Enroll and Withdraw Session Attendees

Enroll Attendees in a Session

Once a training session has been created, you can use the Session Roster to add an attendee.

1. From the menu, select **ILT Admin**, then select **Manage Events & Sessions**.
2. Search for the event or the session. You can use the **Search for all Events** section to filter the events list by Event Name, Subject, Vendor, Language, or search for a session directly by using the Locator Number.

> Search for all Events will default to searching only active events. If the event has been deactivated in Cornerstone, deselect the blue View Active Events Only checkbox.

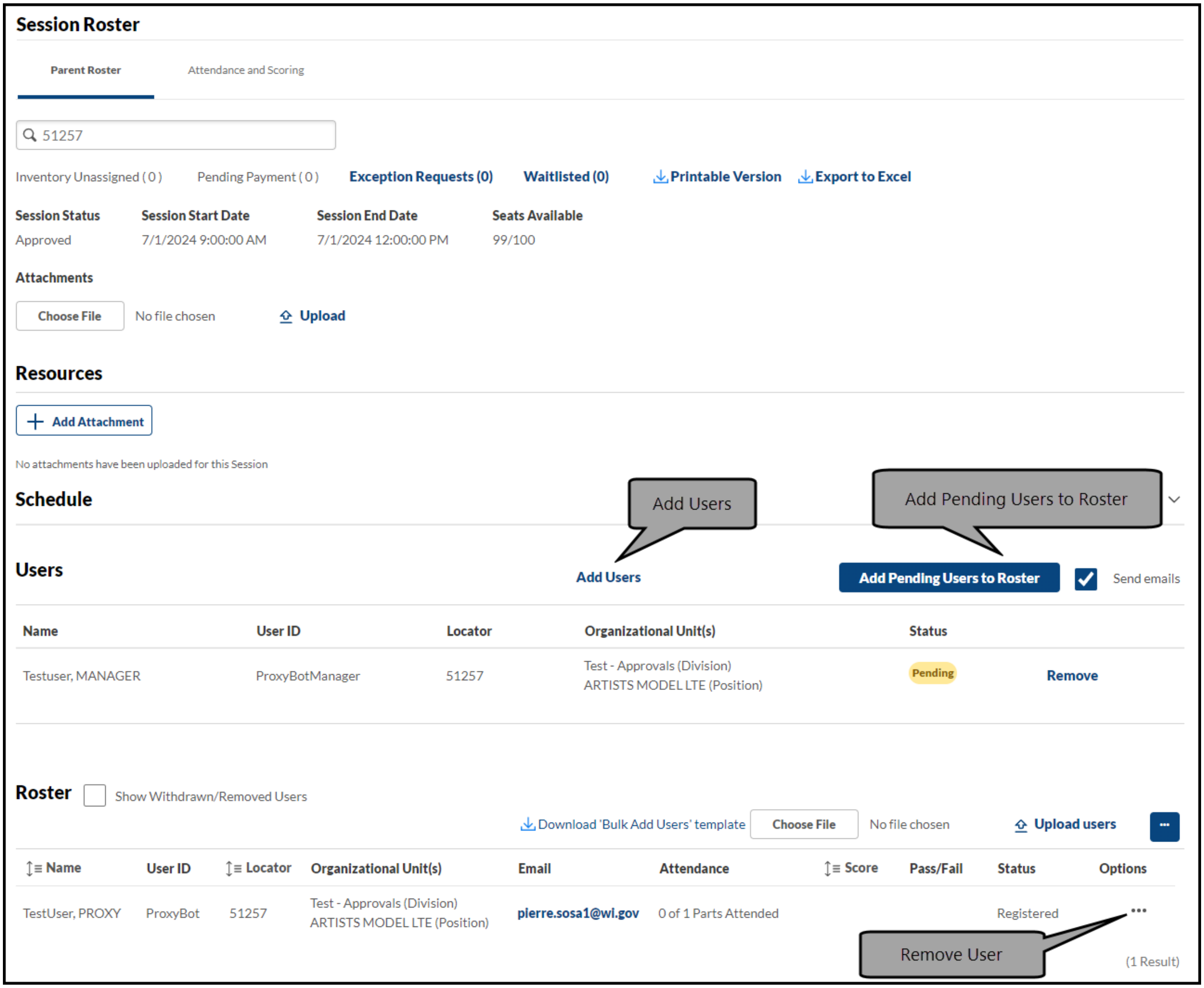
3. Select **View Sessions** to open the list of sessions.
4. Find the session in the Sessions list. You can use the Search section to filter the sessions by Session ID, Locator Number, Dates, Location, Instructor, and whether they are Tentative, Approved, Completed, or Cancelled.
5. Select **Roster** in the session's Options column to open the **Session Roster**.
6. Scroll to the **Users** section and select the **Add Users** button.
7. Search in the **Select User** pop-up for the attendee you want to add.
8. Select **Add** beside the name of the attendee you want added to add to the roster.

> Repeat steps 7 and 8 if you have more than one attendee to add to a session.

9. Note that the names are added to the **Users** section and are not yet added to the roster itself.
10. When you are done adding attendees for the session, select **Done** in the Select User pop-up.

> Attendees have not been added to the session yet. They are now **Pending** users.

11. Select **Add Pending Users to Roster** in the Users section to add the attendee(s) to the session.


Session Roster
Parent Roster
Attendance and Scoring
51257
Inventory Unassigned (0)
Pending Payment (0)
Exception Requests (0)
Waitlisted (0)
Printable Version
Export to Excel
Session Status
Approved
Session Start Date
7/1/2024 9:00:00 AM
Session End Date
7/1/2024 12:00:00 PM
Seats Available
99/100
Attachments
Choose File
No file chosen
Upload
Resources
Add Attachment
No attachments have been uploaded for this Session
Schedule
Add Users
Add Pending Users to Roster
Users
Add Users
Add Pending Users to Roster
Send emails
Name
User ID
Locator
Organizational Unit(s)
Status
Testuser, MANAGER
ProxyBotManager
51257
Test - Approvals (Division)
ARTISTS MODEL LTE (Position)
Pending
Remove
Roster
Show Withdrawn/Removed Users
Download 'Bulk Add Users' template
Choose File
No file chosen
Upload users
Name
User ID
Locator
Organizational Unit(s)
Email
Attendance
Score
Pass/Fail
Status
Options
TestUser, PROXY
ProxyBot
51257
Test - Approvals (Division)
ARTISTS MODEL LTE (Position)
pierre.sosa1@wi.gov
0 of 1 Parts Attended
Registered
Remove User
(1 Result)

Withdraw Attendees from a Session

Use the **Session Roster** to remove multiple or single attendees from a session.

1. From the menu, select **ILT Admin**, then select **Manage Events & Sessions**.
2. Search for the event or the session. You can use the **Search for all Events** section to filter the events list by Event Name, Subject, Vendor, Language, or search for a session directly by using the Locator Number.

Search for all Events will default to searching only active events. If the event has been deactivated in Cornerstone, deselect the blue, View Active Events Only checkbox.

3. Select **View Sessions** to open the list of sessions.
4. Find the session in the Sessions list. You can use the Search section to filter the sessions by Session ID, Locator Number, Dates, Location, Instructor, and whether they are Tentative, Approved, Completed, or Cancelled.
5. Select **Roster** in the session's Options column to open the **Session Roster**.

To remove/withdraw multiple attendees from the Session Roster:

6. Scroll to the **Roster** section and select the **Ellipsis** ⋯ at the top of the section.
7. Select **Withdraw/Move Users**.
8. Select **Add** next to the user name for each user to be withdrawn. If the roster is long, use the name search fields to find specific users in the roster quickly.
9. Select **Withdraw** at the bottom of the popup.
10. Select the reason for withdrawal from the **Session Withdrawal Options** list.
11. Add any necessary comments.
12. Select **Submit**.

To remove/withdraw single attendees from the Session Roster:

7. Scroll to the **Roster** section.
8. Select the **Ellipsis** ⋯ in the **Options** column for the user to be withdrawn.
9. Select **Remove Users** from the dropdown.
10. Select the reason for withdrawal from the **Session Withdrawal Options** list.
11. Add any necessary comments.
12. Select **Submit**.