

Administering Activity Rosters Tips & Tricks

This job aid is intended to illustrate various tips and tricks to be used on the Activity Roster within ELM. Including, Utilizing the Search Option, Sending Notification to Learners and Modifying the Waitlist.

The following tips and tricks take place within the **Activity Roster**. Follow these steps to get to the **Administer Activity Roster** page:

In OAKS ELM, navigate to **Enterprise Learning > Learner Tasks > Administer Activity Rosters**.

1. Enter search criteria and click the **Search** button.
2. Within Learner Activities select the **Roster** button.

UTILIZING THE SEARCH OPTION

1. Navigate to a roster using steps above. From within the **Activity Roster** page, click the **Search Options** link.
2. The **Activity Roster** page displays.

Activity Roster

Activity Name:	Advanced Cognos Report Studio DAS-BI-301 (FIN)	Type:	Instructor Led
Activity Code:	DAS-BI-301DAS00219320130409775	Contact:	=
Start Date:	04/09/2013	End Date:	04/09/2013
Last Enrollment Date:	04/08/2013	Last Drop Date:	04/09/2013
Available Seats:	5	Available Waitlist:	2
Language:	English		

 Save
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First Name:	<input type="text"/>	Enter the <i>Employee ID (State of Ohio User ID)</i> , to quickly search for a learner.
Last Name:	<input type="text"/>	
Employee ID:	<input type="text"/>	
Confirmation Number:	<input type="text"/>	

Enrollment Date:	
From Date:	<input type="text"/> 
To Date:	<input type="text"/> 

Activity Status				
<input checked="" type="checkbox"/> Enrolled	<input checked="" type="checkbox"/> Waitlisted	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Not Completed	<input checked="" type="checkbox"/> Pending Approval
<input checked="" type="checkbox"/> Dropped	<input checked="" type="checkbox"/> Denied	<input checked="" type="checkbox"/> In Progress	<input checked="" type="checkbox"/> Pending Payment	

Remove the check mark next to any statuses that you do not want to include in your search.

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3. Enter desired search criteria and click the **Search** button.
4. Search results will be displayed.

SENDING NOTIFICATIONS TO LEARNERS

1. Navigate to a roster using steps above. From within the **Activity Roster** page, select learners by clicking the checkbox to the left of the name.

Activity Roster

Activity Name: [Advanced Cognos Report Studio DAS-BI-301 \(FIN\)](#) **Type:** Instructor Led

Activity Code: DAS-BI-301DAS00219320130311749 **Contact:** =

Start Date: 03/11/2013 **End Date:** 03/11/2013

Last Enrollment Date: 03/08/2013 **Last Drop Date:** 03/11/2013

Available Seats: 6 **Available Waitlist:** 2

Language: English

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To show or change the selected filter options click on [Search Options](#)

Activity Roster | [Activity Component](#)

Activity Roster 1 - 2 of 2 rows

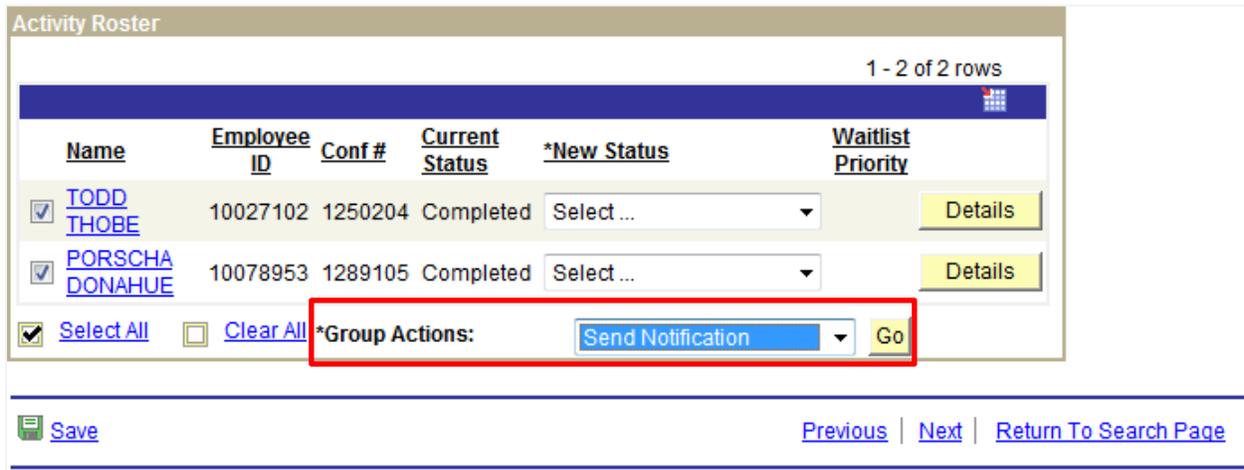
	Name	Employee ID	Conf #	Current Status	*New Status	Waitlist Priority	
<input checked="" type="checkbox"/>	TODD THOBE	10027102	1250204	Completed	Select ...		Details
<input checked="" type="checkbox"/>	PORSCHA DONAHUE	10078953	1289105	Completed	Select ...		Details

[Select All](#)
 [Clear All](#)
***Group Actions:** Select ... [Go](#)

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- Click the **Group Actions** drop down arrow and select **Send Notification** and click **Go**.



Activity Roster

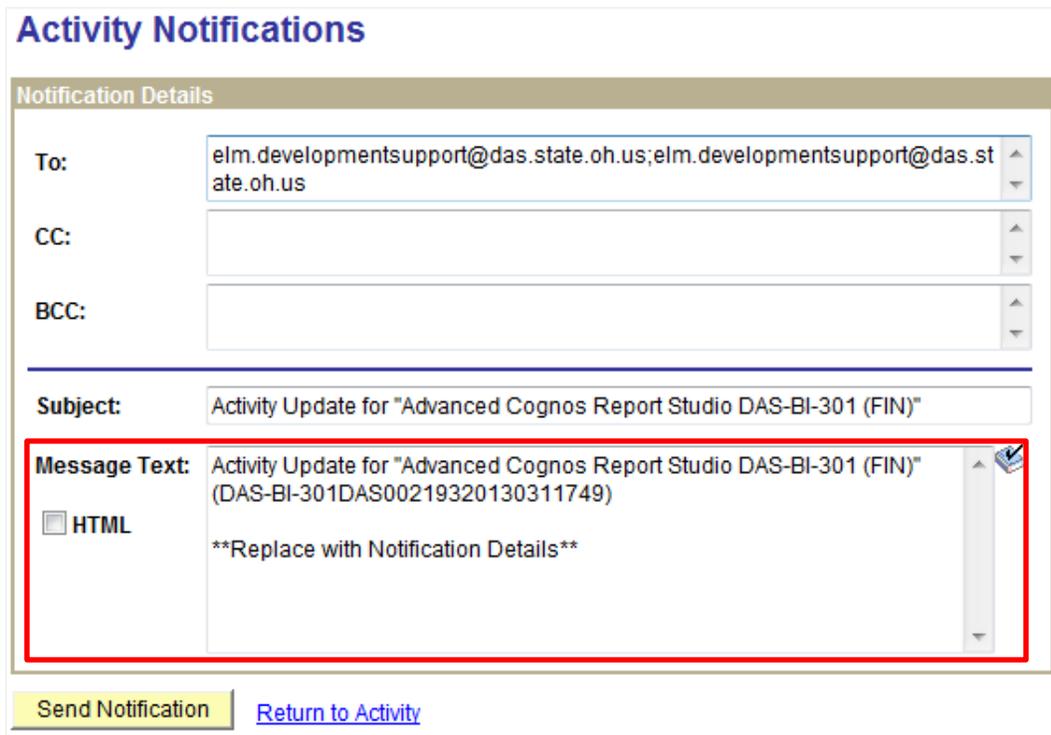
1 - 2 of 2 rows

Name	Employee ID	Conf #	Current Status	*New Status	Waitlist Priority
<input checked="" type="checkbox"/> TODD THOBE	10027102	1250204	Completed	Select ...	Details
<input checked="" type="checkbox"/> PORSCHA DONAHUE	10078953	1289105	Completed	Select ...	Details

[Select All](#)
 [Clear All](#)
Group Actions: [Send Notification](#) [Go](#)

[Save](#)
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- Activity Notifications page displays. Delete ****Replace with Notification Details**** text and enter desired text in the **Message Text** field.



Activity Notifications

Notification Details

To: elm.developmentsupport@das.state.oh.us;elm.developmentsupport@das.state.oh.us

CC:

BCC:

Subject: Activity Update for "Advanced Cognos Report Studio DAS-BI-301 (FIN)"

Message Text: Activity Update for "Advanced Cognos Report Studio DAS-BI-301 (FIN)" (DAS-BI-301DAS00219320130311749)

HTML

Replace with Notification Details

[Send Notification](#)
[Return to Activity](#)

- Select **Send Notification** button.

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MODIFYING THE WAITLIST

1. Navigate to a roster using steps above. The **Activity Roster** page, identifies individuals currently on the waitlist.

Activity Roster

Activity Name: [BI Query Studio - Compensation \(DAS-BI-215\)](#) Type: Instructor Le
Activity Code: DAS-BI-215DAS00100120130516235 Contact: =

Start Date: 05/16/2013 End Date: 05/16/2013
Last Enrollment Date: 05/14/2013 Last Drop Date: --
Available Seats: 0 Available Waitlist: 0
Language: English

[Save](#) Previous | Next | [Return To S](#)

To show or change the selected filter options click on [Search Options](#)

Activity Roster | [Activity Component](#)

Enrollment Status | [Grades and Attendance](#) | [Learner Details](#) | [View All](#)

Activity Roster 1 - 12 of 12 rows

Name	Employee ID	Conf #	Current Status	*New Status	Waitlist Priority
<input type="checkbox"/> JANET JACKSON	10001534	1339119	Enrolled	Select ...	Details
<input type="checkbox"/> SHERI KISER	10004785	1339120	Enrolled	Select ...	Details
<input type="checkbox"/> ERIN PETTEGREW	10003625	1339121	Enrolled	Select ...	Details
<input type="checkbox"/> BELLE LIKOVER	10002131	1339122	Enrolled	Select ...	Details
<input type="checkbox"/> JACK EDWARDS	10005321	1339123	Enrolled	Select ...	Details
<input type="checkbox"/> THOMAS SIMMONS	10008699	1339124	Enrolled	Select ...	Details
<input type="checkbox"/> JOELLEN WALLEY	10009637	1339125	Enrolled	Select ...	Details
<input type="checkbox"/> JUDITH MOORE	10009694	1339126	Enrolled	Select ...	Details
<input type="checkbox"/> DOUGLAS ARRASMITH	10009858	1339127	Enrolled	Select ...	Details
<input type="checkbox"/> MARY WARE-GULDIN	10011132	1339128	Enrolled	Select ...	Details
<input type="checkbox"/> ERIC MILLER	10011878	1339129	Waitlisted	Select ...	1 Details
<input type="checkbox"/> SENARATH ABEYRATNE	10014843	1339130	Waitlisted	Select ...	2 Details

[Select All](#) [Clear All](#) *Group Actions: Select ... [Go](#)

To enroll someone who is on the waitlist, select the drop down arrow and select **Enroll**.