



## sccLearn Administrator Quick Reference Guide (QRG) – Roster Management: Registration



For further assistance, please submit a ticket through [Ask Clara](#) (only available on the County's intranet) or email [Askclara@tss.sccgov.org](mailto:Askclara@tss.sccgov.org).

### Adding Deadlines

Cancellation deadlines allow learners to cancel their registration prior to the deadline and can be useful for tracking no show learners.

Start date and time:

1/21/2020 8:30 AM

End date and time:

1/21/2020 4:30 PM

Registration deadline:

Date:

[Calendar icon]

Days before:

[Input field]

Cancellation deadline:

Date:

[Input field]

Days before:

[Input field]

Best practice is for the registration and cancellation deadline to be the same.



### Moving students from the wait list

Select the checkbox beside the names you want to move to the roster and click **Move To Roster**.

Search: [Input field] Help [Q] [ADVANCED...]

View: [Waiting list]

Show Records: [10]

Records: 2

Buttons: Add, **Move To Roster**, Move All To Roster, Remove, Remove All, Send E-Mail

<input type="checkbox"/>	Name	Username	Region	Track	Status	Waiting List Date
<input checked="" type="checkbox"/>	[Name]	[Username]	[Region]	A Sample for Training	On waiting list	12/12/2019 4:43:23 PM PST
<input type="checkbox"/>	[Name]	[Username]	[Region]	A Sample for Training	On waiting list	12/12/2019 4:43:23 PM PST

## Registered Learners that Did Not Attend

It is recommended to mark all learners that were **registered but did not attend** the class, with a **No Show** status.

Name	Username	Status	Status Date
<input type="checkbox"/> [Name]	[Username]	Attended	12/16/2019 4:52:44 PM PST
<input type="checkbox"/> [Name]	[Username]	<b>No show</b>	12/16/2019 4:52:44 PM PST
<input type="checkbox"/> [Name]	[Username]	Canceled	12/16/2019 4:52:44 PM PST
<input checked="" type="checkbox"/> [Name]	[Username]	Registered	12/16/2019 4:52:44 PM PST
<input type="checkbox"/> [Name]	[Username]	Waived	12/16/2019 4:52:44 PM PST



1. Select the checkbox beside the registered learners who did not attend the class.

2. Select **No Show** (or **Canceled**) from the Status drop-down se-

lection.

Search:  Help

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Click **Continue** at the **BATCH REGISTRATION** window.