

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.

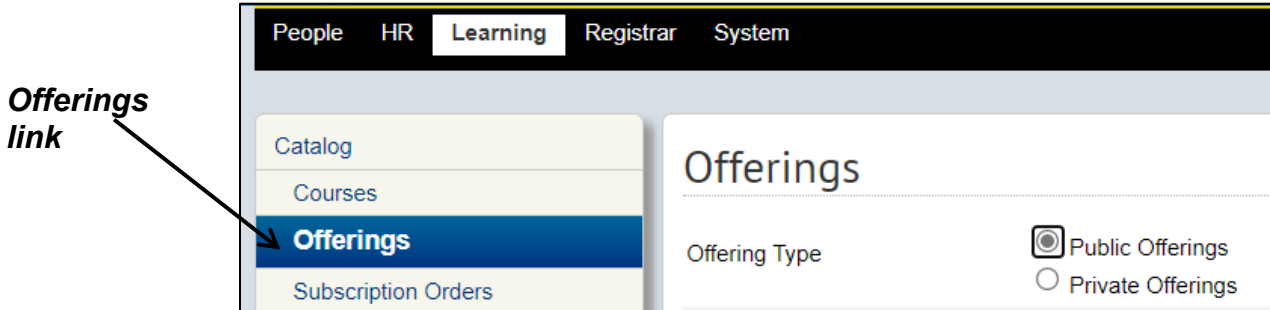
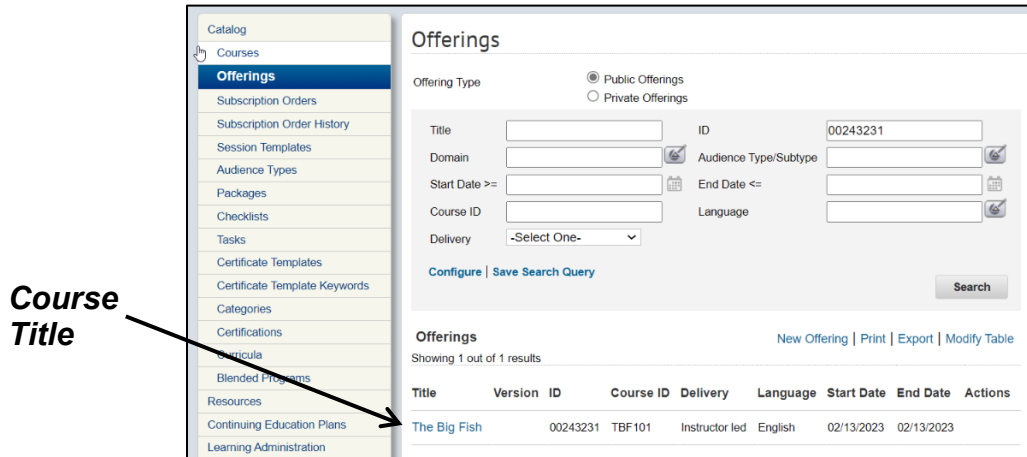


Figure 2 – Offerings link

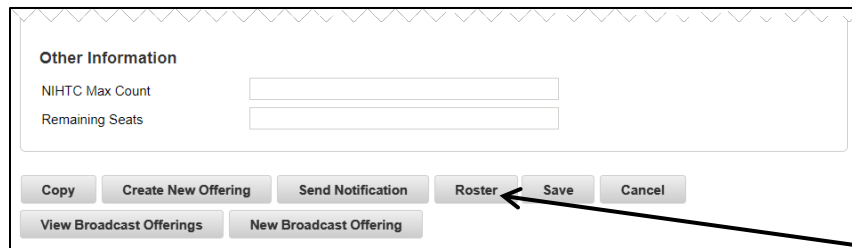
3. Enter search criteria for an offering then click the **Search** button.
4. In the Search results, click on the **Course Title** link.



Course Title

Figure 3 – Search Results

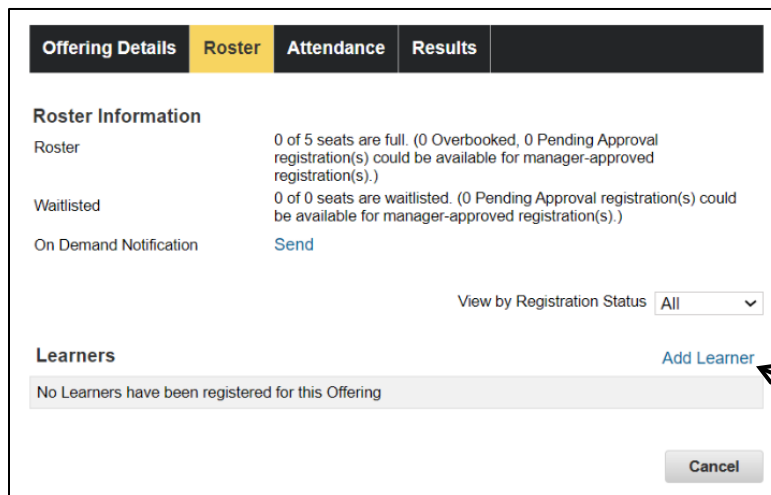
5. Scroll to the bottom of the Offering Details page and click the **Roster** button.



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

- 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

- Click the **checkbox** associated with the learner.
- Click the **Select** button.

Learner checkbox

Select button

| | First Name | Last Name | Username | Person Type | Person ID | Organization | Location | Manager |
|-------------------------------------|------------|-----------|------------|-------------|-----------|--------------|----------|------------|
| <input checked="" type="checkbox"/> | NIH | LEARNER | NIHLEARNER | Federal | 00165395 | HNAM6 | | NIHMANAGER |

Figure 7 – Selecting a Learner

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

Registration Confirmation

Thank you, your request has been processed. Please check your email or Current Learning for training status updates.

[Printer Friendly Version](#)

Order Contact: NIH LEARNINGADMIN
 Billed To: HNAME
 Order Status: Confirmed
 Order Number: 08324924

Order Items

| Title | Learners | Delivery Type | Status | Class Date | Session Template | Location | Facility | Actions | Price |
|------------------------|-------------|----------------|-----------|------------|-----------------------|----------|----------|-----------------------|----------|
| NIH Test Course 021423 | NIH LEARNER | Instructor led | Confirmed | 02/16/2023 | Thu 10:15 AM-11:45 AM | Virtual | | Notes | 0.00 USD |

Order Total 0.00 USD
 Discount 0.00 USD
 Total 0.00 USD

[Close](#)

Close button

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.

Offering Details **Roster** Attendance Results

Roster Information

Roster: 1 of 5 seats are full. (0 Overbooked, 0 Pending Approval registration(s) could be available for manager-approved registration(s).)

Waitlisted: 0 of 0 seats are waitlisted. (0 Pending Approval registration(s) could be available for manager-approved registration(s).)

On Demand Notification: [Send](#)

View by Registration Status: All

Learners

Showing 1 out of 1 results

[Add Learner](#) | [Print](#) | [Export](#) | [Modify Table](#)

| First Name | Last Name | Username | Organization | Audience Subtype | Order Number | Registration Status | Approval Status | Order Status | Cancellation Reason | Created By | Mandatory | Notes |
|------------|-----------|------------|--------------|------------------|--------------|---------------------|-----------------------|--------------|---------------------|-------------------|--------------------------|-----------------------|
| NIH | LEARNER | NIHLEARNER | HNAME | Unreserved | 08324685 | Confirmed | Approval Not Required | Confirmed | | NIH LEARNINGADMIN | <input type="checkbox"/> | Notes |

[Cancel](#)

Figure 9 – Offering Roster with Learner Added