LEARNING MANAGEMENT SYSTEM (LMS)

ADDING A LEARNER TO AN OFFERING ROSTER

This QRG will guide a Learning Administrator through the task of registering a Learner for a course in the LMS by adding the learner directly to an offering roster.

NOTE: Learners who are added directly to the roster follow the same registration rules as those when creating a new order for a learner (i.e. Manager Approval Requirements, Open Seat Availability, Waitlist Priority, etc.) and all corresponding email notifications in effect for new registrations apply to this process as well.

1. After logging into the LMS, select the **Admin** icon.

Figure 1 – Admin icon

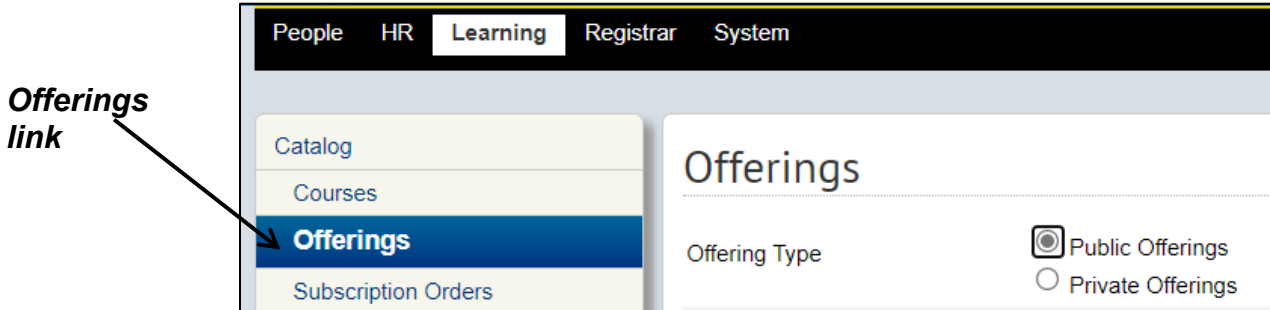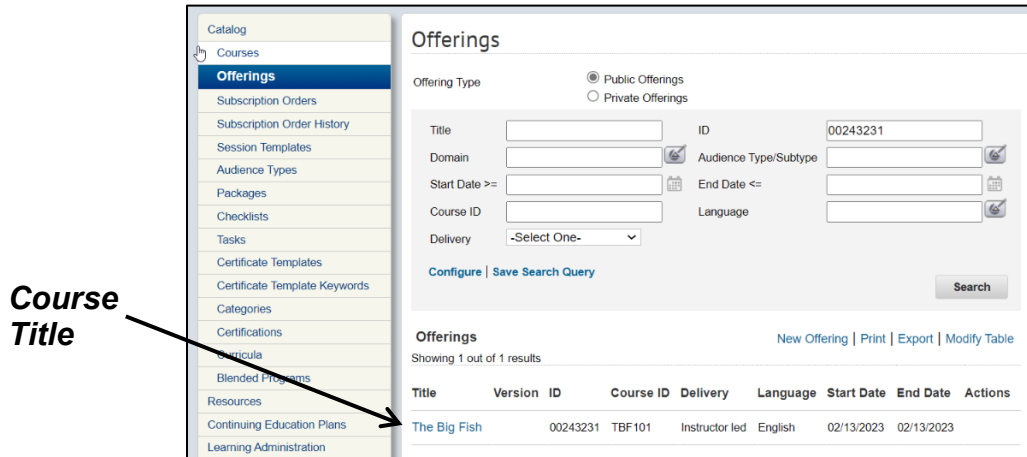2. Click the **Offerings** link in the left navigation menu.
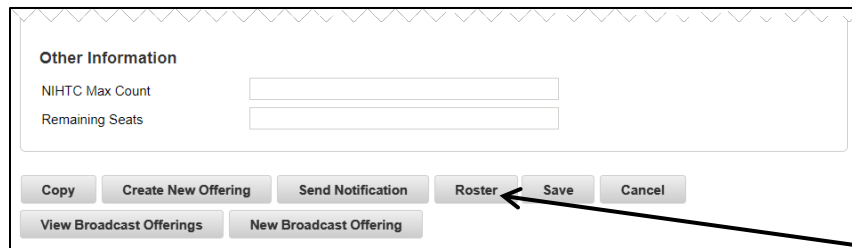

Figure 2 – Offerings link

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3. Enter search criteria for an offering then click the **Search** button.

4. In the Search results, click on the **Course Title** link.

Course Title
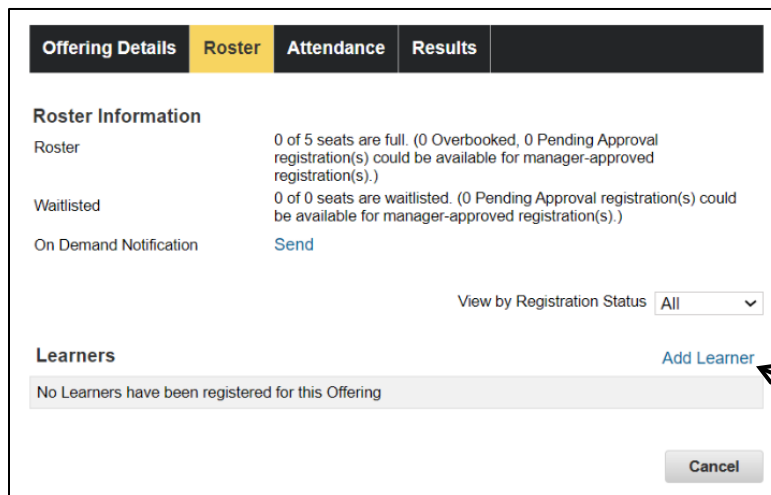
Figure 3 – Search Results

5. Scroll to the bottom of the Offering Details page and click the **Roster** button.

Roster button

Figure 4 – Offering Details Page

6. The current Roster will appear on the page with a list of any learners who have been registered for the offering and their registration status.

7. Click the **Add Learner** link.

Add Learner link

Figure 5 – Add Learner Link

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8. Use the **First Name**, **Last Name**, and/or **Organization** fields to locate the learner you would like to add to the offering roster. Click the **Search** button.

Last Name field

Organization picker

First Name field

Search button

Figure 6 – Select People Window

9. Click the **checkbox** associated with the learner.

10. Click the **Select** button.

Learner checkbox

Select button

Figure 7 – Selecting a Learner

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11. Click the **Close** button on the Registration Confirmation screen.

Figure 8 – Registration Confirmation Window

12. The learner will be added to the roster as shown below. Additional learners may be added by repeating steps 7-11.

Figure 9 – Offering Roster with Learner Added