

## How to Manage a Course Roster

This HelpDoc assists instructors with managing and grading a Credit Hours (formerly Non-Credit) course roster in the Learnsoft system.

A detailed article on how to manage course rosters can be found [HERE](#).

Additional articles and resources can be found at the Learnsoft [Knowledge Base](#).

Quick links to sections below:

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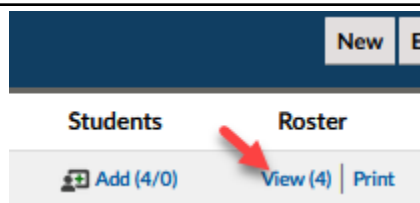
From your instructor view:

1. Scroll down to the Learning Object List
2. Locate the course
3. Click on the "View" Link under the Column titles "Class Count"

Learning Object List						
Displaying			My Courses (Instructor) ▼		New	
ID	Course Number	Name	Student Count	Type	Class Count	Delete

Learning Object List						
Displaying			My Courses (Instructor) ▼		New	Actions
ID	Course Number	Name	Student Count	Type	Class Count	Delete
214		Authorizer	3		View (3)	
210	PD210	Class test	5		View (1)	
118		How To Add Course Listing	4		View (2)	
112		Instructor Led Sample Course	4		View (5)	
224		Instructor test			View (1)	
222		Restricted Demographic Test			View (1)	
223		Restricted Location Test			View (1)	
195	PD185	test SASA	3		View (1)	
213		User Classroom Course creation test	2		View (1)	

4. Click the "View" Link under the roster column for the instance you need to review or update.



5. Locate the gear icon on the far left of the Roster table to add or remove columns on the roster view. Some of the most common fields:
- **ID** - Session ID that correlates the student to the Instance
  - **Employee ID** - Employee ID for the enrolled students.
  - **Active** - True if the student has an active status and False if the student is inactive in the LMS.
  - **Department** - Primary department the user is affiliated with
  - **Start Date** - Start Date of the Course if applicable
  - **End Date** - End Date of the Course if applicable
  - **Enroll Date** - Date and time the students were enrolled in the course

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### Session List: Class Test

A modal window titled "Session List: Class Test" with a close button (X) in the top left. It contains a list of fields with checkboxes next to them:

- ☐ All
- ☐ Active
- ☐ Session ID
- ☐ Department
- ☐ Type
- ☐ Start Datetime
- ☐ End Datetime
- ☐ Facility
- ☐ Enroll Date
- ☐ Enrolled By
- ☐ Attempted Enroll Date
- ☐ Due Date
- ☐ Waitlist Standing
- ☐ Date Completed
- ☐ Supervisors
- ☐ User Address
- ☐ Participant Type
- ☐ CoursePrice
- ☐ User Name
- ☐ User Email
- ☐ Manual Due Date
- ☐ Launched

At the bottom right is a blue button labeled "Apply".

## Updating Completion Status and Grades



From the Roster, Users can be marked under the Actions column with options depending on the course settings.

A Classroom course will have completion/attendance options for:

- **"No Show"** status for this session. If the "Allow No Show" feature was marked at the instance level for this session, the student will be able to move into another date for this classroom course.
- Mark user(s) record as **"Complete"** for this classroom course

### Not a graded course option

#### Session List: Instructor Led Sample Course

 	Status	Actions
<input type="checkbox"/>	Complete	Not Graded <input type="radio"/> No Show <input checked="" type="radio"/> Complete <input type="radio"/> Skip
<input type="checkbox"/>	Complete	Not Graded <input type="radio"/> No Show <input checked="" type="radio"/> Complete <input type="radio"/> Skip

- The defaulted selection is **Skip**, so the status will not update the roster for the user, allowing the instructor to come back at a later time and update the record.

An Online course will have completion options for:

- **Incomplete** the user did not complete course.
- **Complete** will be marked automatically by completion of the online course requirements and can be marked manually to update the roster.
- The defaulted selection is **Skip** so the status will not update the roster for the user.

If the course is Pass/Fail

- **Pass** to indicate has successfully completed the requirements.
- **Fail** to indicate the user has not successfully completed the requirements.

If the course is graded and requires a passing Score

- **Score** is a text entry box to enter the score
- **Req** is the required score for passing

If the course grants Credit Units/Hours/Others

1. **Units | Hours | Others** is a text entry box to enter the credits
2. **Req** is the (max) number of credits as

#### For Pass/Fail Option

### Session List: Class Test



✓ Status

Actions



Cancel



Complete

☒ Passed 
 ☐ Failed 
 ☐ No Show 
 ☒ Complete 
 ☐ Skip  
 Evaluation



Complete

☒ Passed 
 ☐ Failed 
 ☐ No Show 
 ☒ Complete 
 ☐ Skip  
 Evaluation



Complete

☒ Passed 
 ☐ Failed 
 ☐ No Show 
 ☒ Complete 
 ☐ Skip  
 Evaluation



Complete

☒ Passed 
 ☐ Failed 
 ☐ No Show 
 ☒ Complete 
 ☐ Skip  
 Evaluation

Students must receive a passing score option

set on the course settings

Other options for removing a user from the roster

- Cancel out of this instance by clicking "X **Cancel**"
- Moved to a new Instance by clicking "**Move**"
- Replaced by another participant by clicking "**Replace**"

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### Session List: Paraeducator Training

⚙️ ✓	Status	Actions
<input type="checkbox"/>	Enroll	Hours: 8 Req: 8 Score: 100 Req: 70 <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip ✖ Cancel
<input type="checkbox"/>	Enroll	Hours: 8 Req: 8 Score: Req: 70 <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="radio"/> Skip ✖ Cancel

## Actions Menu and Updating Student Status

There are three key sections to the Actions menu:

1. Student Status Options
2. Cancellation Options
3. Roster Options

The screenshot shows the 'Actions' menu for a course. It features a 'Multiple User Upload' button, a 'Choose File' button, and a 'No file chosen' status. Below these are two dropdown menus, each with '- Select One -' as the placeholder. The first dropdown is associated with the 'Upload/Update Roster' button, and the second is associated with the 'Cancel Enrollments' button. At the bottom, there are four buttons: 'Print Roster', 'Export Roster', 'Email', and 'Enroll In Another Course'. Three sections are highlighted with pink boxes: 'Student Status Options' (top right), 'Cancellations Options' (middle right), and 'Roster Options' (bottom right).

Select the **Status Type** (no show, cancel, complete) from the drop menu and click [**Upload/Update Roster**] to save this status for the selected users.

This screenshot shows the 'Status Type' dropdown menu open, displaying options: '- Select One -', 'Complete', 'No Show', 'Cancel', 'Reset - Enroll', and 'Move'. A red arrow points to the 'Upload/Update Roster' button. The other elements of the interface, including the 'Multiple User Upload' button, 'Choose File' button, 'No file selected' status, and the bottom buttons ('Print Roster', 'Export Roster', 'Email', 'Enroll In Another Course'), are visible in the background. The three sections are also highlighted with pink boxes: 'Student Status Options', 'Cancellations Options', and 'Roster Options'.



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## Email to Users on Roster

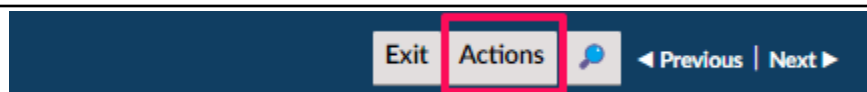
Select the user(s) by putting a check in the box to the left of their entry.

✓	Status	Actions	Name	Employee ID	Course	Department	Enroll Date	Job Position
<input checked="" type="checkbox"/>	Enroll	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <a href="#">Cancel</a>	Tatiana		Chapter	Windward District---CA...		
<input checked="" type="checkbox"/>	Enroll	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <a href="#">Cancel</a>	Trixy		ChapterHawaii	District---CA Kau...		
<input checked="" type="checkbox"/>	Enroll	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <a href="#">Cancel</a>	Malia		Chapter	Central District---CA Lei...		
<input type="checkbox"/>	Enroll	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <a href="#">Cancel</a>	Aurora		ChapterCentral	District---CA Lei...		
<input type="checkbox"/>	Enroll	Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Skip <a href="#">Cancel</a>	Nikki		Chapter	Leeward District---CA P...		

If you want to email the entire roster, scroll to the bottom of the page and click on Select All

☒ Enrolled | ☐ Pending | ☐ Waitlist | [Select All](#) | [Unselect All](#) | [Remove Selected](#) | [Remove Unselected](#)

Click **[Actions]** button to open the Actions menu, and then click the **[Email]** button.

A screenshot of a 'Student Status Options' dialog box. It has a close button in the top right. The dialog is divided into three sections: 'Student Status Options' with a 'Multiple User Upload' button, a 'Browse...' button, and a 'No file selected.' message; 'Cancellations Options' with a '- Select One -' dropdown and a 'Cancel Enrollments' button; and 'Roster Options' with buttons for 'Print Roster', 'Export Roster', 'Email' (highlighted with a red arrow), and 'Enroll In Another Course'.

The email defaults to BCC, if you don't want to use the BCC function, uncheck the blue check mark next to "Use BCC."

1. You can manually add others to the email by selecting from drop down options.

**To List** will be pre populated with the emails for the user that were selected.

**\*\*TIP\*\*** You can add additional email addresses to the **To List** by entering a comma after the last address and then the email address.

2. Click on the **Browse** button to add attachments
3. Enter the contents in the **Body** of the email

When you're ready to send your email, click on the **Send** button.

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The screenshot shows an email composition window. The 'To' field has a dropdown menu open with 'Others' selected. The 'Attachment' section shows a 'Browse...' button and a file named 'Core Participant Handout.docx'. The 'Subject' field contains 'Email Update : Paraeducator Training'. The 'Body' field contains the text 'Aloha Please park along side Kaahumanu Ave'.

The screenshot shows the bottom of the email composition window with a dark blue header bar containing the word 'Email' and a 'Send' button highlighted with a red box.

## Manually Adding Users to the Roster

From your Learning Object List, under the Students heading, click on the "Add" link for the instance in which you'd like to add a user to the roster.

ID	Start Datetime	End Datetime	Facility	Instructor	Type	Status	Students	Roster
1822	7/18/2024 9:30:00 AM	7/18/2024 10:30:00 AM	Virtual - WebEx	OTM Instructor		Scheduled	<a href="#">Add (6/2)</a>	<a href="#">View (6)</a>   <a href="#">Print</a>   <a href="#">Sign In</a>
1819	7/15/2024 9:00:00 AM	7/15/2024 12:00:00 PM	DOE Facility ~...	OTM Instructor		Completed	<a href="#">Add (0/3)</a>	<a href="#">View</a>
1756	6/18/2024 12:30:00 PM	6/18/2024 3:30:00 PM	DOE Facility ~...	OTM Instructor, Gr...		Completed	<a href="#">Add (0/11)</a>	<a href="#">View</a>
1434	6/21/2024 9:00:00 AM	6/25/2024 3:00:00 PM	DOE Facility ~...	OTM Instructor, Er...		Completed	<a href="#">Add (0/3)</a>	<a href="#">View</a>

In the User Lookup screen, enter the criteria (last name, first name, employee ID) you'd like to use, and click on the **Search** button.

**\*\*TIP\*\*** Employee ID works the best

The results of your search will show up in the User List. Place a check mark in the box next to the user that you wish to add to the roster. Click on the **Add Attendees** button to add the user to the roster.

A system notification will confirm that the user has been added.

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Search Attendees

User Lookup:

Please select user(s) by checking the checkbox and clicking the "Add" button.

Last Name: admin First Name: Middle Name: Employee ID: Search

Selector

User List

	User ID	Name	Employee ID	Division	Active
<input type="checkbox"/>	21594	(ADMIN) Dikilato, Greg		Hawaii DOE	Yes
<input type="checkbox"/>	21596	(ADMIN) Okazaki, Kevin		Hawaii DOE	Yes
<input type="checkbox"/>	21597	(ADMIN) Makaimoku-Young, Grace		Hawaii DOE	Yes
<input type="checkbox"/>	21598	(ADMIN) Yamamoto, Morgan		Hawaii DOE	Yes
<input checked="" type="checkbox"/>	24741	(ADMIN) Ueda, Shelly		Hawaii DOE	Yes
<input type="checkbox"/>	57882	Admin, School		Hawaii DOE	Yes

ADD Attendees Actions

HAWAII | Log Out

(ADMIN) Ueda, Shelly has been successfully enrolled, Course Name - OTM Roster Training

## Canceling Enrollment

Question: Employee has been marked complete on the roster but needs to be removed.

Answer: Technically, you can't remove a user once they are added to a roster.

However, you can cancel their enrollment so that the course is not listed on their transcript.

From the roster, place a check next to the participant's name.

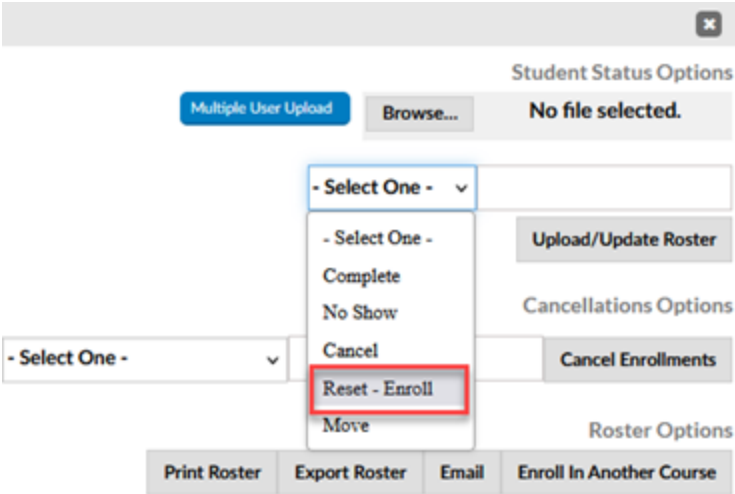
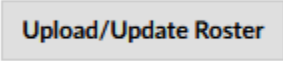
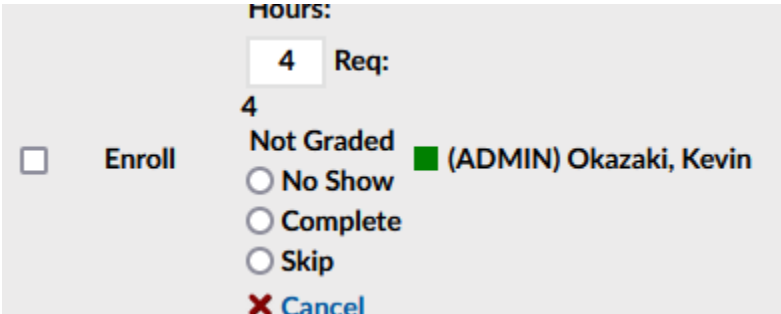
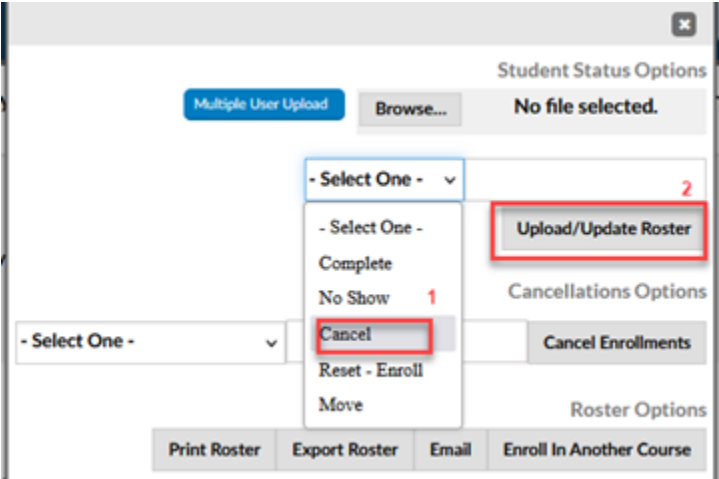

Hours: 4 Req: 4 Not Graded

☒ Complete ☐ No Show ☒ Complete ☐ Skip

Hours: 4 (4)

(ADMIN) Okazaki, Kevin



<p>Click on the “Action” Button. Select “Reset-Enroll”</p>	 <p>The screenshot shows the 'Student Status Options' menu. A dropdown menu is open, and the 'Reset - Enroll' option is highlighted with a red box. Other options include 'Complete', 'No Show', 'Cancel', and 'Move'. The background shows buttons for 'Multiple User Upload', 'Browse...', 'Upload/Update Roster', 'Cancel Enrollments', 'Print Roster', 'Export Roster', 'Email', and 'Enroll In Another Course'.</p>
<p>Click Upload/Update Roster</p>	 <p>The screenshot shows a single button labeled 'Upload/Update Roster'.</p>
<p>This will put the participant back in the “enrolled” status.</p>	 <p>The screenshot shows the participant status options for '(ADMIN) Okazaki, Kevin'. The 'Enroll' option is selected with a checkbox. Other options include 'Not Graded', 'No Show', 'Complete', 'Skip', and 'Cancel' (with a red X). The 'Hours' field is set to 4.</p>
<p>Once the participants’ status is reset to Enroll, place a check next to their name again and click on the Actions button once more</p> <ul style="list-style-type: none"> <li>- This time, select the Cancel option and click on the Upload/Update Roster button</li> </ul>	 <p>The screenshot shows the 'Student Status Options' menu. A dropdown menu is open, and the 'Cancel' option is highlighted with a red box. The 'Upload/Update Roster' button is also highlighted with a red box. The background shows buttons for 'Multiple User Upload', 'Browse...', 'Cancel Enrollments', 'Print Roster', 'Export Roster', 'Email', and 'Enroll In Another Course'.</p>
<p>The roster will indicate the participant has been updated to the canceled status.</p> <p><a href="#">Return to Top</a></p>	 <p>The screenshot shows the participant status options for '(ADMIN) Okazaki, Kevin'. The 'Cancel' option is highlighted with a red box. The 'Enroll' option is also visible with a checkbox.</p>

## Moving Participants from One Instance to Another

Take note of the date, time, and the Instance number you want to enroll the participant in.

Example: #81225  
(1/23/2025 8:00 AM to 1/30/2025 3:00 PM)

Learning Object Instance List: WestEd: Accelerating Writing For English Learners

ID	Start Datetime	End Datetime	Facility	Instructor	Type	Status	Students	Roster
81293	2/11/2025 3:30:00 PM	3/4/2025 5:30:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View
81294	2/10/2025 8:00:00 AM	2/24/2025 3:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (1/0)	View (1)   Print
81292	2/10/2025 8:00:00 AM	2/11/2025 3:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View
81295	2/6/2025 3:30:00 PM	2/27/2025 5:30:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (2/0)	View (2)   Print
81072	1/28/2025 8:00:00 AM	1/29/2025 3:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (4/0)	View (4)   Print
81074	1/28/2025 8:00:00 AM	1/29/2025 3:00:00 PM	Virtual - Check...	Shell Ann Suzuki...		Scheduled	Add (0/0)	View
81225	1/23/2025 8:00:00 AM	1/30/2025 3:00:00 PM	Virtual - Check...	Andrea Degre, Kat...		Scheduled	Add (4/0)	View (4)   Print
81224	1/14/2025 8:00:00 AM	1/28/2025 3:00:00 PM	Virtual - Check...	Andrea Degre, Kat...		Scheduled	Add (5/0)	View (5)   Print
81027	12/7/2024 12:00:00 AM	12/20/2024 12:00:00 AM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/11)	View
81043	7/1/2024 8:00:00 AM	6/30/2025 4:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View
81081	7/1/2024 8:00:00 AM	6/30/2025 4:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View
81026	1/1/2024 8:00:00 AM	7/30/2025 4:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View

From the roster of the Instance you want to move from, click on “view” under the roster column

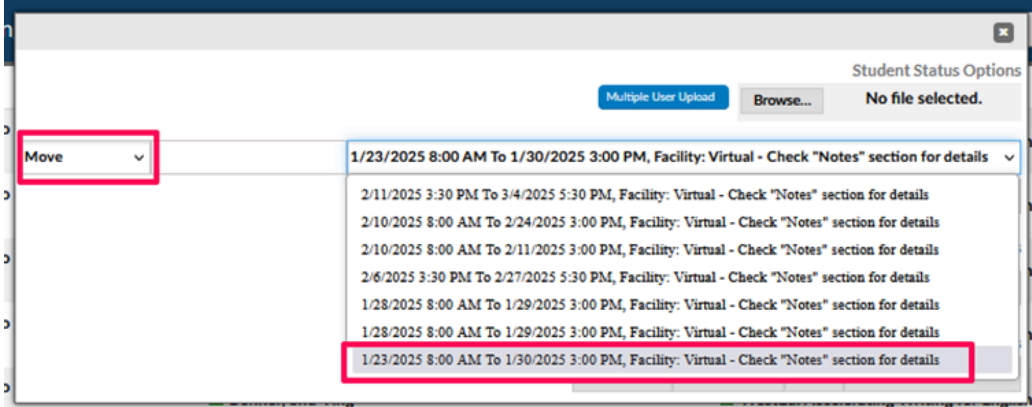
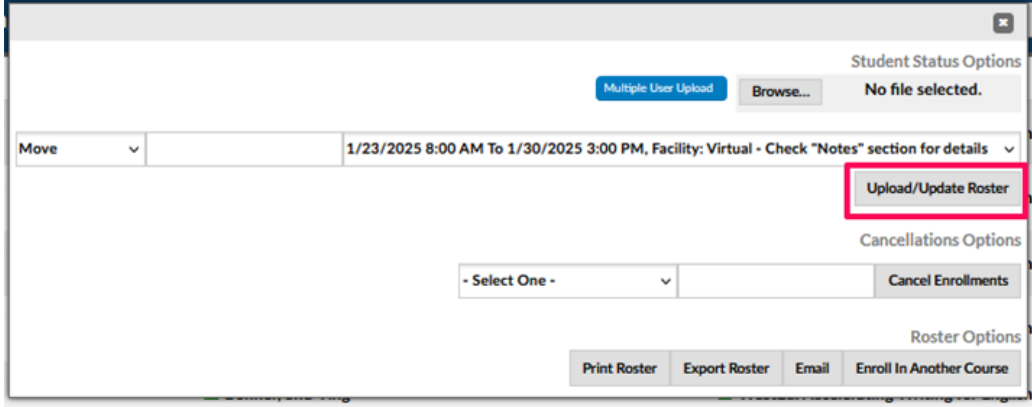
Learning Object Instance List: WestEd: Accelerating Writing For English Learners

ID	Start Datetime	End Datetime	Facility	Instructor	Type	Status	Students	Roster
81293	2/11/2025 3:30:00 PM	3/4/2025 5:30:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View
81294	2/10/2025 8:00:00 AM	2/24/2025 3:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (1/0)	View (1)   Print
81292	2/10/2025 8:00:00 AM	2/11/2025 3:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View
81295	2/6/2025 3:30:00 PM	2/27/2025 5:30:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (2/0)	View (2)   Print
81072	1/28/2025 8:00:00 AM	1/29/2025 3:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (4/0)	View (4)   Print
81074	1/28/2025 8:00:00 AM	1/29/2025 3:00:00 PM	Virtual - Check...	Shell Ann Suzuki...		Scheduled	Add (0/0)	View
81225	1/23/2025 8:00:00 AM	1/30/2025 3:00:00 PM	Virtual - Check...	Andrea Degre, Kat...		Scheduled	Add (4/0)	View (4)   Print
81224	1/14/2025 8:00:00 AM	1/28/2025 3:00:00 PM	Virtual - Check...	Andrea Degre, Kat...		Scheduled	Add (5/0)	View (5)   Print
81027	12/7/2024 12:00:00 AM	12/20/2024 12:00:00 AM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/11)	View
81043	7/1/2024 8:00:00 AM	6/30/2025 4:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View
81081	7/1/2024 8:00:00 AM	6/30/2025 4:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View
81026	1/1/2024 8:00:00 AM	7/30/2025 4:00:00 PM	Virtual - Check...	Kathleen Grondin...		Scheduled	Add (0/0)	View

From the roster, place a check in the box next to the participant’s name and go to the action button

Session List: WestEd: Accelerating Writing For English Learners

Status	Actions	Name	Employee ID	Course
<input type="checkbox"/> Enroll	Hours: 20 Req: 20 Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Ski			WestEd: Accelerating Writing for English Learners
<input type="checkbox"/> Enroll	Hours: 20 Req: 20 Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Ski			WestEd: Accelerating Writing for English Learners
<input checked="" type="checkbox"/> Enroll	Hours: 20 Req: 20 Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Ski			WestEd: Accelerating Writing for English Learners
<input type="checkbox"/> Enroll	Hours: 20 Req: 20 Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Ski			WestEd: Accelerating Writing for English Learners
<input type="checkbox"/> Enroll	Hours: 20 Req: 20 Not Graded <input type="radio"/> No Show <input type="radio"/> Complete <input type="radio"/> Ski			WestEd: Accelerating Writing for English Learners
<input type="checkbox"/> Cancel				WestEd: Accelerating Writing for English Learners

<p>In the first drop-down menu, select Move.</p> <p>When you do so the box will dynamically list the other instances for the object. This is where the information from step #1 above will be useful.</p> <p>Select the new instance</p>	
<p>Click on the Upload/Update Roster button</p>	
<p>If done correctly, the roster should indicate that the participant has been moved to another Instance and appear on the new instance.</p>	