WORKSHOP INSTRUCTOR GUIDE

This resource provides instructions on how to access and manage rosters and sessions for workshops or events within the College or Marin ProLearning portal. For information on accessing the ProLearning portal, please visit the COM Professional Learning website. Additional help guides and FAQs are available throughout the ProLearning site.

Topics in this guide include:

Viewing the Roster

To access your session roster, navigate to the Instructor Lead Training (ILT) tab and then select **View your Sessions** from the drop-down options.

Locate your event on the workshop calendar.

You can also use the **Agenda** tab which will list all of your events for the month.

Select the desired workshop and scroll to the bottom of the page to view your roster. Click **View Roster**.
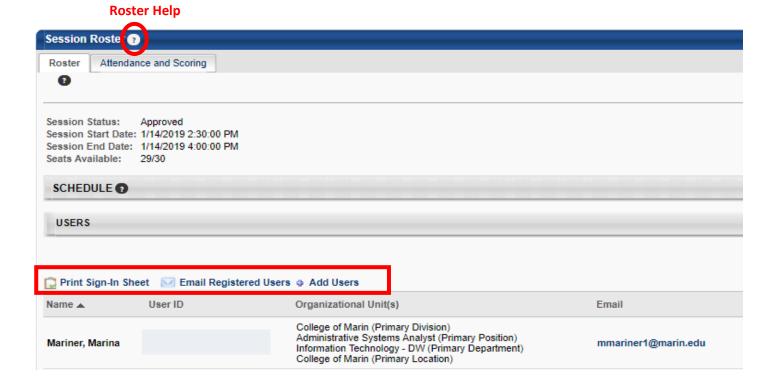

Roster Tools and Functions

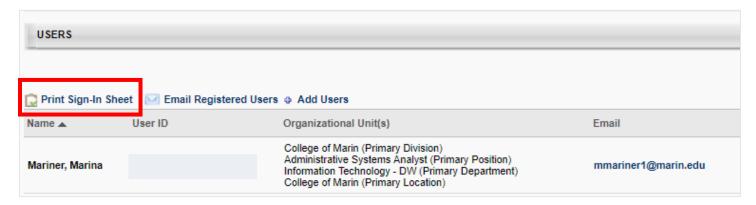The Session Roster contains two tabs: Roster and Attendance and Scoring.

Your list of registered participants is located in the USERS block. Above the list you will see options to Print the Sign-In Sheet, Email Registered Users, and Add Users (**Note:** The email option will not be displayed until users have registered for the session).

For detailed instructions on all roster features, click the help icon located next to *Session Roster*.
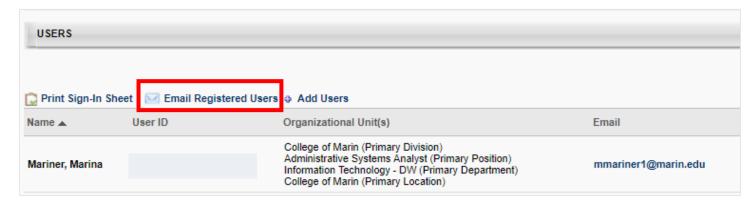
Printing the Sign-in Sheet

Click the Print Sign-in Sheet to access your course roster. After clicking the link, the sign-in sheet will download to your computer as an Excel file.

Emailing Registered Users

The email feature in this platform is somewhat limited and is best to use this feature for reminders or instructions about the upcoming event. To begin your email, click the Email Registered Users link. Detailed instructions for creating emails are located in the **Session Roster** help menu.

Adding an Email Attachment

Attachments can be added to emails using the Document Manager found in the text editor tool bar.
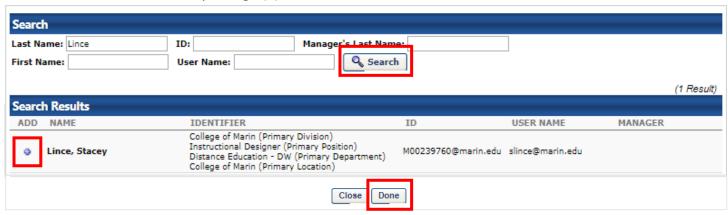

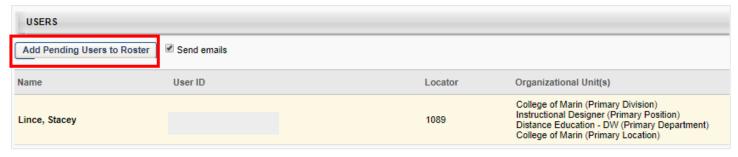## Adding Attendees via the Roster

You may have users attend your event who have not registered in advance. Attendees can be added to the roster after the event. Follow the previous instructions for Viewing the Roster. From the roster page, click the **Add Users** link.

On the next screen, enter the user's name and click the **Search** button. Matching users will appear in the *Search Results* block. Click the plus sign (+) to the left of the correct user and then click **Done**.
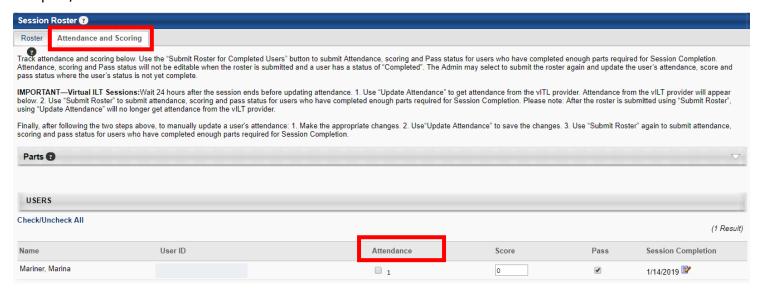

The added users will appear on the Roster tab screen in a pending status. Click the **Add Pending Users to Roster** button to add the attendees.

Attendance and Scoring

The *Attendance and Scoring* tab allows administrators and instructors to manage attendance, enter scores, and pass/fail values.

In the Users section, click the **Check/Uncheck All** attendance link to mark each user as attended for each part of the session. All Attendance option boxes that are unchecked will be selected. Click the link a second time to clear all selected Attendance option boxes. The Check/Uncheck All Attendance link is only visible before the administrator or instructor submits the final roster.

- If a user has none of the Attendance checkboxes selected for a session, their training status is No Show when the roster is submitted and their cost center is charged for the No Show penalty if applicable.
- If a user is not marked as attending the minimum number of required parts, their training status is Incomplete when the roster is submitted
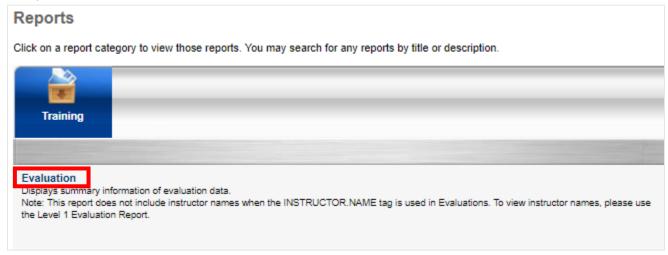
The **Score** and **Pass** fields are typically not required for COM sessions. The pass/fail column will automatically default to pass.
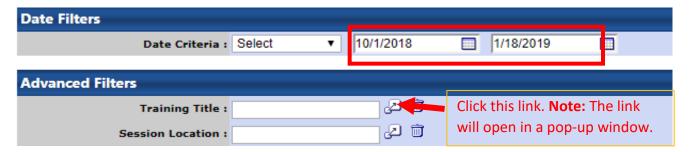
Reviewing Session Evaluations

After completion of your session, registered users will complete an evaluation of the event. Evaluation results can be viewed and exported by session instructors. To access your evaluations, navigate to the **Reports** tab and then click **Standard Reports.**
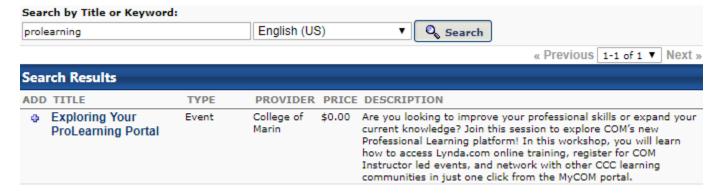

Next, click the **Evaluation** link

Enter the date range for your desired session. Click the arrow next to the Training Title field to search for your session.

Enter your session title or keyword in the **Search by Title or Keyword** field and then click the **Search** button. Click the plus sign (+) next to the session title to add the session to your report.

You will be returned to the Evaluation page. For a quick view of the results, click the ***Printable Version*** option at the bottom of the page.