

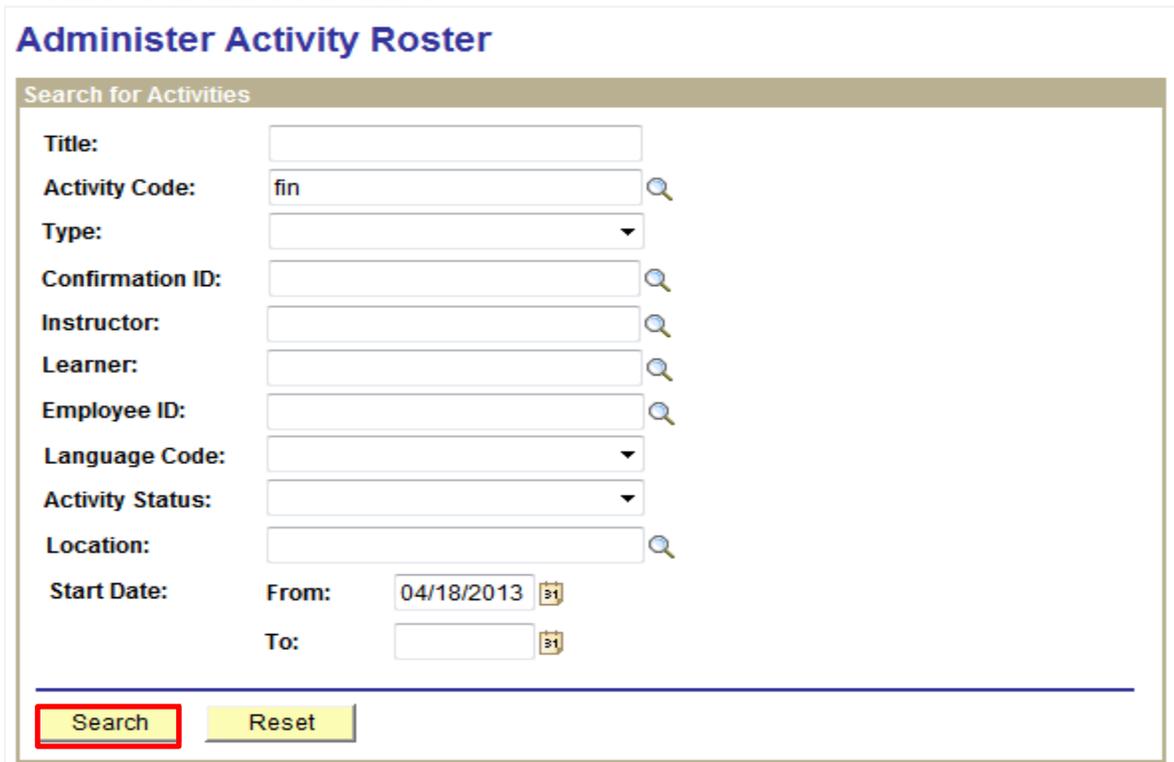
Approving Learners

This job aid is intended to illustrate how to approve learners in ELM using Activity Rosters. Activity Rosters are online pages used by agency administrators and instructors to manage enrollment-related tasks. You may need to approve a learner in the event that the manager is unable to do so.

1. From the left navigation menu in ELM, navigate to **Enterprise Learning > Learner Tasks > Administer Activity Rosters**.



2. The **Administer Activity Roster** page appears. In order to view a roster, enter your search criteria and click **Search**.



A screenshot of the 'Administer Activity Roster' page. The page has a title 'Administer Activity Roster' and a section 'Search for Activities'. Below this section, there are several search criteria fields: 'Title', 'Activity Code' (with the value 'fin'), 'Type', 'Confirmation ID', 'Instructor', 'Learner', 'Employee ID', 'Language Code', 'Activity Status', and 'Location'. Each field has a search icon to its right. At the bottom, there are two buttons: 'Search' (highlighted with a red box) and 'Reset'.

Approving Learners

3. A list of activities meeting the criteria appears. Click the **Roster** button for the activity.

Learning Activities					Customize	Find	View All	First	1-10 of 10	Last
Title	Activity Code	Type	Start Date	Enrolled						
AM 211 Entering Assets	FIN-AM-211DAS00100120130423933	Instructor Led	04/23/2013	3	Roster					
AM 211 Entering Assets	FIN-AM-211DAS00100120130604934	Instructor Led	06/04/2013	0	Roster					
AM 212 Maintaining Assets	FIN-AM-212DAS00100120130424935	Instructor Led	04/24/2013	2	Roster					
AM 212 Maintaining Assets	FIN-AM-212DAS00100120130605936	Instructor Led	06/05/2013	0	Roster					
PO 200 Managing and Reviewing Purchase Orders	FIN-PO-200DAS00100120130522932	Instructor Led	05/22/2013	1	Roster					
eBid 200 Creating Events	FIN-ES-200DAS00100120130507937	Instructor Led	05/07/2013	0	Roster					
eBid 200 Creating Events	FIN-ES-200DAS00100120130618938	Instructor Led	06/18/2013	0	Roster					
eBid 201 Entering Bid Responses and Awarding Events	FIN-ES-201DAS00100120130508939	Instructor Led	05/08/2013	0	Roster					
eBid 201 Entering Bid Responses and Awarding Events	FIN-ES-201DAS00100120130619940	Instructor Led	06/19/2013	0	Roster					
ePro 200 Creating and Managing Requisitions	FIN-EP-200DAS00100120130521930	Instructor Led	05/21/2013	0	Roster					

Approving Learners

- The **Activity Roster** screen appears. To approve a learner or learners from the Activity, click on the **New Status** drop down and change the status to **Approve**.

Activity Roster

Activity Name: [AM 211 Entering Assets](#) **Type:** Instructor Led
Activity Code: FIN-AM-211DAS00100120130423933 **Contact:** --

Start Date: 04/23/2013 **End Date:** 04/23/2013
Last Enrollment Date: -- **Last Drop Date:** --
Available Seats: 17 **Available Waitlist:** 5
Language: English **Duration:** 5 Hrs, 30 Mins

 [Save](#) Previous | [Next](#) | [Return To Search Page](#)

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 - 5 of 5 rows

<input type="checkbox"/>	<u>Name</u>	<u>Employee ID</u>	<u>Conf #</u>	<u>Current Status</u>	<u>*New Status</u>	<u>Waitlist Priority</u>	Details
<input type="checkbox"/>	JENNIFER DUNCAN	10122188	1287422	Enrolled	Select ...		Details
<input type="checkbox"/>	AMY CULP	10093197	1297090	Pending Approval	Select ...		Details
<input type="checkbox"/>	INA BAKER	10053560	1298569	Enrolled	Select ...		Details
<input type="checkbox"/>	TRINA CRAFT	10046887	1298834	Enrolled	Select ...		Details
<input type="checkbox"/>	CHRISTIE JONES	10033731	1299009	Pending Approval	Select ...		Details

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

 [Save](#) Previous | [Next](#) | [Return To Search Page](#)

Click the **New Status** drop down and change the status to **Approve**.

Approving Learners

- The **Approve Activity** screen appears. Click the **Continue** button.

Approve Activity

Review Information

AMY CULP, Program Ad, FISCAL

Activity Name:	AM 211 Entering Assets	Type:	Instructor Led
Activity Code:	FIN-AM-211DAS00100120130423933	Contact:	--
Start Date:	04/23/2013	End Date:	04/23/2013
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	18	Available Waitlist:	5
Language:	Eng	Duration:	5 Hrs, 30 Mins

Continue
Cancel

Click the **Continue** button.

- The **Approve Activity** screen appears again with the confirmation that you have successfully enrolled the learner in the activity. Click the **Return to Activity Roster** link.

Approve Activity

Approve Confirmation

AMY CULP, Program Ad, FISCAL

You have successfully enrolled AMY CULP in AM 211 Entering Assets. AMY CULP's Learning will be updated.

Confirmation Number: 1297090

Activity Name:	AM 211 Entering Assets	Type:	Instructor Led
Activity Code:	FIN-AM-211DAS00100120130423933	Contact:	--
Start Date:	04/23/2013	End Date:	04/23/2013
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	18	Available Waitlist:	5
Language:	Eng	Duration:	5 Hrs, 30 Mins

Return to Activity Roster
[Find New Activity](#)

You will receive this confirmation that you have successfully enrolled the learner.

Click the **Return to Activity Roster** link.

Approving Learners

- The **Activity Roster screen** appears with the learners status changed to **Enrolled**. You can continue to make updates to the **Activity Roster** or click **Save** to complete the process.

Activity Roster

Activity Name:	AM 211 Entering Assets	Type:	Instructor Led
Activity Code:	FIN-AM-211DAS00100120130423933	Contact:	--
Start Date:	04/23/2013	End Date:	04/23/2013
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	17	Available Waitlist:	5
Language:	English	Duration:	5 Hrs, 30 Mins

 [Save](#)
Previous | [Next](#) | [Return To Search Page](#)

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 - 5 of 5 rows 

	Name	Employee ID	Conf #	Current Status	*New Status	Waitlist Priority	
<input type="checkbox"/>	JENNIFER DUNCAN	10122188	1287422	Dropped			Details
<input type="checkbox"/>	AMY CULP	10093197	1297090	Enrolled	Select ...		Details
<input type="checkbox"/>	INA BAKER	10053560	1298569	Enrolled	Select ...		Details
<input type="checkbox"/>	TRINA CRAFT	10046887	1298834	Enrolled	Select ...		Details
<input type="checkbox"/>	CHRISTIE JONES	10033731	1299009	Pending Approval	Select ...		Details

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

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