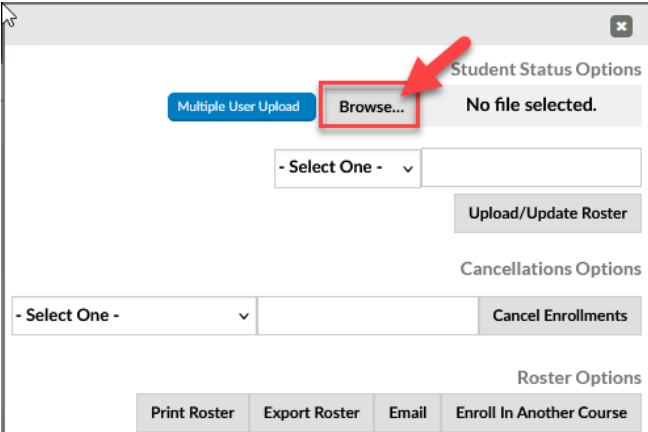


How to Add Multiple Users Using the Excel Roster Uploader

Find the Learning Object from the Learning Object List – Click on view under class count	<div> <div>Class Count</div> <div>Delete</div> <div>View (1)</div> <div>View (1)</div> <div>View (1)</div> </div>
This will bring up the Learning Object Instance List- From the Roster – click view	<div> <div>Roster</div> <div>Delete</div> <div>View (1) Print</div> </div>
Click - Actions	<div> <div>Exit</div> <div>Actions</div> <div></div> </div>
Download the Excel File Multiple User Upload Template	<div> <div>Multiple User Upload</div> <div>Browse...</div> <div>No file selected.</div> <div>- Select One -</div> <div>Upload/Update Roster</div> <div>Cancellations Options</div> <div>- Select One -</div> <div>Cancel Enrollments</div> <div>Roster Options</div> <div>Print Roster</div> <div>Export Roster</div> <div>Email</div> <div>Enroll In Another Course</div> </div>
There are just 2 Mandatory Fields that need to be filled out to put participant's in the "enrolled" status.	<div> <div>rosteruploader(2).xls</div> <div>Completed — 25.5 KB</div> </div>

Employee ID	<div data-bbox="716 201 1101 243" data-label="Section-Header">Employee ID</div> <div data-bbox="716 268 1101 342" data-label="Text">REQUIRED - Enter <u>EmployeeID</u> for Each Employee to enroll</div> <div data-bbox="716 388 1101 506" data-label="Text">Either the Employee ID, Session ID, User ID, or User Name is REQUIRED for upload</div>
Status type: In this field you would put "2" to put the users in the "enrolled" status.	<div data-bbox="716 543 1101 585" data-label="Section-Header">StatusType</div> <div data-bbox="716 611 1101 915" data-label="Text">REQUIRED - Enter the number 4 (equals Completed) for Each Employee to mark completed. See Below for other status options. Note: Users must first be enrolled to be able to cancel, complete, no show or fail.</div> <div data-bbox="716 947 1101 1255" data-label="Text"> Other status Options: Pending - 1 Enrolled - 2 Completed - 4 Cancelled - 5 Waitlist - 16 No Show - 6 Completed Failed - 14 </div>
Once you have completed the spreadsheet, save it. I put it on the desktop so I can easily find it. Go back to the "action" button and select Browse, locate the file and press select.	 <p>The screenshot shows a web application interface with the following components:</p> <ul style="list-style-type: none"> Student Status Options: Contains a "Multiple User Upload" button, a "Browse..." button (highlighted with a red box and a red arrow), and a "No file selected." message. Cancellations Options: Includes a "- Select One -" dropdown menu, an "Upload/Update Roster" button, and a "Cancel Enrollments" button. Roster Options: Includes buttons for "Print Roster", "Export Roster", "Email", and "Enroll In Another Course".

Once the file is selected, it should appear in the appropriate field. Click Upload/Update Roster

The screenshot shows a web interface for uploading a roster file. At the top, there is a section titled "Student Status Options" which contains a blue button labeled "Multiple User Upload", a grey button labeled "Browse...", and a text field containing "rosteruploader(1).xls". Below this is a dropdown menu labeled "- Select One -". A red arrow points from the dropdown menu to a grey button labeled "Upload/Update Roster". Below the "Upload/Update Roster" button is a section titled "Cancellations Options" which contains a dropdown menu labeled "- Select One -" and a grey button labeled "Cancel Enrollments". At the bottom is a section titled "Roster Options" which contains four grey buttons: "Print Roster", "Export Roster", "Email", and "Enroll In Another Course".