

How to update learners Activity Status from Activity Roster page?

- (1) Go to Activity Roster page, On the Enrollment Status Tab, find the learner and click on the “Details” button.

The screenshot shows the 'Activity Roster' page with a table of learners. The table has the following columns: Name, Employee ID, Conf #, Current Status, New Status, and Waitlist Priority. The 'New Status' column contains dropdown menus. A 'Details' button is highlighted for the learner Aekyong Kim.

Name	Employee ID	Conf #	Current Status	New Status	Waitlist Priority
Adiljan Ibrahim	05316491	352383	Dropped		
Aekyong Kim	05398775	354367	Dropped		
Aekyong Kim	05398775	354370	Not Completed	Select ...	
Aihua Fu	05451998	349478	Completed	Select ...	
Andy Chang	04804183	353775	Completed	Select ...	

- (2) On detail page, we can see the Attendance is “Unknown” and Grade is “Not Grade”. Change Attendance to “Attended” and Change the Grade to “Pass”.

The screenshot shows the 'Learner Roster' page. The 'Completion Details' section shows 'Enrollment Status' as 'Completed' and 'Passing Status' as 'Pass'. The 'Activity Components' section shows a table with the following columns: Name, Type, Attendance, Grade, Passing Status, Score, and Completion Status. The 'Attendance' dropdown is set to 'Unknown' and the 'Grade' dropdown is set to 'Not Grade'.

Name	Type	Attendance	Grade	Passing Status	Score	Completion Status
<input type="checkbox"/> Classroom Lecture	Classroom Session	Unknown	Not Grade	Pending		Not Attempted

- (3) Click “Save” button to save the page. Click on “Return To Previous Page” link.

Learner Roster

Completion Details

Enrollment Status	Passing Status	Grade
Completed	Pass	Pass

Activity Components Customize 1 of 1

Status

	Name	Type	Attendance	Grade	Passing Status	Score	Completion Status
<input type="checkbox"/>	Classroom Lecture	Classroom Session	Attended	Pass	Pass		Not Attempted

[Select All](#) [Clear All](#)

For Selected Components

Set Attendance to:

Set Grade to:

[Return To Previous Page](#)

(3) We are coming back to previous page. Click on “Save” button.

- Administer Activity Rosters
 - Administer Program Rosters
 - Maintain Approvals
 - Monitor Approvals
 - View All Learning
 - Add Supplemental Learning
 - Maintain Learning Requests
 - Submit Learning Requests
 Mass Enrollments
 Notifications
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 Learning Objectives
 Financial Details
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 Learner Groups
 Organizations
 Learning Reports
 Financial Reports
 STAP Accounting
 STAP Load
 Set Learning Environment
 Auto Mark Activity
 Completion
 Vendor Message Management
 Program Status Updates
 Learning Request
 Threshold
 Waitlist Threshold
 Pinnacle Billing Interface

To show or change the selected filter options click on [Search Options](#)

Activity Roster | **Activity Component**

Enrollment Status | [Grades and Attendance](#) | [Learner Details](#) | [View All](#)

Activity Roster 1 - 56 of 56 rows

Status | **Payment Details**

	Name	Employee ID	Conf #	Current Status	New Status	Waitlist Priority	
<input type="checkbox"/>	Patrick Bader	05560915	354995	Completed	Select ...		Details
<input type="checkbox"/>	Joseph Falcone	05458134	354994	Completed	Select ...		Details
<input type="checkbox"/>	Gang Ren	05565184	354996	Completed	Select ...		Details
<input type="checkbox"/>	ainhoa ceballos	09688922	354997	Completed	Select ...		Details
<input type="checkbox"/>	Kayla Paulk	05446009	354993	Completed	Select ...		Details
<input type="checkbox"/>	Peluu Tran	05412167	354992	Completed	Select ...		Details

Mark All as Billed

[Select All](#) [Clear All](#) **Group Actions:**

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How to update program status manually?

(1) To Make Program Complete, go to program Roster page. Search the program, and click Roster button.

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Administer Program Rosters

Search for Programs

Type:

Name:

Code:

Revision:

Status:

Owner:

EmpID:

Learner:

Program Results						Customize Find View All First 1-3 of 3 Last
Title	Code	Type	Status	Revision	Owner	
Animal Care and Use Program	VSC-PROG-001	Certification	Active		Jennifer Lee	<input type="button" value="Roster"/>
Working Safely with Nonhuman Primates Program	VSC-PROG-002	Certification	Active	1	Jennifer Lee	<input type="button" value="Roster"/>
Working Safely with Pregnant and Neonatal Sheep Program	VSC-PROG-003	Certification	Active	1	Jennifer Lee	<input type="button" value="Roster"/>

(2) Click Search Option link

View Certification Roster

Certification Name: [Animal Care and Use Program](#) **Type:** Certification
Certification Code: VSC-PROG-001 **Contact:** [Jennifer Lee](#)
Schedule: All requirements must be completed within 365 days from date of registration.
Expiration Date:
Validity:
Recertification Period: 0 days

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Refine your search criteria by using [Search Options](#)

Refresh Table



Program Roster				
Registration Details		Learner Details		
Name	Employee ID	Current Status	New Status	Details
<input type="checkbox"/> Jennifer Lee	09782335	Dropped		Details
<input type="checkbox"/> Moises Rivera	05399413	Completed	Select Action... ▼	Details
<input type="checkbox"/> Shamim Sinnar	05340238	Completed	Select Action... ▼	Details
<input type="checkbox"/> Cagan Sekercioglu	04559993	Completed	Select Action... ▼	Details

(3) Select Program Status “In Progress” and put the Program Registration From Date as 02/01/2008 or whenever the program started registration. Click on Search button.

Learner Search

First Name:
Last Name:
Business Unit: 
Department:
Confirmation Number:
Customer: 

Date Range

Program Registration **From Date:**  **To Date:** 
 Program Completion













Program Status

View All Planned Registered In Progress Completed
 Dropped Pending Approval Pending Payment Waived
 Denied Revoked Warning Incomplete
 Reissue Expired

(4) You could either mark Aihua’s status to “Complete”. Then click “Save” button.

Program Roster

Registration Details | [Learner Details](#) 1 - 39 of 39 rows

Name	Employee ID	Current Status	New Status	Details
<input type="checkbox"/> Aekyong Kim	05398775	In-Progress	Select Action... 	Details
<input type="checkbox"/> Aihua Fu	05451998	In-Progress	Select Action... 	Details
<input type="checkbox"/> Andy Chang	04804183	In-Progress	Completed Dropped Not Completed Select Action... Waived	Details
<input type="checkbox"/> Carol Charlton	09890427	In-Progress		Details
<input type="checkbox"/> Cho-Hua Liao	05562821	In-Progress		Details
<input type="checkbox"/> Christine Htun	09688977	In-Progress	Select Action... 	Details
<input type="checkbox"/> David Daniels	09704087	In-Progress	Select Action... 	Details
<input type="checkbox"/> Evgenios Neofytou	05530467	In-Progress	Select Action... 	Details
<input type="checkbox"/> Gang Ren	05565184	In-Progress	Select Action... 	Details
<input type="checkbox"/> Gayathri Swaminathan	05565419	In-Progress	Select Action... 	Details
<input type="checkbox"/> Gregory Gilbert	09744186	In-Progress	Select Action... 	Details
<input type="checkbox"/> Ho-Jin Shin	09689138	In-Progress	Select Action... 	Details
<input type="checkbox"/> Jennifer Brady	05212969	In-Progress	Select Action... 	Details
<input type="checkbox"/> Jing Hung Wang	05538122	In-Progress	Select Action... 	Details
<input type="checkbox"/> Joseph Falcone	05458134	In-Progress	Select Action... 	Details

Status Details

Certification Name: [Animal Care and Use Program](#) **Type:** Certification
Certification Code: VSC-PROG-001 **Contact:** [Jennifer Lee](#)
Schedule: All requirements must be completed within 365 days from date of registration.
Expiration Date:
Validity:
Recertification Period: 0 days

Additional Details	
Action:	Completed
Comments:	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

▼ **Animal Care and Use Program**

[Hide Expiration Information](#)


Expiration Information	
Certification Date:	<input type="text" value="03/17/2008"/> 
Expiration Date:	<input type="text" value="12/31/9999"/> 
Expiry Warning Date:	<input type="text" value="12/31/9999"/> 
Grace Expiration Date:	<input type="text" value="12/31/9999"/> 
Recertification Date:	<input type="text" value="12/31/9999"/> 
Recertification Warn Date:	<input type="text" value="12/31/9999"/> 

Target Completion Date: 

[Return To Previous Page](#)

After you click the Save and Submit button, you have the confirmation page below. Then click on “Return to Program Roster” link to go back.

Update Confirmation

 The changes have been saved successfully.

[Return to Program Roster](#)

(5) Or you might select multiple learners and mark them to “Completed” all together by performing Group Action. This is a new feature in version 9.

<input type="checkbox"/>	Pelu Tran	05412167	In-Progress	Select Action...	Details
<input type="checkbox"/>	Lingbing Zhang	05564656	In-Progress	Select Action...	Details
<input type="checkbox"/>	Manuel Rodriguez	05562914	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Carol Charlton	09890427	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Patrick Bader	05560915	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Song Liu	05564979	In-Progress	Select Action...	Details
<input type="checkbox"/>	vahan indieian	09697948	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Kristian Doyle	05565091	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Jennifer Brady	05212969	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Gregory Gilbert	09744186	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Marcel Daadi	05403606	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Evgenios Neofytou	05530467	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Resmi Charalel	05512114	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Julia Mwangi	05564976	In-Progress	Select Action...	Details
<input checked="" type="checkbox"/>	Vijay Vanchinathan	05308245	In-Progress	Select Action...	Details

[Select All](#) [Clear All](#)

Group Action: Select Action... Go

- Completed
- Dropped
- Not Completed
- Select Action...
- Send Notification
- Waived

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I think Group Action will be the best way for admin to change the learner’s program status if something goes wrong or the program status needs to be updated manually.

Please make sure to save each page after make any changes.