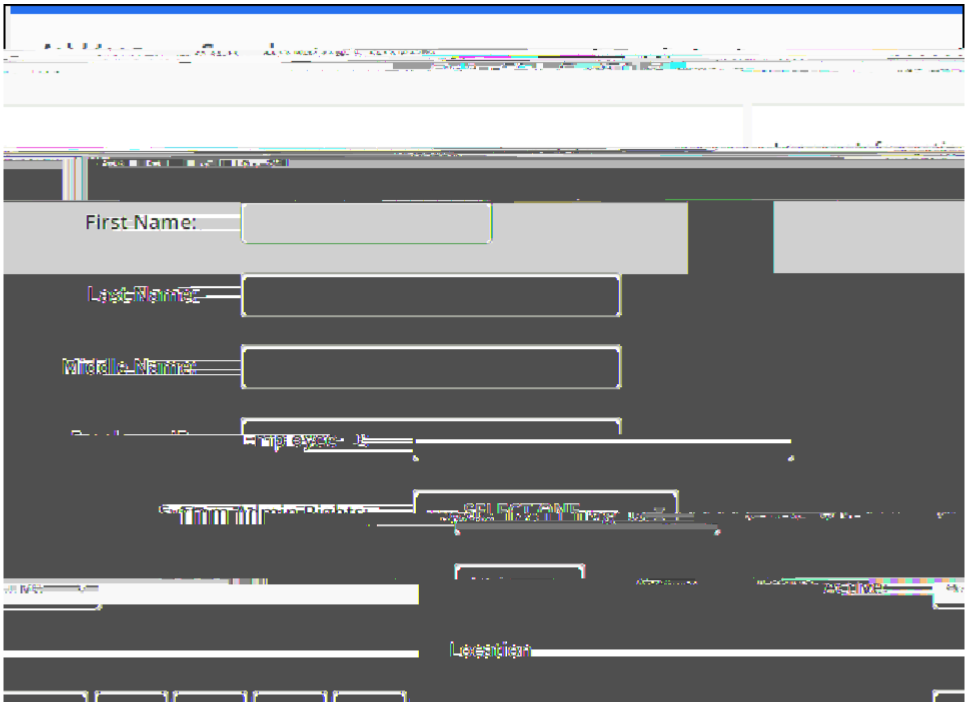
Add Learner

Manually add individual participants to the roster or wait list.

1. From the buttons displayed on the Section Roster screen, click Add Learner.
2. Enter relevant search criteria to locate the desired user, then click Search.



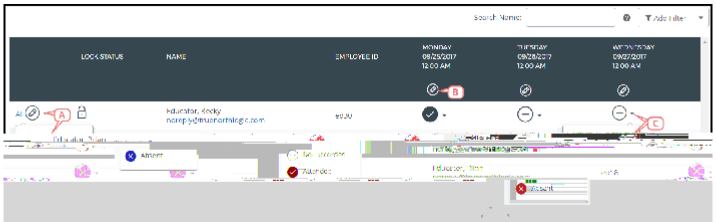
3. From the results, select the checkboxes next to the desired users.

4. To add the selections to the section roster, click Add User(s).

Attendance

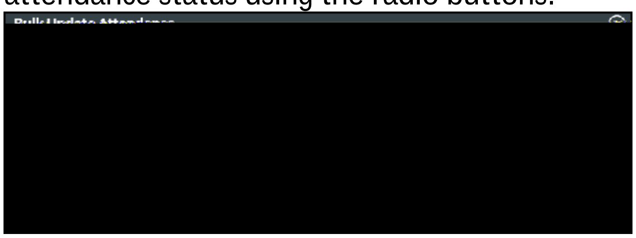
Mark participants as attended for class times. From the buttons displayed on the Section Roster screen, click Attendance.

You can mark attendance in one of several ways:



A. Click the drop down on the participants row and select the appropriate attendance status. This will update the participant's attendance status for all days.

B. Click the pencil icon in the column for the correct date and select the appropriate attendance status using the radio buttons.



a. Select Page to update the attendance for only the users on the active page.

b. Select All to update the attendance for all participants.

c. Select Filtered Set to update the attendance for only the filtered users.

d. The action button will designate how many participants will be a ected by the selected action.

C. Click the drop down in the desired participants row and the correct date column and select the appropriate attendance status. This will update the individual participant's status for that day.

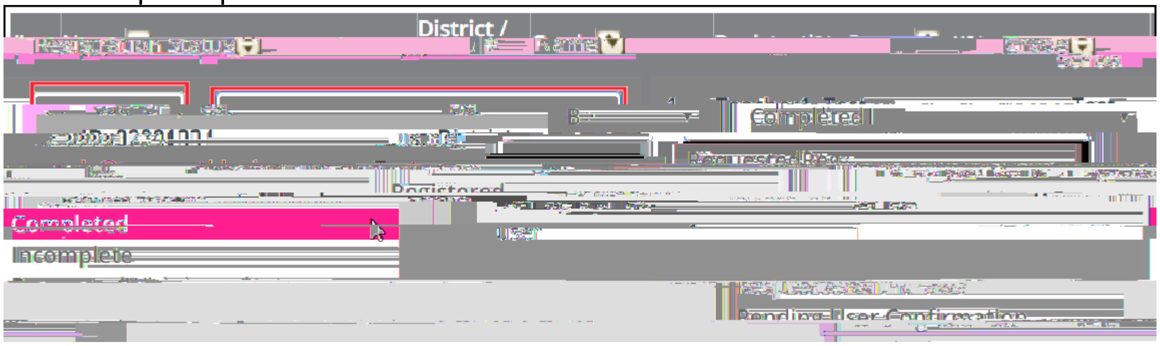
Once attendance is complete, click Back at the top of the page.

Manage Credits

You can manage credits in two ways from the Section Roster page. To adjust credit for multiple users at once, select Manage Multiple Credits. To adjust the credit profile, select Manage Credits.

1. From the buttons displayed on the Section Roster screen, click Manage Multiple Credits.

    Individual Credits - The credits for select participants can be changed. Enter the desired credit amount for the desired participant. A brief check mark will with each participant.



> **NOTES**
>
> Once all classes for a section have finished, use this tool to mark participants completed as appropriate.
>
> Registration status cannot be changed for locked participants.

4. When finished making roster updates, click Save This Page.