

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.



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

Offerings	People HR Learning	Registrar System	
link	Catalog	Offerings	
	Offerings Subscription Orders	Offering Type	Public Offerings Private Offerings
	•		5

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.

	Catalog Courses Offerings Subscription Orders	Offerings Offering Type		Public Offerinț Private Offerir					
Course	Subscription Order History Session Templates Audience Types Packages Checklists Tasks Certificate Templates Certificate Template Keywords	Title Domain Start Date >= Course ID Delivery Configure Sa	Select One-			Γγpe/Subtype <≃	00243231	5	iearch
Title	Categories Certifications Bilended Proyents Resources Continuing Education Plans Learning Administration	Offerings Showing 1 out of 1 Title Ve The Big Fish	results ersion ID 00243231	Course ID TBF101	Delivery Instructor led	Language	Start Date	End Date	-

Figure 3 – Search Results

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

ount						
ats						
Create New Offering	Send Notification	Roster Sav	e Cancel			
st Offerings New	w Broadcast Offering					Ros

- 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.

Offering Details	Roster	Attendance	Results					
Roster Information	I							
Roster				oked, 0 Pending Approva le for manager-approved				
Waitlisted				ending Approval registra oved registration(s).)	ation(s) could	i		
On Demand Notification		Send						
			Viev	v by Registration Status	All	~		
Learners					Add Lear	ner		
No Learners have been	registered	for this Offering				L	\sim	Add
					Cance	1		Learne link

Figure 5 – Add Learner Link

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.

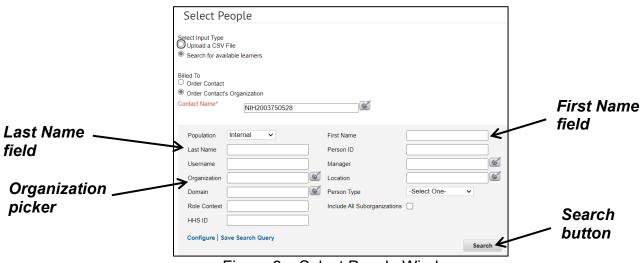


Figure 6 – Select People Window

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

	Select People
	Select Input Type O Upload a CSV File ® Search for available learners
	Billed To Order Contact Order Contact's Organization Contact Name* NIHLEARNINGADMIN
	Population Internal First Name NIH Last Name Learner Person ID
	Role Context Include All Suborganizations HHS ID Include All Suborganizations Configure Save Search Query Search
	Learners Modify Table
Learner checkbox	First Name Last Name Username Person Type Person ID Organization Location Manager NIH LEARNER NIHLEARNER Federal 00165395 HNAM6 NIHMANAGER Select
	Figure 7 – Selecting a Learner
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ank you, your request	has been	processe	d. Please ch	eck your email or	Current Lear			
						Printer Fri	endly Version	1
r Contact	NIH LEAF	RNINGADN	IIN					
d To	HNAM6							
r Status	Confirme	d						
r Number	08324924	4						
er Items								
Title Learners Deli	very Type	Status	Class Date	Session Template	Location F	acility Act	ions Price	
NIH Test NIH Course LEARNER Instru 021423	uctor led	Confirmed	02/16/2023	Thu 10:15 AM-11:45 AM	Virtual	Note	es 0.00 USD	
						Order To	otal 0.00 USE	D
						Discoun		
						Total	0.00 USE	D

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.

Offering I	Details R	oster Atten	dance Res	ults								
Roster Inf	ormation											
Roster			ion(s) could be a	rerbooked, 0 Pending Ap vailable for manager-app								
Waitlisted				. (0 Pending Approval re approved registration(s)								
On Demand	Notification	Send										
										View by Registratio	n Status Al	I v
Learners										Add Learner Print	Export M	odify Table
Showing 1 ou	t of 1 results											
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	HNAM6	Unreserved	08324685	Confirmed	Approval Not Required	Confirmed		NIH LEARNINGADMIN	(Notes
												Cancel

Figure 9 – Offering Roster with Learner Added