

# Workshop Instructors

As an Instructor of a workshop (Instructor Led Training) you can do three things:

1. Email the attendees
2. View/print your sign-in sheet
3. Mark the attendance for the workshop.

## Two Ways to View Roster as an Instructor

There are 2 ways to view your roster:

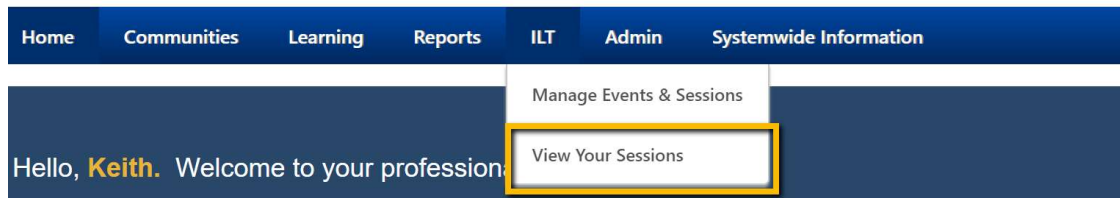
### Option 1: “View your Sessions” and “View Roster”

To view your sessions, hover over ILT and choose VIEW YOUR SESSIONS. ILT stands for Instructor Led Trainings. ILT's are all of our workshops that are offered at a specific day and time.

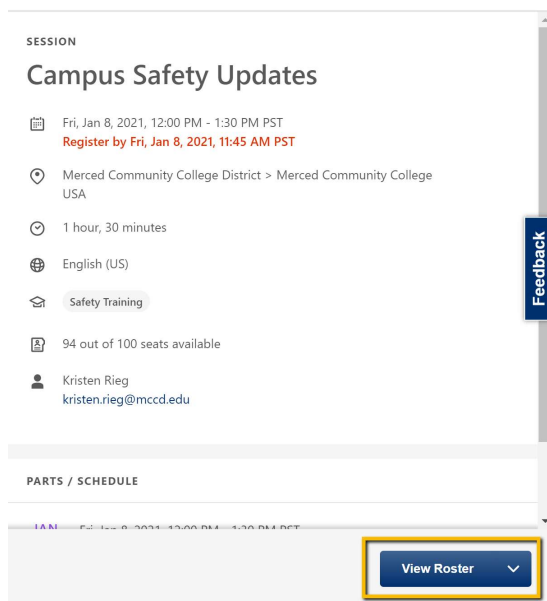


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**KNOWN ISSUE As of 8/16/2020: We are having a problem with the VIEW ROSTER button showing to Instructors under the training details. If you do not see VIEW ROSTER please use Option #2 for accessing the roster.**



## Option 2: "Manage Events & Sessions," Search for your session, click people icon



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EVENT

Campus Safety Updates

Manage Events & Sessions

View Your Sessions

1. Click on "Search for all Events"
2. Type the name of your session in the search box
3. Hit the search button

**Search All Events**

Search for events or sessions

Search for all Events  Search for all Sessions

All Languages

or search for sessions directly by using locator number

View Active Events Only

Click on the Calendar Icon to VIEW SESSIONS

Legend

**Events** (1 Result)

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
Campus Safety Updates	Safety Training	Merced Community College District	English (US)	0	2	0	None	<input type="button" value="Calendar"/> <input type="button" value="People"/>

Click on the People Icon to VIEW ROSTER

**Sessions** (2 Results)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Friday	1/8/2021 12:00 PM PST	1/8/2021 1:30 PM PST	Campus Safety Updates	15053	Merced Community College	6 of 100		Approved	<input type="button" value="Calendar"/> <input checked="" type="button" value="People"/> <input type="button" value="Print"/>

# View/Print Sign-In Sheet or Send an Email

## Introduction to the Vision Resource Center – Full-time Roster

**Session Roster**

Roster Attendance and Scoring

Inventory Unassigned ( 0 ) Pending Payment ( 0 )

Session Status: Completed  
Session Start Date: 1/7/2021 10:00:00 AM  
Session End Date: 1/7/2021 11:00:00 AM  
Seats Available: 85/100  
Attachments: Choose File No file chosen Upload

**RESOURCES**

Add Attachment

No attachments have been uploaded for this Session

**SCHEDULE**

**USERS**

Print Sign-In Sheet

Download Bulk Add Users template Choose File No file chosen Upload users

To email: Use the Excel file and copy/paste the addresses into Outlook.

For in person workshops, print a sign-in sheet here.

# Mark Attendance

As the instructor, you have the ability to mark the attendance for the workshop.

## Campus Safety Updates

**Session Roster**

Roster Attendance and Scoring

Track attendance and scoring below. Use the "Submit Roster for Completed Users" button to submit Attendance, scoring and Pass status for users who have completed enough parts required for Session Completion. Attendance, scoring and Pass status will not be editable when the roster is submitted and a user's status is not yet complete or if you see revert option and click it.

**IMPORTANT—Virtual ILT Sessions:** Wait 24 hours after the session is submitted to the provider. Attendance from the vILT provider will appear below. 2. Use "Submit Roster" to submit attendance, scoring and pass status for users who have completed enough parts required for Session Completion. 3. Use "Submit Roster" again to submit attendance, scoring and pass status for users who have completed enough parts required for Session Completion.

Click on "Attendance and Scoring". You can then either check the box under "Attendance" OR you can download the roster, mark attendance, and upload the roster.

**Parts**

**USERS**

Check/Uncheck All Download Roster Choose File No file chosen Upload Roster (6 Results)

Name	User ID	Attendance	Score	Pass	Session Completion
		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	1/8/2021
		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	1/8/2021
		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	1/8/2021
		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	1/8/2021

This is for attendance only. Check the box under Attendance. Keep the "pass" box checked and don't change the score.

When you are done, make sure you click SUBMIT. If you only click SAVE, then the participants' transcripts won't be updated.

## Add people who didn't register

If people attend the workshop who are not registered you can add them to the roster. On the roster page click on ADD USERS. You can add multiple people at once. Just search the directory by their last name and click on the plus button.



Search for the employee's name and click on the PLUS button.

A screenshot of a search form. The form has a blue header with the word "Search". Below the header, there are five input fields: "Last Name:", "ID:", "Manager's Last Name:", "First Name:", and "User Name:". To the right of the "User Name" field is a search button with a magnifying glass icon and the text "Search".

ADD	NAME	IDENTIFIER	ID
	Diaz, Lisa	Science Math & Engineering Divisio (Primary Division) Professor of Mathematics (Primary Position) Mathematics (Primary Department) Merced Campus (Primary Location) Douglas Kain (Manager)	lisa

The new people will show up as pending and you can then confirm to add the pending registrations. You will then see them on the roster and can mark their attendance. Please **unselect "send email"** and click on "add pending users to roster".

Name	User ID	Locator
Diaz, Lisa	lisa.diaz@mccd.edu	15053