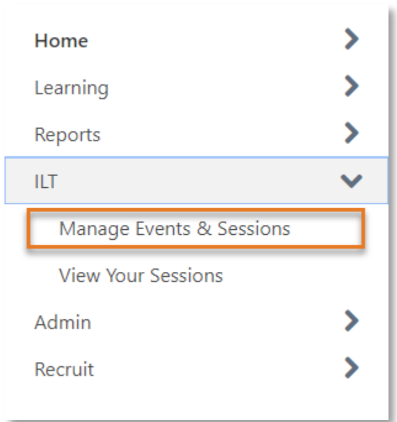
Roster Management

To view the roster for your session, click on the Show Navigation Menu icon ( ) in the upper right corner of the screen to reveal the Navigation Menu. Select **ILT** to open a submenu and click on **Manage Events & Sessions**.



On the Manage Events & Sessions page, you will see a list of events delivered by your provider. To review existing sessions, click on the View Sessions icon ( ) from the Options column.

Events

(10 Results)

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
New Employee Safety Orientation	Safety + Risk Legal + Compliance	PCC - FMS	English (US)	0	11	0		

On the resulting page you will see a list of all sessions for the selected event. In the options column, click on the View Roster icon ( ). This will direct you to the Roster Page.

The Roster Page

The Roster page will allow you to review registered users, email registered users, add users, remove users and manage the session waitlist. It is also where you will log attendance after the session.

User Management

In the Users section, you will see a list of registered users and several options. You can print a sign-in sheet, email registered users and add a user using the links at the top of the section.

Print Sign-In Sheet   Email Registered Users   Add Users   Show Withdrawn/Removed Users *(7 Results)*

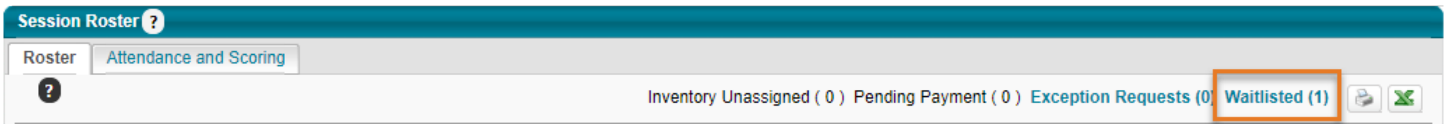
Name ▲	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
Baldino, Alex	alex.baldino	Office of Equity and Inclusion (Division) OEI Mgr & Co-Coor Title IX (Position)	alex.baldino@pcc.edu	0 of 1 Parts Attended			Registered	

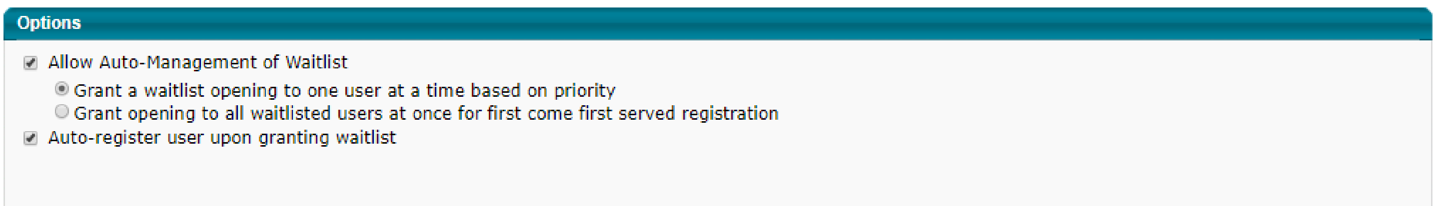
Manually adding a user here will move the user to a list of pending users. To add them to the roster, click the **Add Pending Users to Roster** button (Add Pending Users to Roster). You can choose whether to send the emails for the session by using the **Send emails** checkbox next to the button.

In the Options column for each user is a set of icons ( ) which facilitate several actions you can take:

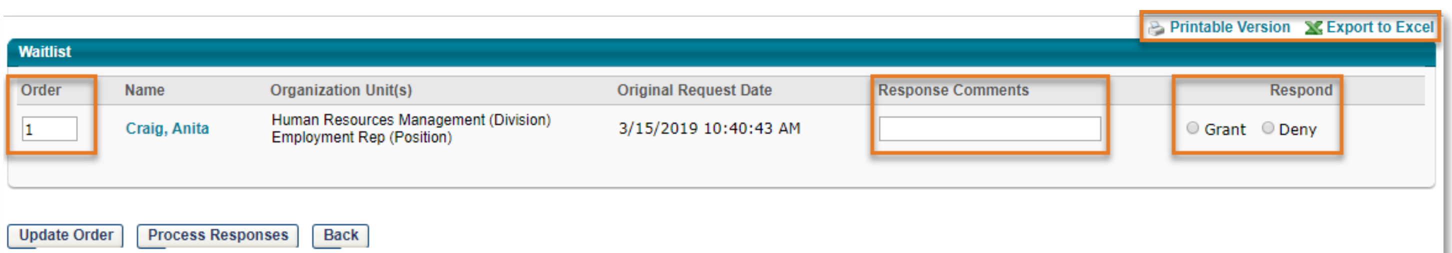
- Click the Comment icon ( ) to leave a comment regarding this user
- Click the History icon ( ) to view user's registration history
- Click the Remove Users icon (

Waitlist Management





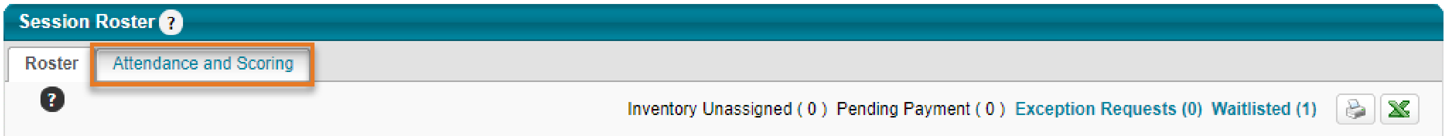
In the **Waitlist** box, you can take several actions. You can print the waitlist or export it to Excel, manually update the order of the waitlist and manually respond to the request. If you manually respond to the request by selecting either **Grant** or **Deny**, you can also leave a comment if desired.



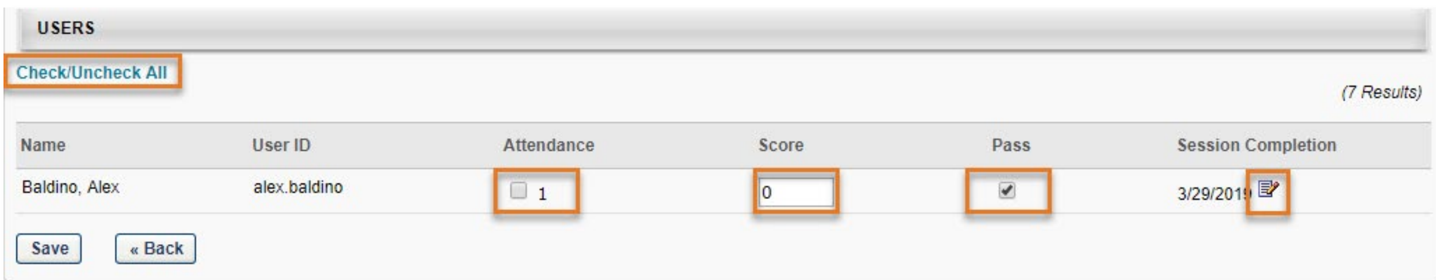
Use the **Update Order** (Update Order) or **Process Responses** (Process Responses) buttons to save your changes.

Attendance Logging

To log attendance post-session, click the **Attendance and Scoring** tab on the Roster page.



Place a tick in the **Attendance Checkbox** next to each user that attended the session (if all registered users attended the session, you can click on Check/Uncheck All). If your session has an assessment that is scored, you can enter the scoring information in the **Score Field**. The **Pass Checkbox** is ticked by default; leave this box ticked unless a user attended but did not meet the requirements of the session. You can edit the session completion date if necessary by clicking the Edit icon ( ) and selecting a new date.



Click the **Save** button (Save) at the bottom of the page to save your edits.

Note: Saving your edits does not update the user transcript or "complete" the session, it simply preserves the edits you have made.

Click the **Submit Roster** button (Submit Roster) to complete the session and update user transcripts.