

# Marking Completion for Learners

This job aid is intended to illustrate how to mark completion for one or more learners in ELM using Activity Rosters. Activity Rosters are online pages used by agency administrators and instructors to manage enrollment-related tasks.

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. Enter the **Title** or **Activity Code** and **Type** for the activity and click **Search**.

### Administer Activity Roster

**Search for Activities**

**Title:**

**Activity Code:**

**Type:**

**Confirmation ID:**

**Instructor:**

**Learner:**

**Employee ID:**

**Language Code:**

**Activity Status:**

**Location:**

**Start Date:** From:  To:

If instructor name is known, enter it here to more quickly locate the roster.

You can also find the roster by entering a learner's Employee **ID** (*State of Ohio User ID*).

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

Learning Activities						Customize	Find	View All	First	4-13 of 13	Last
Title	Activity Code	Type	Start Date	Enrolled							
<a href="#">BI Query Studio - AP/PO/Spend (DAS-BI-214)</a>	DAS-BI-214DAS00219320130314762	Instructor Led	03/13/2013	1	Roster						
<a href="#">BI Report Studio Basics - AP/PO/Spend (DAS-BI-224)</a>	DAS-BI-224DAS00219320130318765	Instructor Led	03/14/2013	0	Roster						
<a href="#">BI Dashboard for FIN (DAS-BI-111)</a>	DAS-BI-111DAS00219320130318765	Instructor Led	03/14/2013	0	Roster						
<a href="#">BI Dashboard for HCM (DAS-BI-112)</a>	DAS-BI-112DAS000100120130314762	Instructor Led	03/14/2013	1	Roster						
<a href="#">BI Report Studio Basics - Compensation (DAS-BI-225)</a>	DAS-BI-225DAS00219320130318765	Instructor Led	03/18/2013	0	Roster						
<a href="#">BI Query Studio - WFP (DAS-BI-213)</a>	DAS-BI-213DAS06819020130319767	Instructor Led	03/19/2013	0	Roster						
<a href="#">BI Report Studio Basics - GL (DAS-BI-221)</a>	DAS-BI-221DAS00219320130320768	Instructor Led	03/20/2013	0	Roster						
<a href="#">BI Report Studio Basics - WFP (DAS-BI-223)</a>	DAS-BI-223DAS00219320130327771	Instructor Led	03/27/2013	0	Roster						
<a href="#">BI Report Studio Basics - TE (DAS-BI-222)</a>	DAS-BI-222DAS00219320130328772	Instructor Led	03/28/2013	0	Roster						
<a href="#">BI Report Studio Basics - WFP (DAS-BI-223)</a>	DAS-BI-223DAS00219320130415786	Instructor Led	04/15/2013	0	Roster						

The Enrolled column indicates how many learners are enrolled.

4. The **Activity Roster** screen appears. Click the **Activity Component** link.

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## Activity Roster

**Activity Name:** [BI Dashboard for HCM \(DAS-BI-112\)](#) **Type:** Instructor Led  
**Activity Code:** DAS-BI-112DAS00100120130314762 **Contact:** --  
**Start Date:** 03/14/2013 **End Date:** 03/14/2013  
**Last Enrollment Date:** 03/12/2013 **Last Drop Date:** 10/25/2010  
**Available Seats:** 7 **Available Waitlist:** 2  
**Language:** English

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

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

Activity Roster | Activity Component

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Activity Roster

1 - 1 of 1 rows

Name	Employee ID	Conf #	Current Status	*New Status	Waitlist Priority
<input type="checkbox"/> <a href="#">CAROLYN GROVES</a>	10002848	1283129	Enrolled	Select ...	<a href="#">Details</a>

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

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

5. The **Activity Components** section is displayed. Click the **Details** button.

Activity Components				Customize   Find   
Order	Required	Name	Type	First  1 of 1  Last
1	Required	BI Dashboard for HCM	Sessions	<a href="#">Details</a>

# Marking Completion for Learners

- This will take you to the **Component Roster** for that Activity. Click the check box to the left of the learner's name. Select the appropriate option from the Attendance and Grade drop down menus.

Click the checkbox to select the learner.

**Component Roster**

Name	Employee ID	*Attendance	*Grade	Passing Status	Score	Completion Status
<input checked="" type="checkbox"/> <a href="#">CAROLYN GROVES</a>	10002848	Completed ▾	Completed ▾	Completed		<input type="checkbox"/> Not Attempted

[Select All](#)     [Clear All](#)

**For Selected Learners**

\*Set Attendance to: Select.. ▾ Go

\*Set Grade to: Select.. ▾ Go

Save
[Return To Previous Page](#)

\* The Attendance column has the following options in the drop down menu: Enrolled, Completed, No Show and Not Completed.

\*\*The Grade column has the following options in the drop down menu: Completed, Not Completed, Not Marked, Not Required and Pending.

- Click **Save**.

# Marking Completion for Learners

More than likely you will be marking completions for more than one learner at a time. To do this you will follow the same process above until step 6. Follow the steps below to mark completions for multiple learners at a time.

1. The **Component Roster** page below shows a roster with multiple learners. To mark all learners complete, click the **Select All** link and then in the **For Selected Learners** box, select **Completed** from the **Set Attendance to:** drop down and do the same for **Set Grade to:** drop down. Finally, click **Go** for each.

Component Roster

Name	Employee ID	*Attendance	*Grade	Passing Status	Score	Completion Status
<input checked="" type="checkbox"/> <a href="#">KELLY ERDY</a>	10071662	Enrolled ▾	Pending ▾	Pending	<input type="text"/>	Completed
<input checked="" type="checkbox"/> <a href="#">FELICIA JOHNSON</a>	10085689	Enrolled ▾	Pending ▾	Pending	<input type="text"/>	Completed
<input checked="" type="checkbox"/> <a href="#">HAROLD RICE</a>	10097876	Enrolled ▾	Pending ▾	Pending	<input type="text"/>	Completed
<input checked="" type="checkbox"/> <a href="#">NATHANIEL TROMBLEY</a>	10098776	Enrolled ▾	Pending ▾	Pending	<input type="text"/>	Completed
<input checked="" type="checkbox"/> <a href="#">CHRISTINA DUNLAP</a>	10059340	Enrolled ▾	Pending ▾	Pending	<input type="text"/>	Completed
<input checked="" type="checkbox"/> <a href="#">JOY MCKEE</a>	10015008	Enrolled ▾	Pending ▾	Pending	<input type="text"/>	Completed

[Select All](#)     [Clear All](#)

For Selected Learners

\*Set Attendance to:    Completed ▾   

\*Set Grade to:        Completed ▾

[Return To Previous Page](#)

# Marking Completion for Learners

2. All learners for this roster have been marked **Completed**. Click **Save** to save your work.

Component Roster

Name	Employee ID	*Attendance	*Grade	Passing Status	Score	Completion Status
<input checked="" type="checkbox"/> <a href="#">KELLY ERDY</a>	10071662	Completec ▾	Completr ▾	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">FELICIA JOHNSON</a>	10085689	Completec ▾	Completr ▾	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">HAROLD RICE</a>	10097876	Completec ▾	Completr ▾	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">NATHANIEL TROMBLEY</a>	10098776	Completec ▾	Completr ▾	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">CHRISTINA DUNLAP</a>	10059340	Completec ▾	Completr ▾	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">JOY MCKEE</a>	10015008	Completec ▾	Completr ▾	Completed	<input type="checkbox"/>	Completed

[Select All](#)     [Clear All](#)

For Selected Learners

\*Set Attendance to:

\*Set Grade to:

[Save](#)

To choose different **Attendance** and **Grade** options for different employees, repeat this process, select different employees, until the **Attendance** and **Grade** columns have been filled for each employee on the roster.