Backfill a Roster

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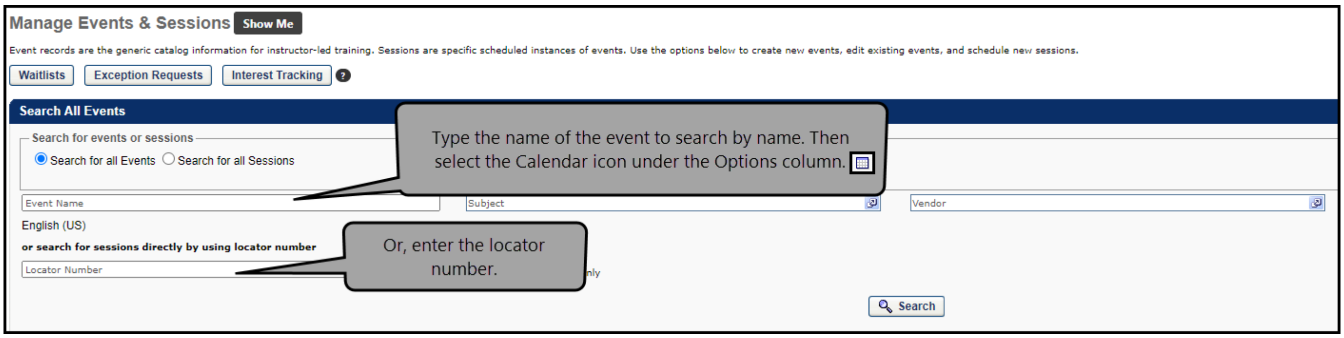
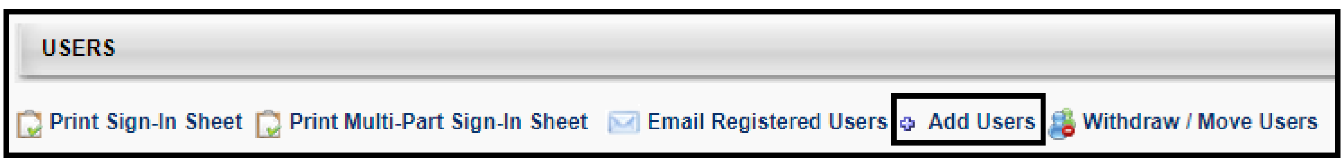
You can add users to a session that occurred in the past and mark them complete. You can do this from the session roster or by creating a learning assignment.

Backfill a Roster from the Session Roster

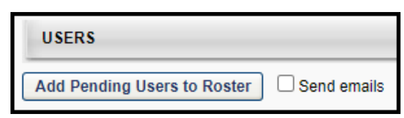
1. Open the **ILT Admin** tab in the menu bar and select **Manage Events & Sessions** in the dropdown menu.
2. Search for the session by searching by event name or by locator number.

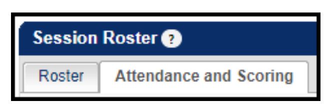


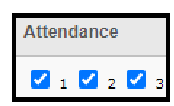
3. Select the **View Roster** button under the Options column.
4. Select **Add Users** in the Users section.



5. Type the user's name in the Search.
6. Select the user by selecting 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.





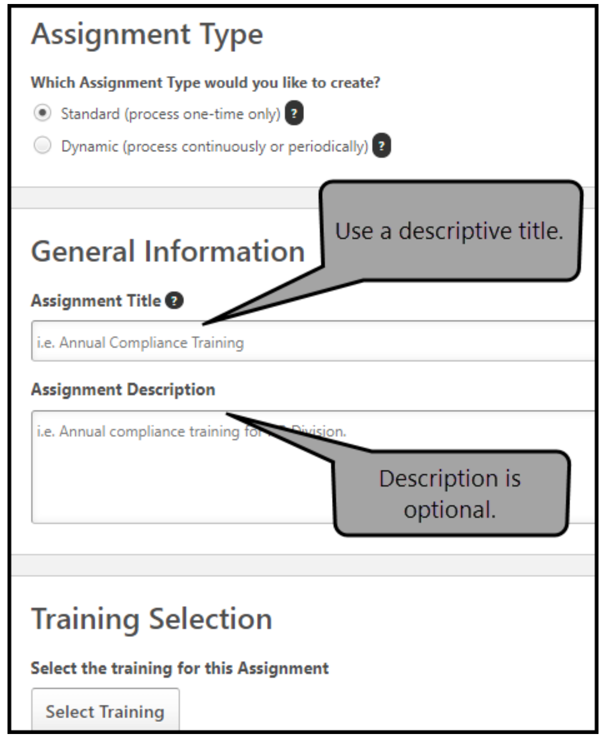


⚠ It will take a few minutes to process the roster and show the complete status on users' transcripts.

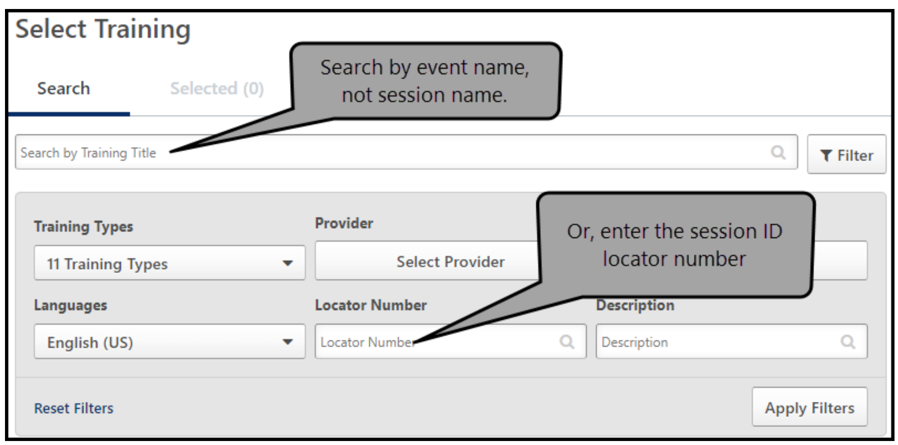
Backfill a Roster Using the Learning Assignment Tool

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 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.



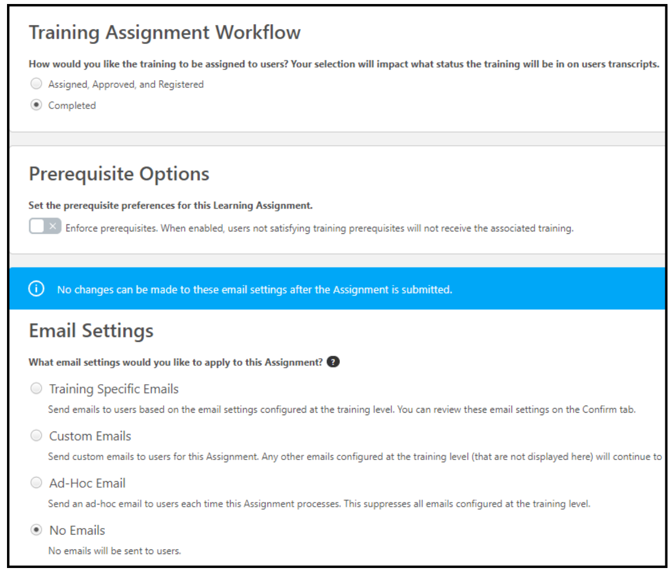
7. Search for the session by Training Title or Locator Number.
8. Select **Apply Filters.**
9. Select the **Arrow** [>] on the right-hand side to display all the sessions for the event.
10. Select the session by placing a checkmark in the box on the left.
11. Select the **Select** button.



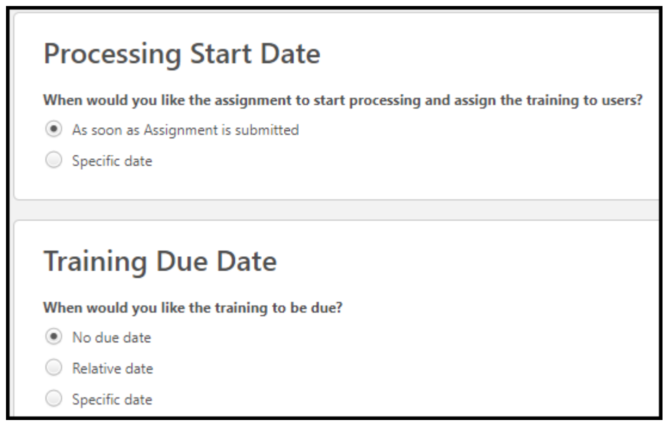
⚠ You will receive a warning notice that the session occurs in the past. Select OK if prompted.

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.

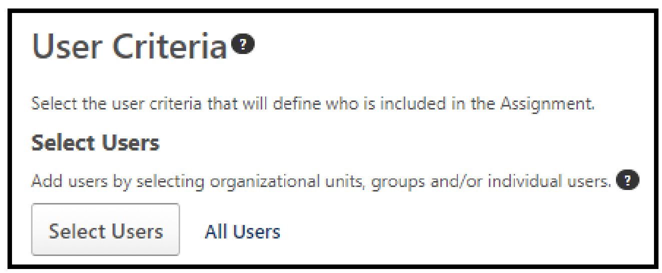
12. Select **Next.**
13. Select the **Completed** radio button under Training Assignment Workflow.
14. Select the **No Emails** radio button under Email Settings.
15. Select **Next.**

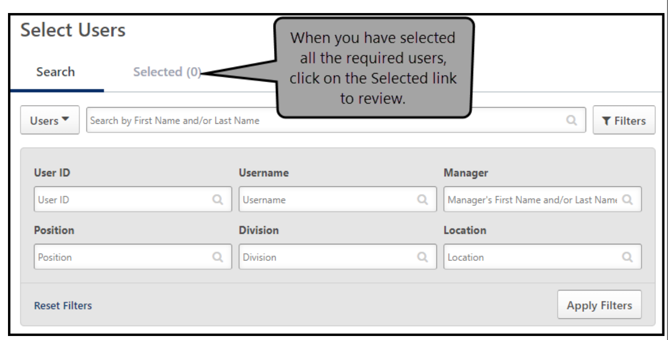


16. Select the **As soon as Assignment is submitted** radio button under Processing Start Date.
17. Select the **As soon as the training is assigned** radio button under Training Start Date.
18. Select the **No due date** radio button under Training Due Date. Select **Next.**



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.





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