

Update learners' program status manually in V9.0

(1) Go to Administer Program Roster page [Enterprise Learning>Learner Tasks>Administer Program Rosters]. Search the program, and click Roster button.

Administer Program Rosters

Search for Programs

Type: All Programs
 Name:
 Code: VSC-PROG
 Revision:
 Status:
 Owner:
 EmplID:
 Learner:

Search Reset

Title	Code	Type	Status	Revision	Owner	
Animal Care and Use Program	VSC-PROG-001	Certification	Active		Jennifer Lee	Roster
Working Safely with Nonhuman Primates Program	VSC-PROG-002	Certification	Active	1	Jennifer Lee	Roster
Working Safely with Pregnant and Neonatal Sheep Program	VSC-PROG-003	Certification	Active	1	Jennifer Lee	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](#) 1 - 50 of 1922 rows [Next](#)


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... <input type="button" value="v"/>	Details
<input type="checkbox"/> Shamim Sinnar	05340238	Completed	Select Action... <input type="button" value="v"/>	Details
<input type="checkbox"/> Cagan Sekercioglu	04559993	Completed	Select Action... <input type="button" value="v"/>	Details

(3) Select Program Status “In Progress” and give the Program Registration “From Date” value of 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 learner'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	Select Action...	▼	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 at one time 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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- Select the check box for learners you want to update the status.
- On Group Action drop down list, select the status you want to change to.
- Click “Go” button.
- Then follow the screen to confirm the updates.
- Don’t forget to save the page

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

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