Submit Attendance

This job aid will show you how to submit the attendance roster for an Instructor Led Training (ILT) session. The attendance roster can only be submitted after the last part of the session has begun.

1. In the menu bar, open the **ILT Admin** tab.
2. Select **Manage Events & Sessions** from the dropdown menu.
3. Find the Event in the Events list. You can use the **Search 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 All Events will default to search only active events. If the event is over, deselect the blue, View Active Events Only check box.

4. Select the **View Sessions** button ⊞ in the event's option column to open the various sessions.
5. Select the **View Roster** button 👥 in the session's option column to open the **Session Roster**.
6. Select the **Attendance and Scoring** tab.
7. Check the box in the **Attendance** column of the Users sub-section for each person who attended the session. Note: the **Pass** box is usually checked. Uncheck for learners who did not attend.

Check attendance boxes, then select **Submit Roster**

💡 If your session has multiple parts, the users' attendance can be checked per part.

💡 If your session has multiple parts, use the **Save Button** to save the attendance progress until you are ready to submit the attendance roster.

8. Select the **Submit Roster** button in the Users sub-section.

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