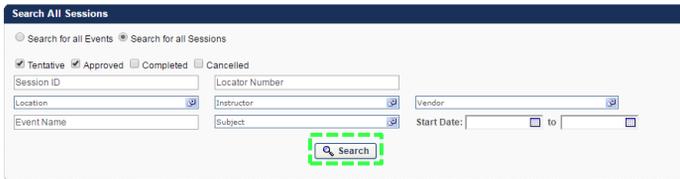


There are two tabs on the Roster page:  
**Roster** - This tab provides an overview of the session, including roster and schedule.  
**Attendance and Scoring** - This tab enables the administrator or instructor to track attendance and scoring.

## Managing the Roster

### Step 1:

### Search for the Session



Select to view sessions by status, or search by Title, Session Number, Instructor, Location, Locator Number, Vendor, Subject or Start/End Date.

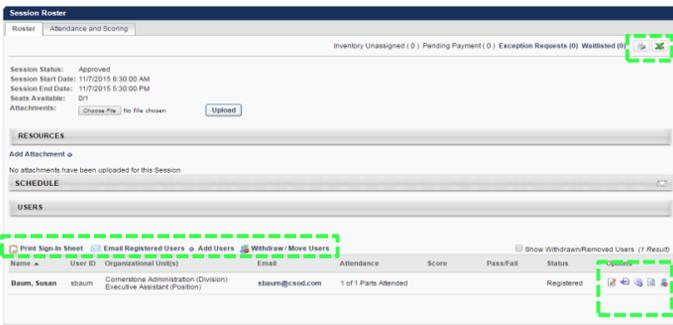
### Step 2:

### View the Session Roster

Next to the appropriate session, in the Options column, click the View Roster icon.

### Step 3:

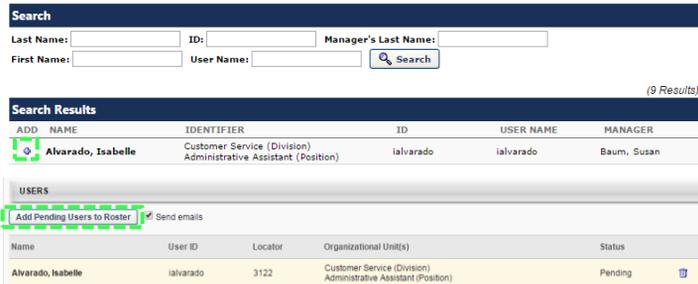
### Manage the Roster



The Roster tab displays all of the users registered for the session along with the session schedule. This tab also contains links to view users that are on the waitlist or exception requested list for the session, as well as any users that have reserved a registration spot for the session. Instructors perform actions on the roster, including printing the sign-in sheet, emailing registered users, adding users, and withdrawing users or moving users to another session. In the Options column, the instructor may open the Comments pop-up, where you can view all of the comments for that user and leave a comment for that user for the session; open the History pop-up, where you can view the history of the user with regards to the session; and/or navigate to the Withdraw Registration page. The session roster may also be printed or exported to Excel.

## Adding Users to the Roster

When an instructor or administrator clicks the Add Users link, this opens the Select User pop-up, in which the instructor or administrator can search for and select multiple users to be added to the session roster.





## Withdrawing Users from the Roster

When an instructor or administrator clicks the Withdraw/Move users link, the Batch Withdraws or Move Users pop-up window opens. The administrator can then withdraw a user from the session. If the user is withdrawn, they no longer appear on the active roster.

Print Sign in Sheet | Email Registered Users | Add Users | **Withdraw / Move Users**

Name	User ID	Organizational Unit(s)	Email	Attendance	Score
N/A	Baum, Susan	Cornerstone Administration (Division) Executive Assistant (Position) Nik Monroe (Manager)	sbaum		

Select Users

First Name:  Last Name:  ID:

**Selected Users**

- Baum, Susan

**Search Results**

Name	Org Unit	ID
N/A	Baum, Susan	Cornerstone Administration (Division) Executive Assistant (Position) Nik Monroe (Manager)

**Withdraw** | Move | Close

**Session Details**

Event Name: Code of Conduct  
Date / Time: (1) 11/7/2015 8:30 AM - 11/7/2015 5:30 PM  
Location: Illinois

**SESSION WITHDRAWAL OPTIONS**

Please select a reason

Comments

**Submit** | Cancel

**Please select a reason**

- Other
- Cancelled Day of Class
- Found More Appropriate Training
- Illness/Family Emergency
- Inconvenient Weather
- Leaving the Company
- Personal Reasons
- Replace with another candidate (input name of replacement in comments box below)
- Reschedule due to conflict
- Travel Disruption
- Vacation

## Moving Users from the Roster

A common business case for moving users from one session to another is when an event is almost full or is completely full, but more users want to participate. The administrator can open another session for this event to occur on the same date and time. The administrator can then redistribute the users into the additional sessions to achieve a better class balance. Users can only be moved to another session within the same event.

Print Sign in Sheet | Email Registered Users | Add Users | **Withdraw / Move Users**

Name	User ID	Organizational Unit(s)	Email	Attendance	Score
N/A	Baum, Susan	Cornerstone Administration (Division) Executive Assistant (Position) Nik Monroe (Manager)	sbaum		

Select Users

First Name:  Last Name:  ID:

**Selected Users**

- Baum, Susan

**Search Results**

Name	Org Unit	ID
N/A	Baum, Susan	Cornerstone Administration (Division) Executive Assistant (Position) Nik Monroe (Manager)

**Withdraw** | **Move** | Close

**Session Details**

Event Name: Code of Conduct  
Date / Time: (1) 11/7/2015 8:30 AM - 11/7/2015 5:30 PM  
Location: Illinois

**SESSION WITHDRAWAL OPTIONS**

Please select a reason

Comments

**Submit** | Cancel

**Please select a reason**

- Other
- Cancelled Day of Class
- Found More Appropriate Training
- Illness/Family Emergency
- Inconvenient Weather
- Leaving the Company
- Personal Reasons
- Replace with another candidate (input name of replacement in comments box below)
- Reschedule due to conflict
- Travel Disruption
- Vacation

Select the session the user(s) will be re-assigned to:

Day	Start Date	End Date	Session ID	Locator Number	Enrollment	Status
Tuesday	11/1/2016	11/1/2016	Loraine Richardson	3423	2 of 20	Approved
Saturday	10/22/2016	10/22/2016	Ann Piscatelli	2997	12 of 20	Approved
Wednesday	10/12/2016	10/12/2016	Sherry Chemis	3422	4 of 20	Approved

**Submit and Continue** | Cancel

## Attendance and Scoring

The Attendance and Scoring tab allows administrators and instructors to manage attendance, enter scores, and mark pass/fail values. For each part, select whether or not the user was in attendance. Once the final roster is submitted, all attendance is final. Enter the user's score for the session. Indicate if the user has achieved a passing score for the session. If the Pass checkbox is not selected for a user, their training status is Incomplete when the roster is submitted. To edit the Session Completion date for a user, click the Edit icon to the right of the user's session completion date. The Session Completion date can be set to any date, even if the date is before the session start date or after the session end date. After selecting the appropriate date, click the Save icon to the right of the Session Completion date. Then, click the Save button at the bottom of the page to save the entire roster. Once the session roster is submitted, the user's transcript is updated with the new Session Completion date.

**USERS**

Check/Uncheck All

Name	User ID	Attendance	Score	Pass	Session Completion
Connelly, Alicia	702128630	<input checked="" type="checkbox"/> 1	<input type="text" value="0"/>	<input type="checkbox"/>	10/18/2016
Kelly, Shymilla	702135052	<input checked="" type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	10/18/2016
SCHULY, TRACY	1032442	<input checked="" type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	10/18/2016

**Save** | **Back**

**Comments**

**B** | **I** | **U** | **Text**

**!** Your attendance and scoring updates are now being processed. This process takes approximate 15 minutes or less to complete. Please remember to re-submit the roster if you would like to update the students' transcript statuses to reflect attendance and scoring changes. You do not need to wait for this process to complete before re-submitting the roster.

**OK**

**Save** | **Submit Roster** | **Back**

**Note:** The updated Session Completion date is not saved until the entire roster is saved. In addition, the user's transcript is not updated until the roster is submitted.