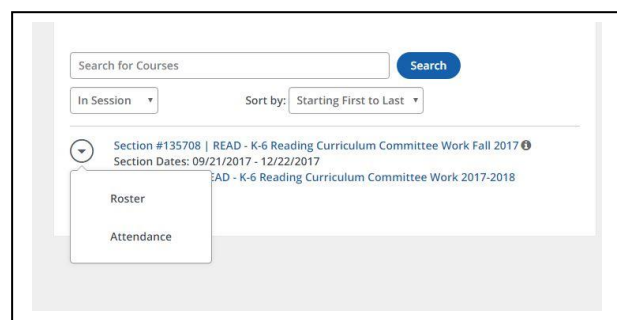
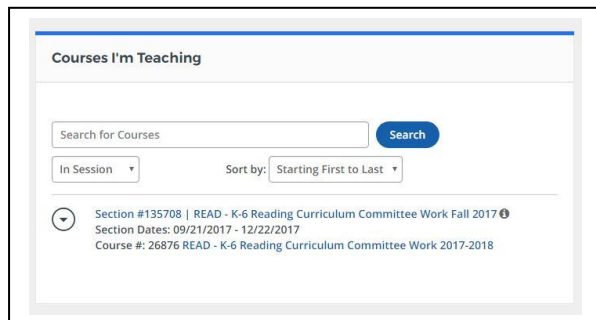


# MEETING - PRINTING SIGN IN SHEETS AND ROSTER MANAGEMENT

**It is very important to manage the roster in a timely matter. If not done correctly, it affects teachers' transcripts and could affect their certification renewal.**

- Roster Management has many functions. You can print out sign in sheets, name tags, table tents, manage the grade, mark attendance and see the survey results through the Roster.
- A new way to get to all your courses and pull up the Rosters with less clicking.
  - Click on the Course Catalog
  - Scroll Down to: Courses I'm Teaching
    - All the courses that you have made yourself as an Instructor or anyone who added you in as an instructor) will show or you can search to find them.
  - Click on the Down Arrow next to the Course you would like to either Manage the Roster, Edit the Attendance (for a multiple day class), or view the Waitlist in your Section.
  - If you click on the Title of the Course, it will take you to the Course portal with the course information.
  - If you click on the Title of the Section, it will take you to the Section portal with the section information.



- To print out a sign in sheet:
  - You can either print from the Courses I'm Teaching or
  - Click on Administration Tab
  - Click on the Course Administration Tab
  - Find the course
  - Click on Actions
  - Click on Manage if you entered the course
    - If you are just the instructor, you will click on Roster after Action (skip the next 2 steps)
  - Scroll down to the Sections.
  - Click on Roster
  - Click on Sign In Sheet
  - If this is a multiple day course, click on the arrow next to the Current Date until you reach the date of this class.
  - Scroll down
  - Click on Print
- If teachers did not pre-register, you can register them through the Add Learner button.
  - You can search by first name, last name, employee ID, location, demographics or even a previous course
  - After you search for the registrant(s), put a check next to their name and then click on the Add Button.

- After each class, you MUST:
  - Edit Attendance
    - You MUST edit each day of training for accurate attendance.
    - Check each attendee on the days they sign in. (You should do this after each training date.)
      - You can check all attended by clicking on the date box tab after the participants ID, clicking on All Attended. (If you do not remove registrants who did not attend, you will need to scroll down to their name and uncheck their attendance box.
    - Click on the Back Button (top of page) to return to the roster.
  - Remove Participants
    - If you want to remove registrants who did not attend the training, you have 2 options.
      - The first option is to remove them individually: Click on the Actions Button next to their name, click on Remove from Roster Button. The person you remove will receive an email confirming you removed them.
      - The second option is to remove more than one person at a time: Click on the Remove Participants Tab, check the registrants you want to remove. You are given the option to notify the person you are removing them.
  - Manage Multiple Credits Tab
    - Bulk Credits – you can change everyone’s credit hours by putting the number of credit hours in the box underneath the credit type. Example: CLTE100 and you need to change everyone from 5.5 hours to 3 hours, would enter 3 in the CTLE100 box and then click on Update Learners.
    - Credit Hours must match the Attendance Hours:
    - If there are multiple days of training within the section there will be #/# next to each attendee.
    - Adjust the number of hours if the number of days attended (#/) is less than the total number of days (/#). (Example: if you have a course for 3 hours a day for 3 days of training and someone only attends 2 of the days of training, it will show as 2/3.
    - Adjust the credit hours to reflect how many hours they actually attended. (In the example above the credit hours would show as 9, but you would adjust that teacher to 6).
    - Click Back to Roster
  - Grade/Roster Status
    - You can change the entire class at once by clicking on the Change All Roster Status to drop down tab.
    - Change the Select One to Completed
    - If you do not remove registrants who don’t show, scroll down and change their Roster Status to Registered before saving. **Participants should not be given credit for not attending the class.**
    - **Do not set a grade.**
    - Save the Page
  - Lock The Roster
- ***If all these steps are not completed, then teachers are not able to take the survey, which means they will not receive credit on their transcripts until all the above has been managed.***

Any questions please email them to: [PGSHELP@buffaloschools.org](mailto:PGSHELP@buffaloschools.org).]