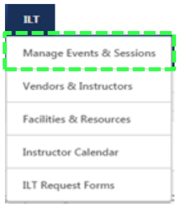
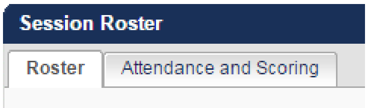
MANAGING ROSTERS



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.

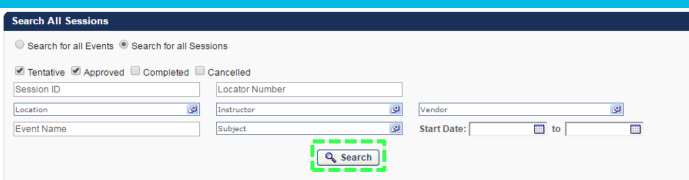
Navigate using tabs and links



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

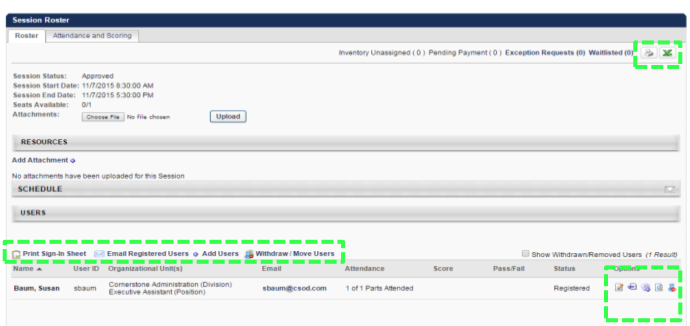


Select to view sessions by status, or search by Title, Session Number, Instructor, Location, Locator Number, Vendor, Subject or Start/End Date.

Step 2: View the Session Roster

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

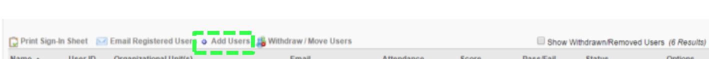
Step 3: Manage the Roster

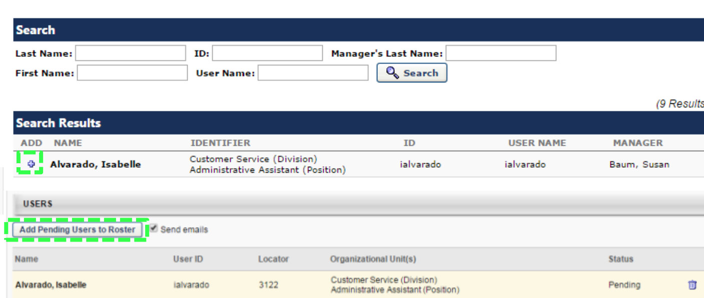


The Roster tab displays all of the users registered for the session along with the session schedule. This tab also contains links to view users that are on the waitlist or exception requested list for the session, as well as any users that have reserved a registration spot for the session. Instructors 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.





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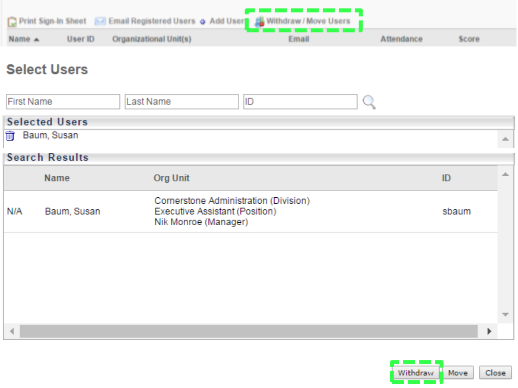
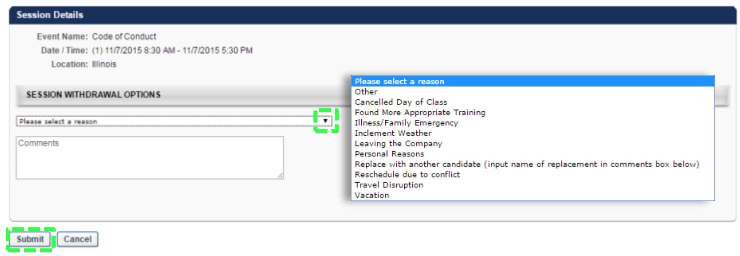
Withdrawing Users from the Roster

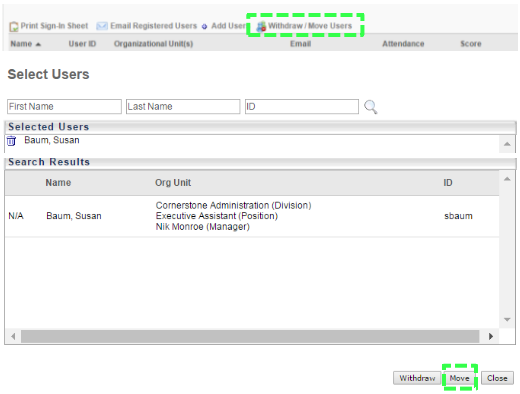
When an instructor or administrator clicks the Withdraw/Move users link, the Batch Withdraws or Move Users pop-up window opens. The administrator can then withdraw a user from the session. If the user is withdrawn, they no longer appear on the active roster.

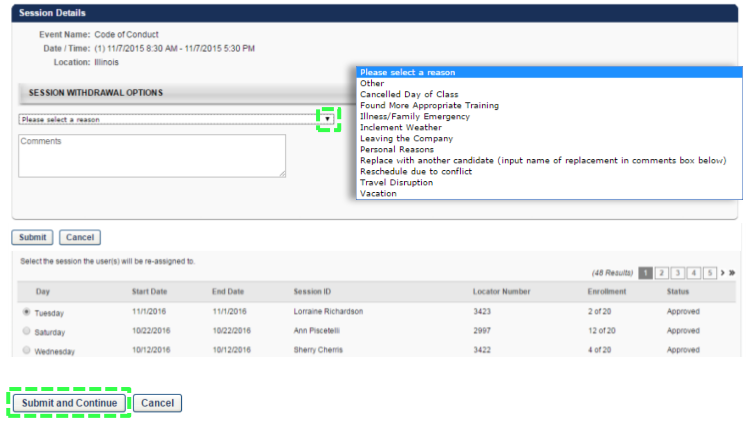




Moving Users from the Roster

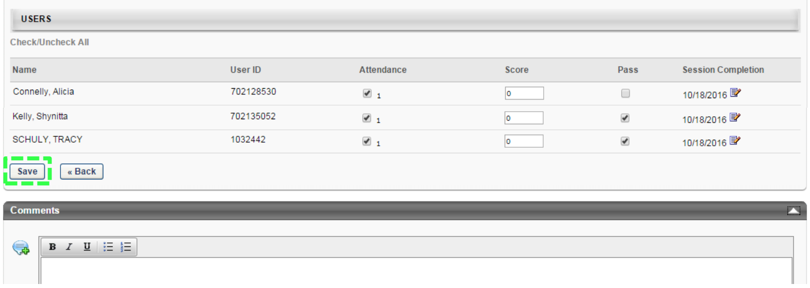
A common business case for moving users from one session to another is when an event is almost full or is completely full, but more users want to participate. The administrator can open another session for this event to occur on the same date and time. The administrator can then redistribute the users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

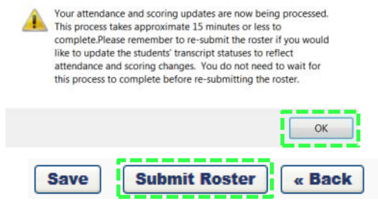




Attendance and Scoring

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.





***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.*