

## Instructor: Marking a No-Show Learner

Use process to drop a learner from instructor roster during a class session.

**IMPORTANT:** Once a learner is marked a No-Show, the status **cannot** be changed. The learner needs to be re-enrolled into the class prior to marking them **Successful**.

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**

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 <b>View Roster</b> 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	<b>Actions</b>
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 mark as a No Show.

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

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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	<b>Confirmed</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>	Unreserved	Notes
Brent	Butterfly	01C Testing Org	00008423	Confirmed	Unreserved	Notes
Oliver	Owl	01C Testing Org	00008423	Confirmed	Unreserved	Notes

6. Click **Move to No Show**.

7. 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
- Cancel this registration without applying any late charge.
- 6  **Move to No Show**
- Mark as Walk In

Reason:

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8. Learner appears as **Cancelled (No Show)** on the Roster.

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 (No Show)	8 reserved	Notes	

Note: After marking No–Show learners, continue by marking results for the remainder of the class attendees. The learners marked as No–Show fall off the list. See **Marking Results via the Learning Details/Learning Results Page**.

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