Instructor: Using the Roster to manage your Classes

You can use the Class Roster to manage many of the tasks you need to complete around your classes and students. This procedure covers the following tasks:

- Review Your Instructor Schedule
- View a Class Roster
- Add a Learner to Your Roster
- Drop a Learner from Your Roster
- Mark a Learner No Show
- Mark a Learner Successful/Unsuccessful

The easiest way to find Class Rosters for classes you are assigned to teach is use the Instructor Schedule.

Search for your Instructor Schedule

1. Click the Admin icon.
2. Click the Instructor tab.
3. Click Instructor Schedule in the left navigation.
4. Click Search to display all of the Upcoming or Past Sessions where you are the instructor.
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Viewing the Roster for a Class

1. In the Instructor Schedule list, hover over the Actions hyperlink for the class you want to review and click View Roster.

2. Learning Details information will appear in a pop-up window. The list view defaults to the Roster where you can perform the following actions to manage the class:
   
   - Add a Learner
   - Drop a Learner
   - Mark a Learner No-Show
   - Mark a Learner Successful/Unsuccessful
   - Access Rosters of Other Instructors
Add a Learner to your Roster

1. On the Roster tab, click Add Learner.

2. The Select People pop up window will appear. Click the Search for available learners radio button (default).

3. Enter your uniqname in the Contact's Organization field.

4. Enter the first/last name or uniqname of the learner in the Search fields.

5. Click Search.

6. Mark the checkbox next to the learner's name.

7. Click Select. If the registration is successful, you'll receive a Registration Successful popup.

Note: If you try to register a learner for a session where there are no available seats left, you may receive a warning pop-op. Click Yes, Continue Registration to overbook the learner.
Drop a Learner from a Session

1. On the Roster tab, find the learner you need to drop.
2. Click **Confirmed** in the Registration Status field.

3. Click the **Cancel this registration for this learner** radio button to drop the class.
4. Click **Save**.

5. Learner name is dropped from the roster and marked as cancelled.
Mark a Learner No-Show

1. In the Roster list, find the learner name you need to mark as a No-Show. Click the **Confirmed** hyper link in the Registration Status field.

   ![Roster Image]

2. In the Registration Status pop-up, click the **Move to No Show** option.

3. Click **Save**.

4. The learner will appear as Cancelled (No Show) in the Registration Status field on the Roster.

Mark a Learner's status Successful/Unsuccessful

1. In the Instructor Schedule list, hover over the Actions hyperlink for the class you want to review and click **Mark Results**.

   ![Instructor Schedule Image]
To Mark Individual Learners Successful/Unsuccessful:

2. Find the individual you want to record status for. In the Status drop-down list, select Successful/Unsuccessful.

3. Click Save.

4. Repeat for each page of learners.

To Mark all learners in the class Successful/Unsuccessful in bulk:

Note: Only use this bulk action after first recording any No-Show or unsuccessful learners.

5. Click the Mark all Learners Hyperlink.
6. Select **Successful** from the **Status** dropdown list.

7. Click Save.

**Note:** You can edit these results after saving by clicking the **Edit** hyperlink for each learner and then making the status change as necessary.