

## Roster Management

- Rosters are submitted to the GE for closing (You must look at the Job Titles submitted on the roster and if they are not correct you need to send an email to them asking to update their Job Title)
- Login to the VLC
- Click Manage
- Training
- Instructor Tools (Bottom Right)
- Manage Students
- All Instructors
- In the Search field enter the course number (Example: CWS1021W, VACMSC1002)
- Change Pending Action to All
- Enter the Start and End dates for that course
- Click on the course
- It will automatically open in the Gradebook and Attendance section
- Click the radial button next to Name to select all attendees
- Go through and uncheck the box next to each person who is marked Absent, Partial Credit or Withdrawn
- Change progress at the top for the rest to Complete and hit OK (Once someone is marked Complete you cannot change the status)
- Click All Attended under Attendance
- Go through and check the attendance box for the ones that did not complete
- Change the progress for the others to either No Show/Late Cancel, Partial Course Credit or Withdrawn
- Need to look up each person marked as No Show/Late Cancel on the roster in Fusion Staff Directory - <https://fusion.dss.virginia.gov/home/staff-directory>
- If they are not listed in Fusion, then you don't add them to the Absent from Training Report
- Click on the Enrollment Tab
- Open the [Delivery - FY24 - Combination Schedule \(LTD- \) .xlsx](#)
- Go to the Past Tab
- Find the course you closed the roster for



- Enter the number of attendees that completed the course in the Complete column
- Enter the number of attendees that were marked as a No Show/Late Cancel in the ABT Column
- Enter the number of attendees that were enrolled in the course in the Closed column
- Mark Complete in the Roster Column