




The attendance roster can only be submitted after the last part of the session has begun.


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 search 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. Select the **Attendance and Scoring** tab at the top of the page.
7. Check the attendance list checkbox(es) in the **Attendance** column for each person who attended the session.

Users							<a href="#">Check/Uncheck All</a>
↕≡ Name	↕≡ Locator	↕≡ User ID	Attendance	Score	Pass	Session Completion	
Testuser, MANAGER	51257	ProxyBotManager	<input checked="" type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	7/1/2024   <a href="#">Edit</a>	
TestUser, PROXY	51257	ProxyBot	<input type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	7/1/2024   <a href="#">Edit</a>	

8. Note: the checkbox in the Pass column is checked by default. Uncheck this box for people who did not attend.
9. Select the Submit Roster button at the bottom of the page.

 If your session has multiple parts, the users' attendance can be checked per part. Select the **Save** button to save the attendance progress until you are ready to submit the completed attendance roster.

 The **Submit Roster** button is only available after the last part of the session has begun.