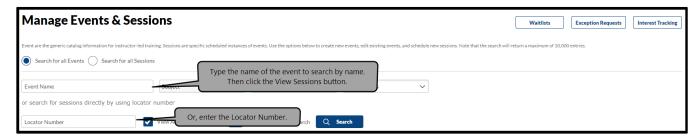


## Backfill a Roster

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

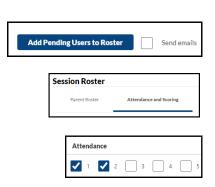
- 1. From the menu, select **ILT Admin**, then select **Manage Events & Sessions**.
- 2. Search for the session by searching by event name or by locator number.



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



- 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.





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

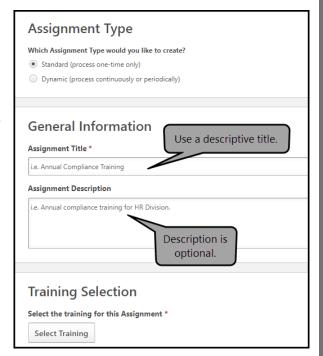
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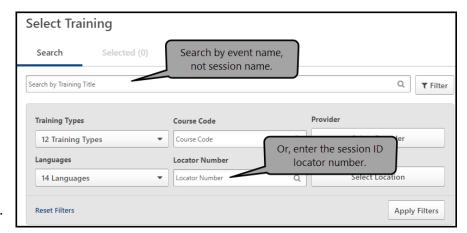
## Backfill a Roster Using the Learning Assignment Tool

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

- 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.



- 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.

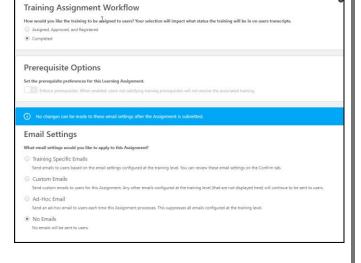
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The learning assignment tool has an option that allows you to save it as a draft. You can save your draft and come back to it later. You can also delete your draft after you've saved it.

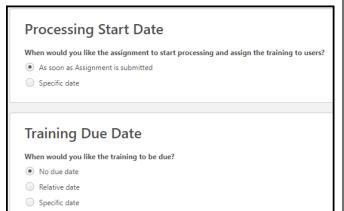
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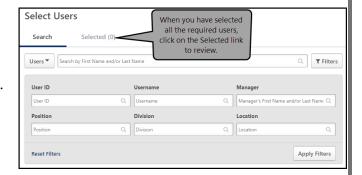
- 12. Select Next.
- 13. Select the **Completed** radio button under Training Assignment Workflow.
- 14. Select the **No Emails** radio button under Email Settings.
- 15. Select Next.



- 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.**
- 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.
- 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.









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

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