



sccLearn Administrator Quick Reference Guide (QRG): Roster Management



sccLearn is available to all County employees as well as Extra Help Staff.

If you are an employee and do not have access to sccLearn, please an IT Ticket though [Ask Clara](#) (only available on the County's intranet) or email Askclara@tss.sccgov.org.

sccLearn Quick Reference Guide

For the complete guide download it here

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:

End date and time:

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

Registration deadline :

Date:

Days before

Date:

Days before

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Moving students From the wait list

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

Help View: Show Records:

Records: 2

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

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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"/>		Attended	12/16/2019 4:52:44 PM PST
<input type="checkbox"/>		No show	12/16/2019 4:52:44 PM PST
<input type="checkbox"/>		Canceled	12/16/2019 4:52:44 PM PST
<input checked="" type="checkbox"/>		Registered	12/16/2019 4:52:44 PM PST
<input type="checkbox"/>		Waived	12/16/2019 4:52:44 PM PST

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

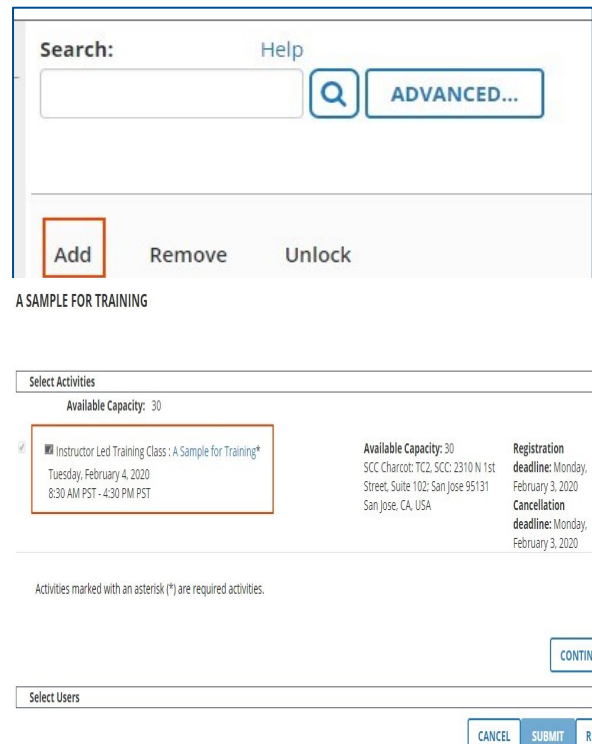
2. Select **No Show** (or **Canceled**) from the Status drop-down selection.

Add Learners to Class Roster or Wait List

Typically, learners self-register for a class before attending. However, there may be instances where a learner is unable to register or attends as a walk-in learner. As an administrator, you can add learners to the waiting list before the completion of a class or to the roster before and after the completion of the class.

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

1. Click **Add**.



The screenshot shows a web interface for batch registration. At the top, there is a search bar with a 'Help' link and an 'ADVANCED...' button. Below the search bar, there are three buttons: 'Add', 'Remove', and 'Unlock'. The 'Add' button is highlighted with a red box. Below these buttons, there is a section titled 'A SAMPLE FOR TRAINING'. This section contains a table with columns for 'Select Activities', 'Available Capacity', and 'Registration'. The 'Select Activities' column has a dropdown menu. The 'Available Capacity' column shows '30'. The 'Registration' column shows 'deadline: Monday, February 3, 2020' and 'Cancellation deadline: Monday, February 3, 2020'. Below the table, there is a note: 'Activities marked with an asterisk (*) are required activities.' At the bottom right, there is a 'CONTINUE' button. At the bottom left, there is a 'Select Users' dropdown menu. At the bottom center, there are three buttons: 'CANCEL', 'SUBMIT', and 'RESET'.