

Instructor: Dropping a Learner from an Instructor Roster

Use process to drop a learner from 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**.

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	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. Find the **Learner** to drop from the Roster.

Offering Information

ID: DD004
 Instructor: Debra Demeester, Tafari Stevenson-Howard
 Delivery Type: Instructor-Led
 Offering Type: Public
 Language: English
 Location: North Campus Research Complex Bldg 100
 Sessions: Tue 01:00pm-02:00pm: 1 hr
 Start Date: 03/18/2014
 End Date: 03/18/2014
 Status: Open - Normal

Offering Details | **Roster** | Attendance | Results

On Demand Notification: Send

Learners | Add Learner | Print | Export | Modify Table

First Name	Last Name	Organization	Order Number	Registration Status	Audience Subtype	Notes
Camila	Cat	01C Testing Org	00008423	Confirmed	Unreserved	Notes
Brent	Butterfly	01C Testing Org	00008423	Confirmed	Unreserved	Notes
Oliver	Owl	01C Testing Org	00008423	Confirmed	Unreserved	Notes

Note: if learner name is not listed, check **Offering Details** to assure the roster is the correct one.

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- Click on the **Confirmed** hyperlink under Registration Status to open the Registration Status page.

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Offering Details | **Roster** | Attendance | Results

On Demand Notification: Send

Learners Add Learner | Print | Export | Modify Table

First Name	Last Name	Organization	Order Number	Registration Status	Audience Subtype	Notes
Camila	Cat	01C Testing Org	00008423	Confirmed 5	Unreserved	Notes
Brent	Butterfly	01C Testing Org	00008423	Confirmed	Unreserved	Notes
Oliver	Owl	01C Testing Org	00008423	Confirmed	Unreserved	Notes

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

Registration Status

Learner: Camila Cat
 Status: Confirmed

Update Status

Move to the Waitlist with priority
 ~~Move to the Waitlist and never automatically promote into the class~~
 Cancel this registration for this learner **6**
 Cancel this registration without applying any late charge.
 Move to No Show
 Mark as Walk In

Reason: **7**

Save | Close

Reason
text box is optional.

- Learner name is dropped from the roster (marked as cancelled).

Learners Add Learner | Print | Export | Modify Table

First Name	Last Name	Organization	Order Number	Registration Status	Audience Subtype	Notes
Brent	Butterfly	01C Testing Org	00008423	Confirmed	Unreserved	Notes
Oliver	Owl	01C Testing Org	00008423	Confirmed	Unreserved	Notes
Camila	Cat	01C Testing Org	00008423	Cancelled 8	Unreserved	Notes