



WORKSHOP INSTRUCTOR GUIDE

This resource provides instructions on how to access and manage rosters and sessions for workshops or events within the College or Marin ProLearning portal. For information on accessing the ProLearning portal, please visit the COM [Professional Learning](#) website. Additional help guides and FAQs are available throughout the ProLearning site.

Topics in this guide include:

[Viewing the Roster](#)

[Roster Tools and Functions](#)

- [Printing the Sign-in Sheet](#)
- [Emailing Registered Users](#)
- [Adding an Email Attachment](#)
- [Adding Attendees via the Roster](#)

[Attendance and Scoring](#)

[Reviewing Session Evaluations](#)

Viewing the Roster

To access your session roster, navigate to the Instructor Lead Training (ILT) tab and then select **View your Sessions** from the drop-down options.

Locate your event on the workshop calendar.

14 Canvas: Getting Started & Best Practices 1:00 PM PST - AC:114 Distance Education Faculty Meeting 2:30 PM PST - AC:229	15 VoiceThread: Create, Communicate, Collaborate 2:30 PM PST - AC:114	16	17 Canvas: Getting Started & Best Practices 10:00 AM PST - AC:114 ESLN Faculty Canvas Training 1:00 PM PST - AC:114
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You can also use the **Agenda** tab which will list all of your events for the month.

< **January, 2019** > Day Week Month **Agenda**

Monday, January 14, 2019

1:00 PM - 2:30 PM PST **Canvas: Getting Started & Best Practices**
AC:114

2:30 PM - 4:00 PM PST **Distance Education Faculty Meeting**
AC:229

Select the desired workshop and scroll to the bottom of the page to view your roster. Click **View Roster**.

Seats Available
29

Maximum Registration
30

Currently Registered
1

Roster
[View Roster](#)

Roster Tools and Functions

The Session Roster contains two tabs: Roster and Attendance and Scoring.

Your list of registered participants is located in the USERS block. Above the list you will see options to Print the Sign-In Sheet, Email Registered Users, and Add Users (**Note:** The email option will not be displayed until users have registered for the session).

For detailed instructions on all roster features, click the help icon located next to *Session Roster*.

Roster Help

Session Roster ?

Roster Attendance and Scoring

?

Session Status: Approved
Session Start Date: 1/14/2019 2:30:00 PM
Session End Date: 1/14/2019 4:00:00 PM
Seats Available: 29/30

SCHEDULE ?

USERS

[Print Sign-In Sheet](#) [Email Registered Users](#) [Add Users](#)

Name ▲	User ID	Organizational Unit(s)	Email
Mariner, Marina		College of Marin (Primary Division) Administrative Systems Analyst (Primary Position) Information Technology - DW (Primary Department) College of Marin (Primary Location)	mmariner1@marin.edu

Printing the Sign-in Sheet

Click the Print Sign-in Sheet to access your course roster. After clicking the link, the sign-in sheet will download to your computer as an Excel file.

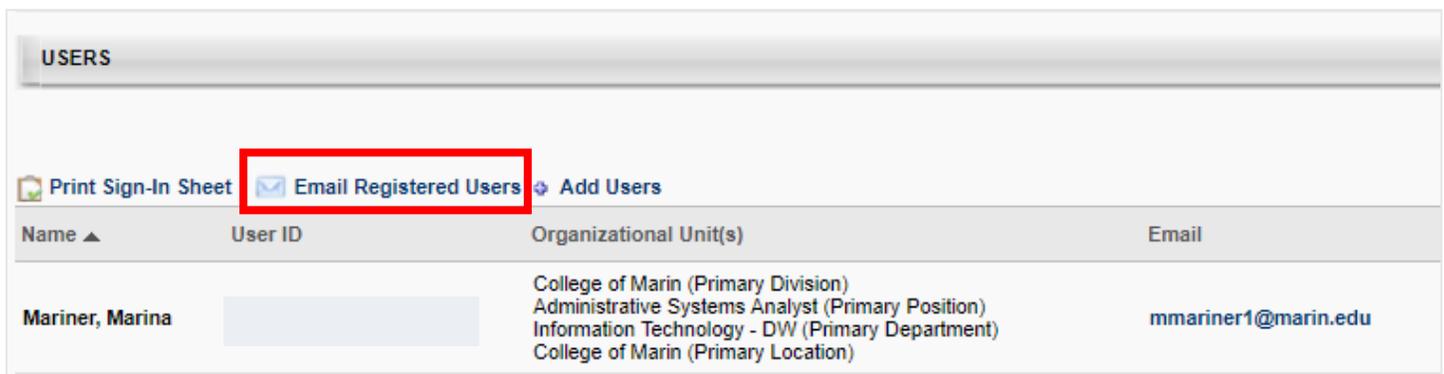


The screenshot shows a web interface with a header labeled 'USERS'. Below the header, there are three links: 'Print Sign-In Sheet' (highlighted with a red box), 'Email Registered Users', and 'Add Users'. Below the links is a table with the following columns: Name, User ID, Organizational Unit(s), and Email. The table contains one row for 'Mariner, Marina' with a greyed-out User ID, detailed organizational information, and the email 'mmariner1@marin.edu'.

Name ▲	User ID	Organizational Unit(s)	Email
Mariner, Marina		College of Marin (Primary Division) Administrative Systems Analyst (Primary Position) Information Technology - DW (Primary Department) College of Marin (Primary Location)	mmariner1@marin.edu

Emailing Registered Users

The email feature in this platform is somewhat limited and is best to use this feature for reminders or instructions about the upcoming event. To begin your email, click the Email Registered Users link. Detailed instructions for creating emails are located in the **Session Roster** help menu.

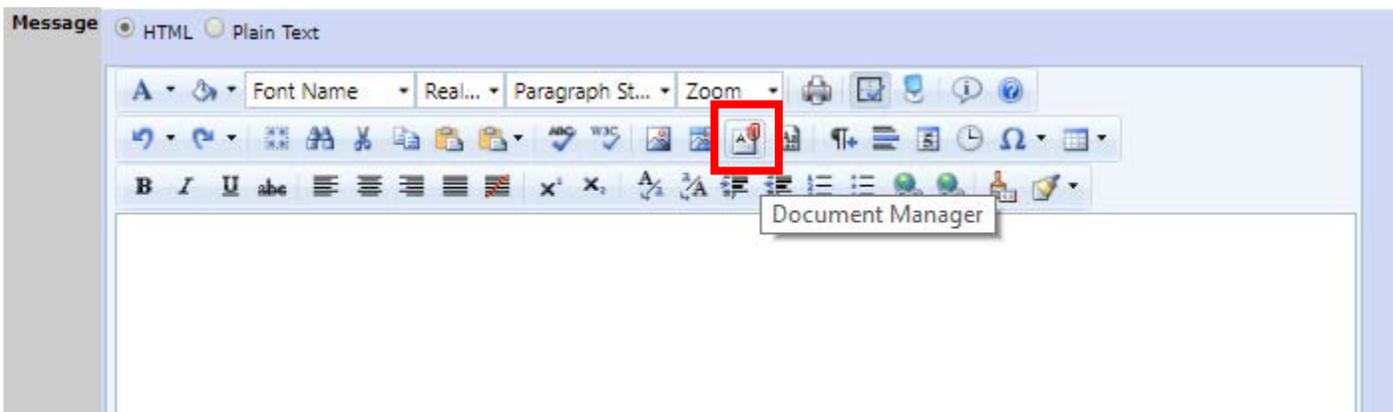


The screenshot shows the same 'USERS' interface as above, but with the 'Email Registered Users' link highlighted with a red box. The table below the links is identical to the previous screenshot.

Name ▲	User ID	Organizational Unit(s)	Email
Mariner, Marina		College of Marin (Primary Division) Administrative Systems Analyst (Primary Position) Information Technology - DW (Primary Department) College of Marin (Primary Location)	mmariner1@marin.edu

Adding an Email Attachment

Attachments can be added to emails using the Document Manager found in the text editor tool bar.



The screenshot shows an email editor interface. At the top, there are radio buttons for 'HTML' (selected) and 'Plain Text'. Below that is a toolbar with various icons for text formatting and editing. The 'Document Manager' icon, which shows a document with a red 'A' and a plus sign, is highlighted with a red box. A tooltip labeled 'Document Manager' is visible below the icon.

Adding Attendees via the Roster

You may have users attend your event who have not registered in advance. Attendees can be added to the roster after the event. Follow the previous instructions for [Viewing the Roster](#). From the roster page, click the **Add Users** link.

USERS

Print Sign-In Sheet **Add Users**

Name ▲	User ID	Organizational Unit(s)	Email
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On the next screen, enter the user's name and click the **Search** button. Matching users will appear in the *Search Results* block. Click the plus sign (+) to the left of the correct user and then click **Done**.

Search

Last Name: Lince ID: Manager's Last Name:
 First Name: User Name: **Search**

(1 Result)

Search Results

ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
+	Lince, Stacey	College of Marin (Primary Division) Instructional Designer (Primary Position) Distance Education - DW (Primary Department) College of Marin (Primary Location)	M00239760@marin.edu	slince@marin.edu	

Close Done

The added users will appear on the Roster tab screen in a pending status. Click the **Add Pending Users to Roster** button to add the attendees.

USERS

Add Pending Users to Roster Send emails

Name	User ID	Locator	Organizational Unit(s)
Lince, Stacey		1089	College of Marin (Primary Division) Instructional Designer (Primary Position) Distance Education - DW (Primary Department) College of Marin (Primary Location)

Attendance and Scoring

The *Attendance and Scoring* tab allows administrators and instructors to manage attendance, enter scores, and pass/fail values.

The screenshot shows the 'Session Roster' interface with the 'Attendance and Scoring' tab selected. Below the tabs, there are instructions on how to track attendance and scoring, and an important note about Virtual ILT Sessions. A 'Parts' dropdown menu is visible. The 'USERS' section shows a table with columns for Name, User ID, Attendance, Score, Pass, and Session Completion. The 'Attendance' column for the user 'Mariner, Marina' is highlighted with a red box, showing an unchecked checkbox and the number '1'. The 'Score' field contains '0', and the 'Pass' field is checked. The 'Session Completion' date is '1/14/2019'.

In the Users section, click the **Check/Uncheck All** attendance link to mark each user as attended for each part of the session. All Attendance option boxes that are unchecked will be selected. Click the link a second time to clear all selected Attendance option boxes. The Check/Uncheck All Attendance link is only visible before the administrator or instructor submits the final roster.

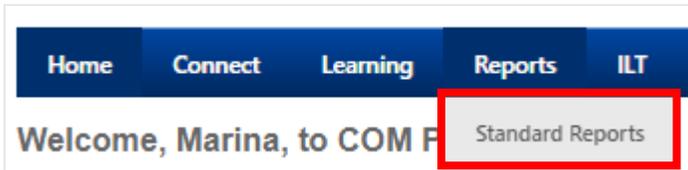
The screenshot shows the 'USERS' section with the 'Check/Uncheck All' link highlighted by a red box. The table below shows two users: 'Lince, Stacey' and 'Mariner, Marina'. The 'Attendance' column for both users is circled in red, showing checked checkboxes and the number '1'. The 'Score' field for both users is '0', and the 'Pass' field is checked. At the bottom, there are 'Save' and 'Back' buttons.

- If a user has none of the Attendance checkboxes selected for a session, their training status is No Show when the roster is submitted and their cost center is charged for the No Show penalty if applicable.
- If a user is not marked as attending the minimum number of required parts, their training status is Incomplete when the roster is submitted

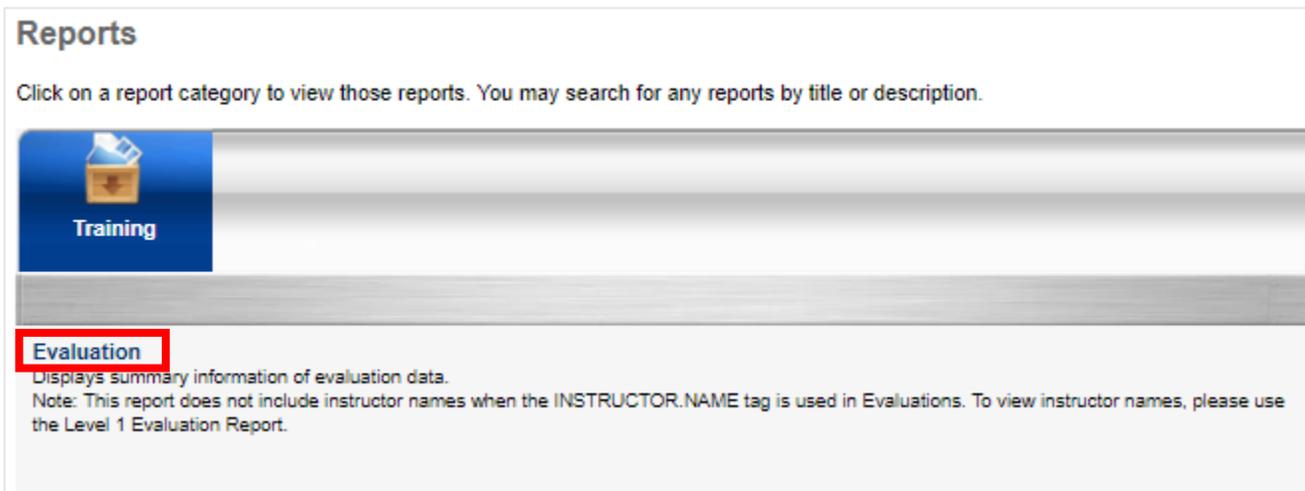
The **Score** and **Pass** fields are typically not required for COM sessions. The pass/fail column will automatically default to pass.

Reviewing Session Evaluations

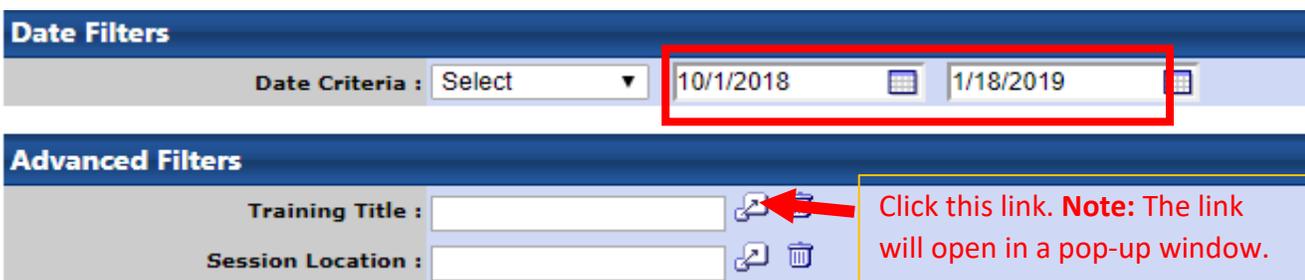
After completion of your session, registered users will complete an evaluation of the event. Evaluation results can be viewed and exported by session instructors. To access your evaluations, navigate to the **Reports** tab and then click **Standard Reports**.



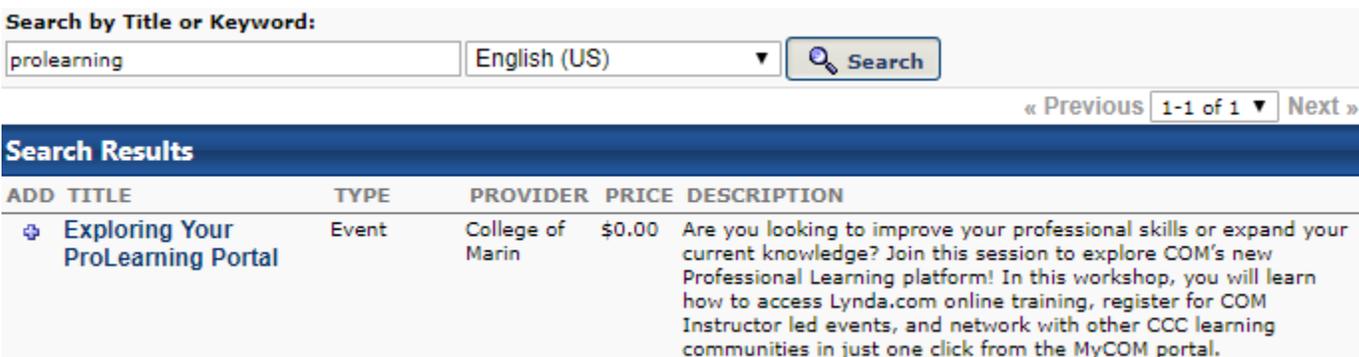
Next, click the **Evaluation** link



Enter the date range for your desired session. Click the arrow next to the Training Title field to search for your session.



Enter your session title or keyword in the **Search by Title or Keyword** field and then click the **Search** button. Click the plus sign (+) next to the session title to add the session to your report.



You will be returned to the Evaluation page. For a quick view of the results, click the **Printable Version** option at the bottom of the page.

Advanced Filters

Training Title : Exploring Your ProLearning  

Session Location :  

Vendor : All 

Instructor :  (Please Select Vendor)

Locator Number :

Session ID :

Question ID :

Category : All Categories ▾

Training Type : All ▾ English (US) ▾

Evaluations Included :

- Level 1 - Reaction Evaluation
- Level 2 - Learning Evaluation
- Level 3 - Transfer of Learning Evaluation

Group By : Enterprise Training Unit Vendor

Details :

- Display text-only responses
- Display supplementary text responses

 [Printable Version](#)  [Export to Excel](#)