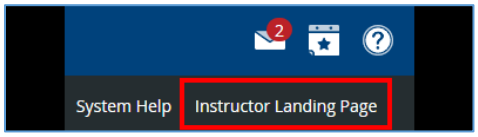
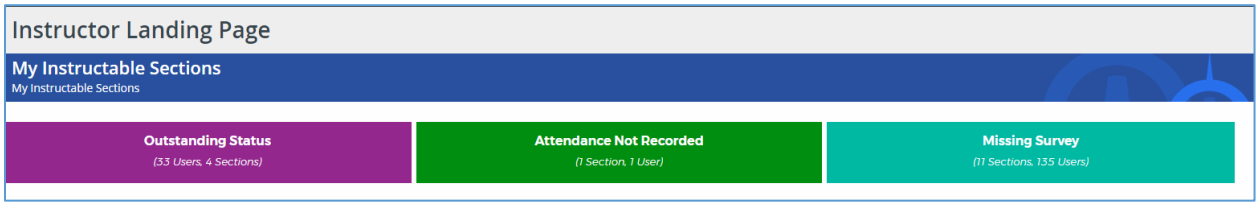
Roster Management Tools

1) Click the tab labeled **Instructor Landing Page**.

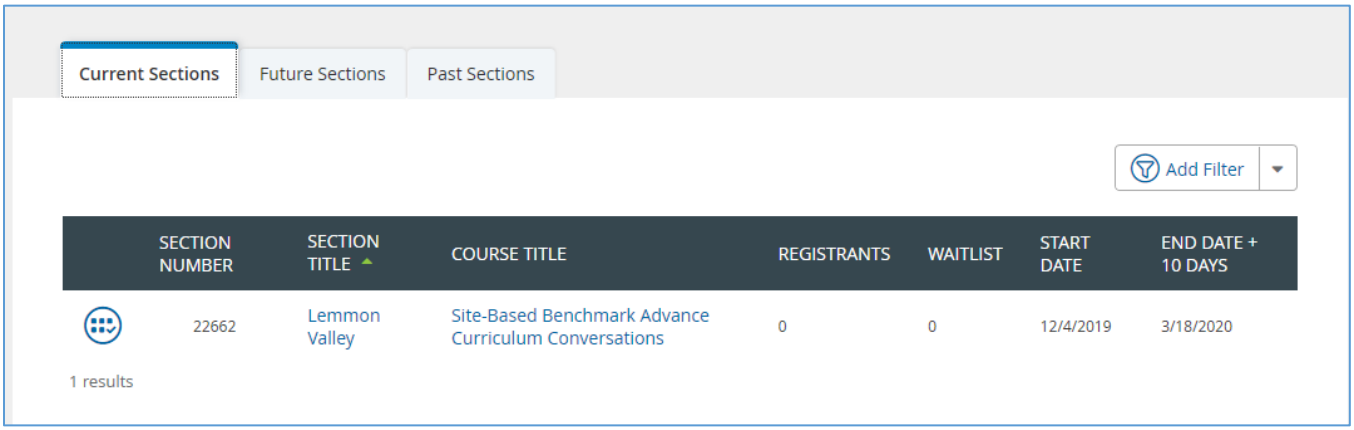




2) If a section needs attention, you may see one or more of the following colored tabs:

- **Outstanding Status –** This tab will appear if a section has ended and you have not changed the status for your registrants from Registered to either Completed, Pending Completion, or Incomplete. Rosters that are not locked will also appear here.
- **Attendance Not Recorded –** This tab will appear if attendance for one or more meeting dates has not been recorded in MyPGS.
- **Missing Survey –** This tab will appear if a section has ended and one or more of your participants has not completed the course survey.

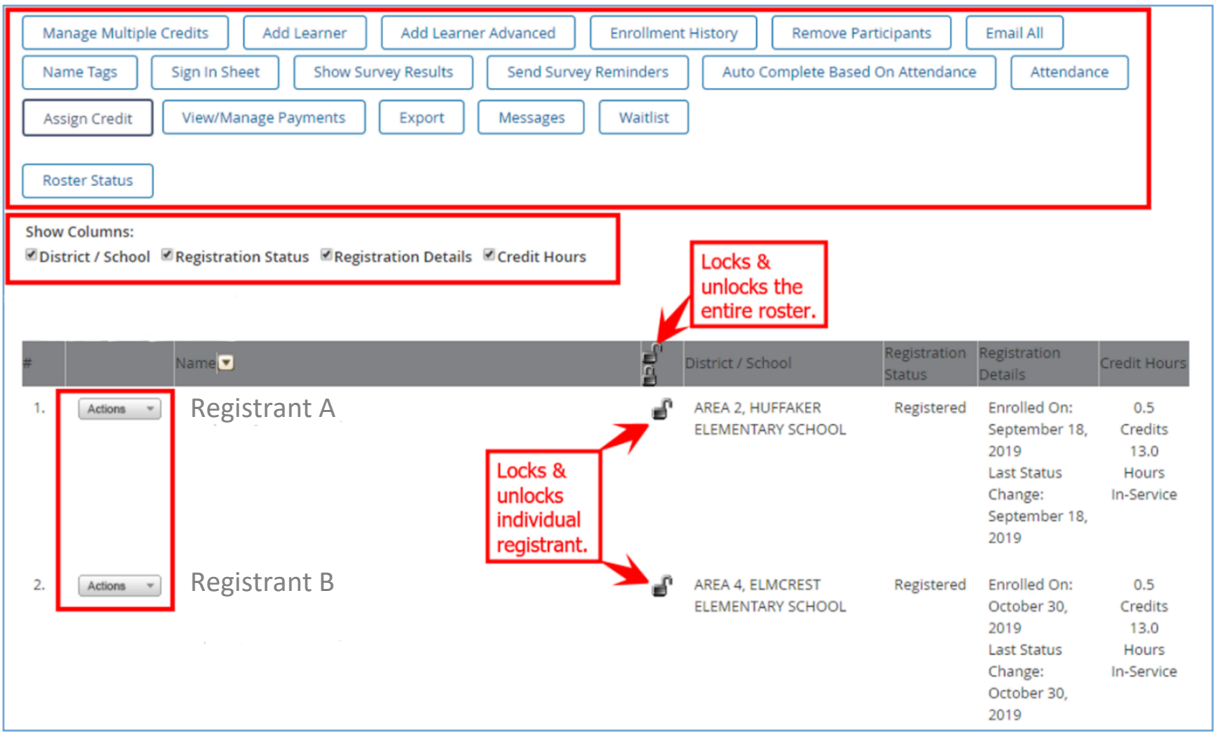
3) Beneath the colored tabs, you will see three tabs: **Current Sections**, **Future Sections**, and **Past Sections**. Your course will appear in one of these three tabs based on the start date of the course and the date that you access this page.



4) Please note the following about this screen:

- Clicking on a section header will sort the sections either alphabetically, numerically, or by date, depending on the information contained in the column.
- Clicking on the Section Title link of your course will display the section screen information.
- Clicking on the Course Title link of your course will display the course screen information.
- Clicking on the Course Roster graphic will display the roster for your course.

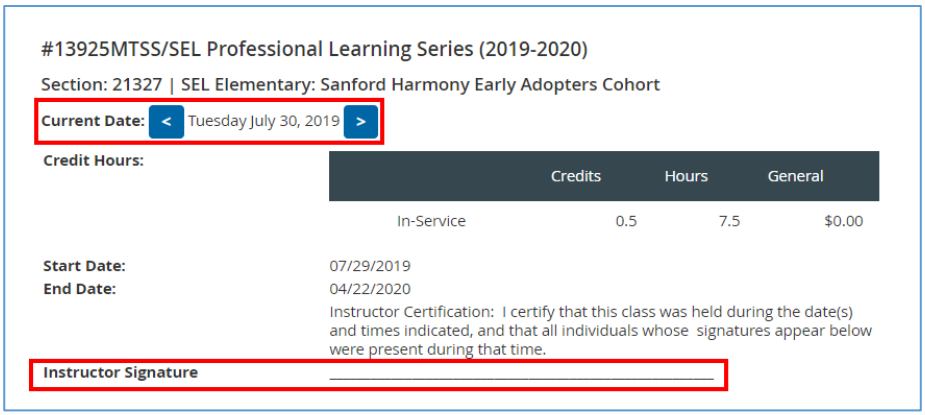
5) You now see your full roster and the registration information for individual registrants.



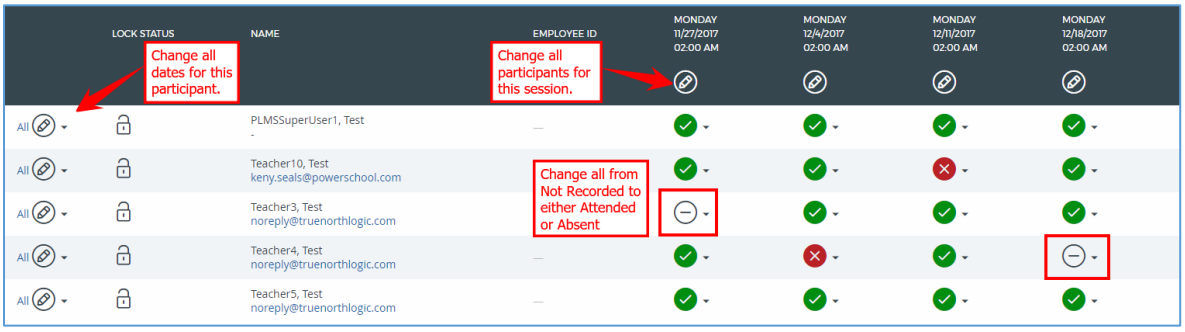
- **Show Columns Filter –** Filters the visible columns on the roster.
- **Actions Button –** Allows you to remove that registrant from the roster. Removing a registrant from the roster in this way will generate an email to the registrant advising them they have been removed.
- **Lock and Unlock Roster –** Allows the instructor to lock or unlock a single participant or the entire roster. Locking the roster prevents changes to the participants. Leaving anyone in the unlocked position will trigger an Outstanding Status listing on the Instructor Landing Page.

Roster Buttons:

- **Manage Multiple Credits –** Allows you to change the compensation or number of hours for a participant.
- **Add Learner –** Allows for addition of registrants to the roster. (Note: This feature is not restricted by section enrollment maximums.)
- **Add Learner Advanced –** Allows for the addition of multiple registrants simultaneously. You will need registrants' Employee ID#, Username, or Email Address for action. (Note: This feature is not restricted by section enrollment maximums.)
- **Enrollment History –** Provides a history of all transactions on the roster, including date/time of enrollment, and name of person completing the action.
- **Remove Participants –** Allows for the removal of individuals or groups of people from the roster. You will have an option to notify the registrant by email or not.
- **Email All –** Allows for the composition of an email that can be delivered to all, or a segment of, the roster. You can add additional recipients and attach documents in this system. (Note: Unless you add your email in the **Also send to** field, you will have no record of the email.)
- **Name Tags –** Allows you to make name tags, table tents, and export a complete list of the roster to Excel.
- **Sign In Sheet –** Allows the creation of a sign in sheet for each class session.
  - If the section meets on multiple dates, there are embedded buttons in this feature that allow you to scroll through the dates so that the correct date appears on each sign in sheet.
  - The instructor signs each sign in sheet certifying that the class was held during the date(s) and times indicated, and that all individuals whose signatures appear on the sign in sheet were present during that time.



- **Show Survey Results –** Allows the instructor to see the results of the evaluations completed by the participants.
- **Send Survey Reminders –** Allows the instructor to send out a reminder to participants who have not completed the course evaluation.
- **Auto Complete Based On Attendance –** Allows the instructor to automatically mark participants as Completed based on a defined number of sessions attended. (This feature can only be used by instructors of non-credit activities. Only Professional Growth Systems can mark participants as Completed for in-service credit courses.)
- **Attendance –** (Required for ALL Sections) Allows for taking attendance for each meeting date.
  - Mark the attendance as either Attended or Absent for each participant on each date. Do not leave anyone as Not Recorded.
  - Click the Back link at the top of the page to return to the roster. The attendance will save automatically.



- **Assign Credit –** Allows the adjustment of hours and credits awarded to registrants. (Note: WCSD does not use this button.)

- **View/Manage Payments –** Used to view invoices for courses requiring a registration fee. (Note: WCSD does not use this button.)
- **Export –** Allows the export of certain registrant data to Excel based on pre-established reports.
- **Messages –** Allows access to standardized messages that can be sent to registrants. (Note: Not recommended – The email feature is more versatile.)
- **Waitlist –** Allows access to the waitlist if the section has one. (Note: Also allows certain functions including moving registrants from waitlist to the roster.)
- **Roster Status -** (Required for ALL Sections) Allows for the modification of individual and group registration status. You must click the "Save This Page" button in order to save your changes.
  - **Registered –** Default setting for new registrants.
  - **Completed –** Concluding status used on NON CREDIT CLASSES ONLY for registrants who have completed all course requirements. Registrant is automatically locked once their status has been changed to Completed.
  - **Incomplete –** Concluding status used for ALL CLASS TYPES if a registrant DID NOT complete all course requirements.
  - **Class Cancelled –** Status used if the section is cancelled. (Note: Class must also be cancelled by the office administrator or course creator in the course form.) If you cancel a section, you must mark all registrants as Absent in the Attendance screen.
  - **Pending Completion –** Status used on IN-SERVICE CREDIT COURSES for all registrants who have completed all course requirements. (Note: Instructor must send all required materials to Professional Growth Systems.)