Add a User to a Scheduled Session Roster

1. After logging on to the LMS through BEACON, click the ILT ADMIN tab and select MANAGE EVENTS & SESSIONS

We	lcom	.e	NC Leo	arning	Center
Home	Learning	Reports	ILTAdmin	_	
	idra lot's (hotreta tor	Manage Events & Sessions		
		get started.	Vendors & Instructors		
			Facilities & Resources		0 0
N*	A		View Your Sessions		

2. Enter a keyword or the title of the event you are creating a session for. In this example, use the keywords "ADULT FIRST" is used. Click SEARCH

Search All Events
Search for all Events O Search for all Sessions
ADULT FIRST
English (US)
or search for sessions directly by using locator number

Once you click **SEARCH**, your results will generate below.

3. Scroll and find the event you are scheduling a session for and select the VIEW SESSIONS icon,

							(1 Result)
Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
Adult First Aid, CPR, AED and Bloodborne Pathogens (American Red Cross) (Blended Learning Hands On Only)	Healthcare Safety and Wellness	Office of State Human Resources	English (US)	0	1	0	28	3 🔲

4. Your session will now appear in the session list. Click on the View Roster icon, 🕮

Create Nev	v Session	R							
Sessions									
									(3 Resu
Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	10/29/2013	10/29/2013		16933	DPS HR Personnel Shore Building (Raleigh)	1 of 75	28	Approved	🚨 📝 🗈 🗟 🗙
Friday	10/25/2013	10/25/2013		17035	DPS HR Western Foothills Regional Employment Office (Lenoir)	0 of 75	28	Approved	🚨 📝 🗈 🗟 🗙
Tuesday	10/22/2013	10/22/2013		16932	Corrections Enterprise Large Conf Rm	1 of 75	28	Approved	🚨 🖥 🗟 🗙

5. You will now see the Session Roster screen, where you will be able to add names to the roster. Next, select **ADD USERS**

No attachments	s have been upload	ed for this Session						
SCHEDULE								\bigtriangledown
USERS								
C Print Sign	in Sheet	Lisers 😤 Withdraw / Move Lisers				Show Withdraw		rs (0 Results)
Name 🔺	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options

Select your attendees by typing their last and first name or partial last and first name in the corresponding fields, click on Search. When the name has been located, click the a next to the user. Continue to add your attendees.
Important Note: Use the Identifier column next to the user name to ensure you have the right name. This field provides where the users is located.

When you have selected all of your attendees, click **DONE**.

Search									
Last I First	Name: T	ID:	ID: Manager's Last Name: User Name: Q Search						
					(20 Results) 1 2 > »			
Sea	rch Results								
ADD	NAME	IDENTIFIER		ID	USER NAME	MANAGER			
ф	Ijames, Devonna	DiagD (ORG UNI	I W West CA P IT)	01068205	01068205	Harriger, Robert			
Ф	James, Amy	COR SO DS2 PR C2 L1 S01 (ORG	I C Odom CS C/O UNIT)	01011074	01011074	Arp, Carlton			
ф	James, Angela	COR SO DS2 PR U4 AU S03 (OR0	I E Bertie CA C/O 3 UNIT)	01084177	01084177	Mcclelland, Michael			
0	James, Cynthia	COR SO DS2 PR (ORG UNIT)	I C Wom W CC	01945031	01945031	Hunt, Evangeline			
0	James, Danita	COR SO COO D AJDM-10-B CPP	S3 CC D2 AA O-F (ORG UNIT)	00424018	00424018	Hodges, Bruce			

7. The system will return you to the Roster screen. The users you selected will be listed in **PENDING** status. To register them, click on **ADD PENDING USERS TO ROSTER.** You also have the option to send (or turn off) the automatic registration emails by using the check box.

Note: It is recommended to leave this box checked so employees are notified of the training entry/registration.

USERS				
Add Pending Users t	o Roster 🛛 🗹 Ser	nd emails	+	
Name	User ID	Locator	Organizational Unit(s)	Status
Aaron, David	01517523	91880	PS ACJJ OPS PRI MTN CLO-LANESBORO Cust/O (ORG UNIT)	Pending
Aaron, James	00709844	91880	ENR SO ASEN DWR DO WQROP SO Asheville (ORG UNIT)	Pending

8. The system will register the users. The Basic ILT should review their roster to ensure it is correct by name, user id (Beacon/Personnel number) and the user's org unit (facility). Please review your roster, you can remove any users as needed by selecting the REMOVE USER icon

🕞 Print Sign-In Sheet 🛛 Email Registered Users 🤄 Add Users 🐉 Withdraw / Move Users 💿 Show Withdrawn/Removed Users (2 Results)									
Name 🔺	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options	
Aaron, David	01517523	PS ACJJ OPS PRI MTN CLO- LANESBORO Cust/O (ORG UNIT)	DAVID.AARON@NCDPS.GOV	0 of 1 Parts Attended			Registered	🎽 🖶 🌏 🗟 👗	
Aaron, James	00709844	ENR SO ASEN DWR DO WQROP SO Asheville (ORG UNIT)	JAMES.AARON@NCDENR.GOV	0 of 1 Parts Attended			Registered	Z 🖻 🌏 🗟 🐍	

USERS