



## Backfill a Roster

You can add users to a session that occurred in the past and mark them complete. You can do this from the session roster or by creating a learning assignment.

### Backfill a Roster from the Session Roster

1. From the menu, select **ILT Admin**, then select **Manage Events & Sessions**.
2. Search for the session by searching by event name or by locator number.

**Manage Events & Sessions** Waitlists Exception Requests Interest Tracking

Event are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events. Use the options below to create new events, edit existing events, and schedule new sessions. Note that the search will return a maximum of 10,000 entries.

Search for all Events  Search for all Sessions

Event Name   Type the name of the event to search by name. Then click the View Sessions button.

or search for sessions directly by using locator number

Locator Number   View Sessions  Or, enter the Locator Number.

3. Click the **Roster** button under the Options column.
4. Select **Add Users** in the Users section.

Users

5. Type the user's name in the Search.
6. Select the user by clicking the **Add** button.
7. Select **Done** when all the users have been added.
8. Deselect the **Send Emails** checkbox, then select the **Add Pending Users to Roster** button.
9. Go to the **Attendance and Scoring** tab in the Session Roster.
10. Select the Attendance checkbox for each user that attended for each session part.
11. Select **Submit Roster**.
12. Select **OK** when the pop-up message appears.

Send emails

**Session Roster**

Parent Roster Attendance and Scoring

**Attendance**

1  2  3  4  5




It will take a few minutes to process the roster and show the complete status on users' transcripts.





## Backfill a Roster Using the Learning Assignment Tool

This is a useful method of adding users to the roster who have been constrained by the availability of the session.

1. Open the **Admin** tab in the menu and select **Learning Assignment Tool** in the dropdown menu.
2. Select the **Create Assignment** button.
3. Select the **Standard** radio button in the Assignment Type section.
4. Type the name of the assignment in Assignment Title.
5. Type a description in Assignment Description.
6. Select the **Select Training** button under Training Selection.

7. Search for the session by Training Title or Locator Number.
8. Select **Apply Filters**.
9. Select the **Arrow**  on the right-hand side to display all the sessions for the event.
10. Select the session by placing a checkmark in the box on the left.
11. Select the **Select** button.

 You will see an orange bar informing that warnings are associated with your selected training items. Click the View Warning button. This notice will tell you that the session occurred in the past. Select OK if prompted.

 The learning assignment tool has an option that allows you to save it as a draft. You can save your draft and come back to it later. You can also delete your draft after you've saved it.



12. Select **Next**.
13. Select the **Completed** radio button under Training Assignment Workflow.
14. Select the **No Emails** radio button under Email Settings.
15. Select **Next**.

### Training Assignment Workflow

How would you like the training to be assigned to users? Your selection will impact what status the training will be in on users transcripts.

Assigned, Approved, and Registered  
 **Completed**

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### Prerequisite Options

Set the prerequisite preferences for this Learning Assignment.

Enforce prerequisites. When enabled, users not satisfying training prerequisites will not receive the associated training.

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**No changes can be made to these email settings after the Assignment is submitted.**

### Email Settings

What email settings would you like to apply to this Assignment?

Training Specific Emails  
Send emails to users based on the email settings configured at the training level. You can review these email settings on the Confirm tab.

Custom Emails  
Send custom emails to users for this Assignment. Any other emails configured at the training level (that are not displayed here) will continue to be sent to users.

Ad-Hoc Email  
Send an ad-hoc email to users each time this Assignment processes. This suppresses all emails configured at the training level.

**No Emails**  
No emails will be sent to users.

16. Select the **As soon as Assignment is submitted** radio button under Processing Start Date.
17. Select the **As soon as the training is assigned** radio button under Training Start Date.
18. Select the **No due date** radio button under Training Due Date. Select **Next**.

### Processing Start Date

When would you like the assignment to start processing and assign the training to users?

**As soon as Assignment is submitted**  
 Specific date

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### Training Due Date

When would you like the training to be due?

**No due date**  
 Relative date  
 Specific date

19. Select the **Select Users** button.
20. Type the user's name in the Search by First Name and/or Last Name search field.
21. Select the checkbox to select the user.
22. Add additional users as necessary.
23. Select the **Select** button after all users have been added.

### User Criteria

Select the user criteria that will define who is included in the Assignment.

**Select Users**

Add users by selecting organizational units, groups and/or individual users.

24. Select the **Generate Initial User List** button.
25. Review the users and Select **Next**.
26. Review the assignment. Select **Submit**.
27. Select **Yes** to the Submit Assignment pop-up box.

### Select Users

Search Selected (0)

Users Search by First Name and/or Last Name

User ID	Username	Manager
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Division	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

When you have selected all the required users, click on the Selected link to review.

It will take a few minutes to process the roster and show the complete status on users' transcripts.