

Adding people to a roster from an existing Roster

1. Search for the course you need to create a class for and select the one you need.

The screenshot shows the 'Administration Center' interface with the 'COURSES' tab selected. The 'Find Course' section is active, displaying a table of search results. The table has columns for Course Code, Name, Start Date, Start Time, Max Cap, Class Type, and Available Seats. The results list four courses, all with a start date of 01/01/1999 and a class type of DOC.

Course Code	Name	Start Date	Start Time	Max Cap	Class Type	Available Seats
US-POL001	US Driver and Vehicle Policy	01/01/1999	08:00	1	DOC	
US-POL002	Drug & Alcohol Policy with State Addenda	01/01/1999	08:00	1	DOC	
US-POL003	General SST Policies	01/01/1999	08:00	1	DOC	
US-POL004	Policy Against Sexual and Workplace Harassment	01/01/1999	08:00	1	DOC	

2. Go to the blue menu bar and select New Class From....

The screenshot shows a dropdown menu for 'Course'. The 'New Class From...' option is highlighted with a red box. Other options include Save, Delete, New Course From..., Print Preview, Reset Dates, Change to History, View Course Roster, View Curriculums, Generations, and Candidates. Below the menu, there are input fields for Contact Hours (1.00) and Maximum Capacity (* 1).

3. Enter/Update all of the correct information for the new class and click save, be sure to click reset dates.

The screenshot shows the 'New Class From...' form. The 'Start Date' and 'End Date' fields are highlighted with a red box. The Start Date is 08/13/2014, Wednesday, and the End Date is 08/13/2014, Wednesday. The 'Reset Dates' checkbox is checked. Other fields include Course Code (US-POL004), Name (Policy Against Sexual and Workplace Harassment), Rev Version (5/13/14), Language or Keyword (Policy Against Sexual and Workplace Harassment), Type of Event (DOC), Sessions (Days) (1.00), Contact Hours (1.00), Maximum Capacity (* 1), Minimum Capacity (0), Cost Per Seat, and Owner (SST | SST Company Regulated).

4. Then go back up to the blue menu bar and click Open in Registrations.

The screenshot shows the 'Administration Center' interface. At the top, there is a blue menu bar with tabs for 'COURSES', 'GROUPS', 'PEOPLE', 'REGISTRATIONS', 'CURRICULUMS', and 'CLASSES'. Below the menu bar, there is a 'Class' section with a dropdown menu. The menu items include: Save, Delete, New Class From..., New Course From..., Print Preview, Reset Dates, Change to History, Check Resource Conflicts, Candidates, Mail-merge with Class, Mail-merge with Roster, **Open Parent Course**, and **Open in Registrations**. The 'Open in Registrations' option is highlighted with a red rectangular box. To the right of the menu, there are some form fields and buttons, including 'Info', 'Notes', 'Budget', and 'Sc'.

5. Enter the course code of the class with the roster you would like to use under the Class Options course search.

The screenshot shows the 'Administration Center' interface with the 'REGISTRATIONS' tab selected. On the left, there is a 'Class Options' search panel with a 'Course Code' dropdown menu set to 'us-pol003'. Below the search panel, there are 'Recent Classes' and 'Remove Class' options. The main area displays a table of registrations. The table has columns: Course Code, Name, Start Date, Start Time, Room, Avail, Locator Numb, and Owner. The data row shows: US-POL004, Policy Against Sexual and Workplace Harassment, 08/13/2014, 08:00, 1, 0000103622, SST. Below the table, there are 'People Options' and a 'Time Stamp Status Group Change' checkbox.

Course Code	Name	Start Date	Start Time	Room	Avail	Locator Numb	Owner
US-POL004	Policy Against Sexual and Workplace Harassment	08/13/2014	08:00		1	0000103622	SST

6. Pick the class you would like from the list and click select.

The screenshot shows the 'Find Class' dialog box. It has a 'Criteria' tab and a 'Results' tab. The 'Results' tab displays a table of classes. The table has columns: Course Code, Name, Start Date, Start Time, Max Cap, Class Type, and Avail. The data row shows: US-POL003, General SST Policies, 08/13/2014, 08:00, 1, DOC, 1. The row is highlighted in purple. At the bottom of the dialog, there are 'Page: 1 of 1', 'Page Size: 14', 'Total Items: 14', and 'Export' buttons. There are also 'Select', 'Select All', and 'Clear Selection' buttons.

Course Code	Name	Start Date	Start Time	Max Cap	Class Type	Avail
US-POL003	General SST Policies	06/06/2014	08:00	1	DOC	1
US-POL003	General SST Policies	06/12/2014	08:00	25	DOC	25
US-POL003	General SST Policies	06/17/2014	08:00	1	DOC	1
US-POL003	General SST Policies	06/17/2014	08:00	1	DOC	1
US-POL003	General SST Policies	06/19/2014	08:00	1	DOC	1
US-POL003	General SST Policies	06/19/2014	08:00	1	DOC	1
US-POL003	General SST Policies	07/01/2014	08:00	1	DOC	1
US-POL003	General SST Policies	07/01/2014	08:00	1	DOC	1
US-POL003	General SST Policies	07/01/2014	08:00	1	DOC	1
US-POL003	General SST Policies	07/09/2014	08:00	1	DOC	1
US-POL003	General SST Policies	07/15/2014	08:00	1	DOC	1
US-POL003	General SST Policies	07/22/2014	08:00	1	DOC	1
US-POL003	General SST Policies	08/01/2014	08:00	1	DOC	1
US-POL003	General SST Policies	08/13/2014	08:00	1	DOC	1

7. This will add it to the classes at the top.

The screenshot shows the 'Registrations' table with the following data:

Course Code	Name	Start Date	Start Time	Room	Avail	Locator Numbr	Owner
US-POL004	Policy Against Sexual and Workplace Harassment	08/13/2014	08:00		1	0000103622	SST
US-POL003	General SST Policies	08/13/2014	08:00		1	0000103621	SST

Below the table, there are columns for Name, Branch, Dept., Purpose, Broadband, Job Code Name, Job Code, Job Code2, and Job Code3. A checkbox for 'Time Stamp Status Group Change' is also visible.

8. Highlight the class you just added and click the Find by Roster link under the People Options section.

The screenshot shows the same 'Registrations' table as in step 7, but with the row for US-POL003 highlighted in purple. In the 'People Options' section on the left, the 'Find by Roster' link is highlighted with a red box and an arrow pointing to it.

9. Click the ones you want or if you want all of them click Select All, then the Select button.

The 'Find by Roster' dialog box shows the following data:

Filter by: Status Group: Status:

Wait	Name	Status	Status Date	Branch	Dept	Broadband	Job Code Name	#
	McCarthy, Terry	C	08/13/2014	097	0200	Production	Production Employee	
	Crowder, Vernon L.	C	08/13/2014	097	0200	Production	Production Employee	
	Newman, Chandler F.	C	08/13/2014	097	0200	Production	Production Employee	
	McKnight, Deandre W.	C	08/13/2014	097	0200	Production	Production Employee	

Page: 1 of 1 Page Size: 4 Total Items: 4 Export

Select Select All Clear Selection

10. Then go back to your classes and highlight the first one. This then adds that roster into the current class.

Registrations

Course Code	Name	Start Date	Start Time	Room	Avail	Locator Num	Owner
US-POL004	Policy Against Sexual and Workplace Harassment	08/13/2014	08:00		1	0000103622	SST
US-POL003	General SST Policies	08/13/2014	08:00		1	0000103621	SST

Name	Branch	Dept.	Purpose	Broadband	Job Code Name	Job Code	Job Code2	Job Code3
McCarthy, Terry	097	0200	RP1	Production	Production Employee	136		
Crowder, Vernon L.	097	0200	RP1	Production	Production Employee	136		
Newman, Chandler E.	097	0200	RP1	Production	Production Employee	136		

Batch Registration Time Stamp Status Group Change

Registration Status:

Wait List if full status:

11. Change the status to whatever it should be and click the Batch Save icon.

Registrations

Course Code	Name	Start Date	Start Time	Room	Avail	Locator Num	Owner
US-POL004	Policy Against Sexual and Workplace Harassment	08/13/2014	08:00		1	0000103622	SST
US-POL003	General SST Policies	08/13/2014	08:00		1	0000103621	SST

Name	Branch	Dept.	Purpose	Broadband	Job Code Name	Job Code	Job Code2	Job Code3
McCarthy, Terry	097	0200	RP1	Production	Production Employee	136		
Crowder, Vernon L.	097	0200	RP1	Production	Production Employee	136		
Newman, Chandler E.	097	0200	RP1	Production	Production Employee	136		

Batch Registration Time Stamp Status Group Change

Registration Status:

Wait List if full status:

Batch Registration Status List:

- E - Enrolled
- # - Facility Coordinator
- & - Branch Admin
- @ - Class Admin
- A - Wait Listed -Request Granted
- B - Pre-test Unmastered**
- C - Completed**
- D - Enrolled -Request Granted
- F - Finished-Failed
- G - Cancelled -No approver action
- H - Instructed Class
- I - Started-Incomplete
- J - Coach / Mentor
- L - Late Cancel-Mgt
- M - Complete W/OP
- N - No Show
- O - Oops/Mistake
- P - Passed
- Q - Late Cancel-Stu
- R - Enroll-Pending
- S - Self Enrolled
- T - Tested Out
- U - Active Instructor
- V - Wait Listed - Pending
- W - Wait Listed
- X - Canceled
- Y - Cancelled-Mgt
- Z - Mgt Signed-off

12. When you get this message you are done.

Batch Results

- Batch status for:
 Course Code: US-POL004 Name: Policy Against Sexual and Workplace Harassment Start Date: 08/13/2014
 Registered: 4
 Skipped: 0

OK