

Instructor: Adding a Learner to an Instructor Roster

Use process to add a learner to an instructor roster during a class session.

1. Access the instructor roster. If needed access one of the following job aids.
 - “Viewing the Instructor Roster” : **Admin** icon > **Instructor** tab > **Instructor Schedule** hyperlink
 - “Accessing the Roster of other Instructor Classes”: **Admin** icon > **Instructor** tab > **Catalog** hyperlink > Search > Locate instructor offering
2. Find the offering of interest in the results and hover over the **Actions** hyperlink.
3. Click **View Roster**.

Instructor Schedule

Upcoming Sessions | Past Sessions

Offering Title	Delivery Type	Session Template	Start Date	Start Time	End Date	End Time	Actions
Debbie's Super Power Course	Instructor-Led	Mon 01:00pm-05:00pm: 4 hrs	03/31/2014	13:00	03/31/2014	17:00	Actions View Evaluations Mark Results View Roster Mark Attendance
Debbie's Super Power Course	Instructor-Led	Tue 01:00pm-02:00pm: 1 hr	03/18/2014	13:00	03/18/2014	14:00	Actions
Erik's Test Course for ILT Reg process	Instructor-Led	Thu 01:00am-05:00am: 4 hrs	03/27/2014	01:00	03/27/2014	05:00	Actions

4. Check **Offering Details** to assure the correct offering has been accessed.
5. Click the **Add Learner** hyperlink under Roster Information.

Offering Information

ID: DD012
 Instructor: Debra Demeester, Tafari Stevenson-Howard
 Delivery Type: Instructor-Led
 Location: North Campus Administrative Complex
 Sessions: Mon 01:00pm-05:00pm: 4 hrs
 Start Date: 03/31/2014
 End Date: 03/31/2014
 Status: Open - Normal

Offering Details | Roster | Attendance | Results

Roster Information

On Demand Notification: Send

Learners: **Add Learner** | Print | Export | Modify Table

First Name	Last Name	Organization	Order Number	Registration Status	Audience Subtype	Notes
		309612 UMHS				

Instructor: Adding a Learner to an Instructor Roster

6. Click the **Search for available learners** radio button (default) in the “Select People” pop up.
7. Enter a contact name for the learner (*Certified Trainer, Facilitator or Manager) in the Contact Name field (required).
8. Enter first/last name or unique name of learner the Search Fields.
9. Click Search and view results.
10. Click the **Select** button next to the name.
11. Click **Select**.

Select People

Select Input Type

Upload a CSV File 6

Search for available learners

Search for learners who have submitted requests on this course

Billed To

Contact

Contact's Organization

Contact Name* 7

Population 8

First Name

Last Name

Uniqname

UMID

Manager

9 **Search**

<input type="checkbox"/>	First Name	Last Name	Uniqname	Person Type	UMID	Organization	Location	Manager
<input checked="" type="checkbox"/> 10	Daffy	Duck	TEST10		TEST10	01C Testing Org		TEST7

11 **Select**

- **Check pop up for one of 3 results:**
 - I. **Confirmation:** Review pop-up and check roster for addition of learner to current offering.

Offering Details **Roster** Attendance Results

Roster Information

Learners Add Learner | Print | Export | Modify Table

First Name	Last Name	Organization	Order Number	Registration Status	Audience Subtype	Notes
Daffy	Duck	01C Testing Org	00008464	Confirmed	Unreserved	Notes

Instructor: Adding a Learner to an Instructor Roster

- II. **Error:** Learner currently enrolled in the offering. Close pop-up, drop learner from scheduled offering and repeat **Add Learner** process from roster.

Registration could not be completed

Learners listed below cannot be registered for the selected offering (Debbie's Super Power Course).

Learner Name	Reason
Daffy Duck	learner has already registered for this course and may not re-register.

Close

- III. **Alert:** Warning that there are no open seat. Click **Continue Registration** to overbook the learner. Check roster for addition of learner to current offering.

Please read...

The following warnings are displayed for the selected offering (Debbie's Super Power Course). Are you sure you want to continue?

Overbook/Remove	Learner Name	Warning
<input type="radio"/>	Quinta Quail	This class currently has no open seats. To continue with the registration, you can overbook the learner.

Yes, Continue Registration **Close**