



## 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. Open the **ILT Admin** tab in the menu bar and select **Manage Events & Sessions** in the dropdown menu.
- 2. Search for the session by searching by event name or by locator number.

Manage Events & Sessions         Show Me           Event records are the generic catalog information for instructor-led training.         Waitlists         Exception Requests         Interest Tracking         T	Sessions are specific scheduled instances of events. Use the options below to create new events, edit existing events, and schedule ner	v sessions.
Search All Events Search for events or sessions Search for all Events O Search for all Sessions	Type the name of the event to search by name. Then select the Calendar icon under the Options column.	
Event Name English (US) or search for sessions directly by using locator number Locator Number	Subject I Vendor Or, enter the locator number.	و. ا

- 3. Select the **View Roster** button <sup>SS</sup> under the Options column.
- 4. Select Add Users in the Users section.

USERS	
Print Sign-In Sheet 🔀 Print Multi-Part Sign-In Sheet	🖂 Email Registered Users 🥹 Add Users 🐉 Withdraw / Move Users

- 5. Type the user's name in the Search.
- 6. Select the user by selecting the Add button  $\stackrel{\Phi}{=}$ .
- 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.

USERS
Add Pending Users to Roster Send emails
Session Roster ?
Roster Attendance and Scoring
Attendance
1 2 2 3

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.

- Open the Admin tab in the menu bar 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.
- Assignment Type menu. Mith Assignment Type would you like to create? Standard (process one-time only) mment Dynamic (process continuously or periodically) Ment Title. General Information Use a descriptive title. Assignment Title i.e. Annual Compliance Training i.e. Annual Compliance training for this description. Description is optional. Training Selection Select the training for this Assignment Select Training Ment Title Select Training

- 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.

Select Tra	ining			
Search	Selected (0)	Search by event nan not session name.		
Search by Training	Title		٩	Filter
Training Types	1	Provider	Or, enter the session ID	
11 Training 1	Types	Select Provider	locator number	
Languages		Locator Number	Description	
English (US)	•	Locator Number	Q Description	Q
Reset Filters			Apply Filt	ers

You will receive a warning notice that the session occurs in the past. Select OK if prompted.

The learning assignment tool has an option that allows you to save it as a draft. Do not click on the save draft button. A draft cannot be deleted from the system.

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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.
- 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.

#### 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
O Assigned, Approved, and Registered

Completed

#### Prerequisite Options

Set the prerequisite preferences for this Learning Assignment.

#### D 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.
- Send custom emails to users for this Assignment. Any other emails configured at the training level (that are not displayed here) will continue

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

### **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

### Training Due Date

When would you like the training to be due?

- No due date
- Relative date
- Specific date

## 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. 😨

Select Users All Users

Search     Selected (0)       Users ▼     Search by First Name and/or Last Name				
User ID		Username	Manager	
User ID	Q	Username Q	Manager's First Name and/or Last Name Q	
Position		Division	Location	
Position	Q	Division Q	Location Q	
Reset Filters			Apply Filters	

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