

Managing Rosters & Attendance

Session rosters and attendance can be managed by going to “**Manage Events & Sessions**”. Locate the “**Event**” using the search feature and see a list of sessions.

To view the roster and attendance options for a session click on the icon of the session.

o Create New Session

Sessions (3 Results)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	12/4/2018 8:30 AM EST	12/4/2018 5:00 PM EST		16	Fairfax Campus	2 of 15		Approved	
Tuesday	11/6/2018 8:30 AM EST	11/6/2018 5:00 PM EST		15	Fairfax Campus	0 of 15		Approved	
Tuesday	11/6/2018 8:30 AM EST	11/6/2018 12:00 PM EST		17	Fairfax Campus	2 of 15		Approved	

From here reconcile the attendance for the completed session (marking whether a user attended and/or confirming their attendance). If the session requires a score or pass/fail grade make those changes here.

Basketweaving 101 Roster

Session Roster

Roster Attendance and Scoring

Inventory Unassigned (0) Pending Payment (0) Exception Requests (0) Waitlisted (0)

Session Status: Approved
Session Start Date: 11/6/2018 8:30:00 AM
Session End Date: 11/6/2018 12:00:00 PM
Seats Available: 13/15
Attachments: No file selected.

RESOURCES

Add Attachment

No attachments have been uploaded for this Session

SCHEDULE

USERS

Show Withdrawn/Removed Users (2 Results)

Name	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
				0 of 1 Parts Attended			Registered	
				0 of 1 Parts Attended			Registered	

Basketweaving 101

Session Roster

Roster Attendance and Scoring

USERS (2 Results)

Name	User ID	Attendance	Score	Pass	Session Completion
		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	11/6/2018
		<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	11/6/2018

Once you have finished reconciling, click the “**Submit Roster**” button. It could take up to 15 minutes for this process to finish after submitted.