The Virginia Learning Center

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:
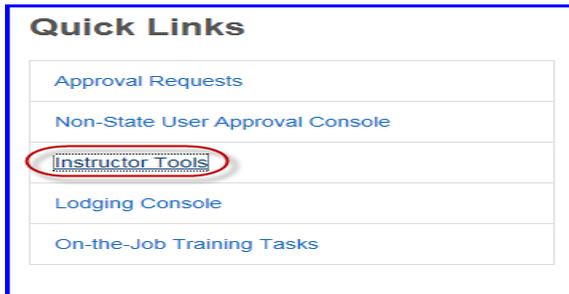
How to close a Roster

Step 1: Click on My Responsibilities and the area to the right where the red circle illustrates
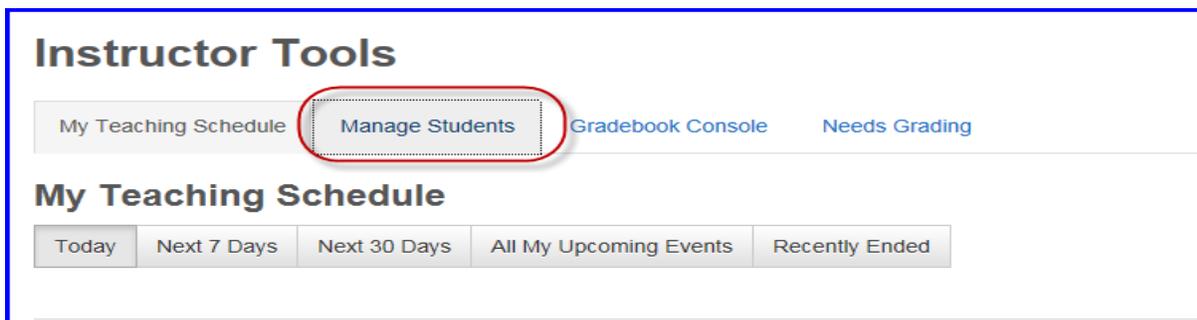

Step 2: Click on Training

Step 3: Click on Instructor Tools under the Quick Links section

Step 4: Click on Manage Students

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Illustration of how to:

How to close a Roster

Step 5: Click on all instructors or me, populate search field, populate start end dates, then click filter

Step 6: Click on the event title for the roster you desire

Step 7: Click record attendance, status, and scores

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Illustration of how to:

How to close a Roster

Step 8: Click on the square for attendance and assigned progress status. Once finished with all attendees, click save.