

# Learning Administrator's Quick Guide

## Attendance, Status and Completion date

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# 1. View Attendees

Find the activity in the library, from the three dots menu select "View Attendees".

The screenshot shows a course page for "Haley & Ashley's Test Course". The page includes a description, a URL, and metadata. A three-dot menu is open in the top right corner, with a red arrow pointing to the "View attendees" option. Another red arrow points to the three-dot menu icon itself.

**Haley & Ashley's Test Course**

This course is used for testing. Do not register for it.

<https://en.wikipedia.org/wiki/Latin>

*Latin* (*Latin*: lingua latīna, IPA: [ˈlɪŋɡw̥a laˈtiːna]) is a classical language belonging to the Italic branch of the Indo-European languages. The *Latin* alphabet is derived from the Etruscan and Greek alphabets, and ultimately from the Phoenician alphabet. *Latin* was originally spoken in Latium, in the Italian Peninsula.

**Official language in:** Holy See; Sovereign Milit...

**Writing system:** Latin alphabet

**Language family:** Indo-European: Italic > Latin...

**Pronunciation:** laˈtiːna

**Created by:** Haley Ruddell

**Created:** 28 Jul 2017

**Type:** Instructor-Led Training

**Popularity:** 0 people like this

**Valid for:** 1 Day

Select a timeslot | Share

- View attendees
- Edit
- Preview
- Archive

## Attendees

🕒 Timeslot:

12 Jun 2018, 3:00pm (PST) - HR Training Room

🔍 Search:

Search



👤 Attendees: 2

👤 Wait list: 0

Attended

Full name

Position

VP Area

School/College/Admin Unit

Manager

Completed date

Score 1

Status



Pietro Maximoff

Booked



Baby Dolphin  
UO Temp Office Supp

UO General

UO General Business Operations

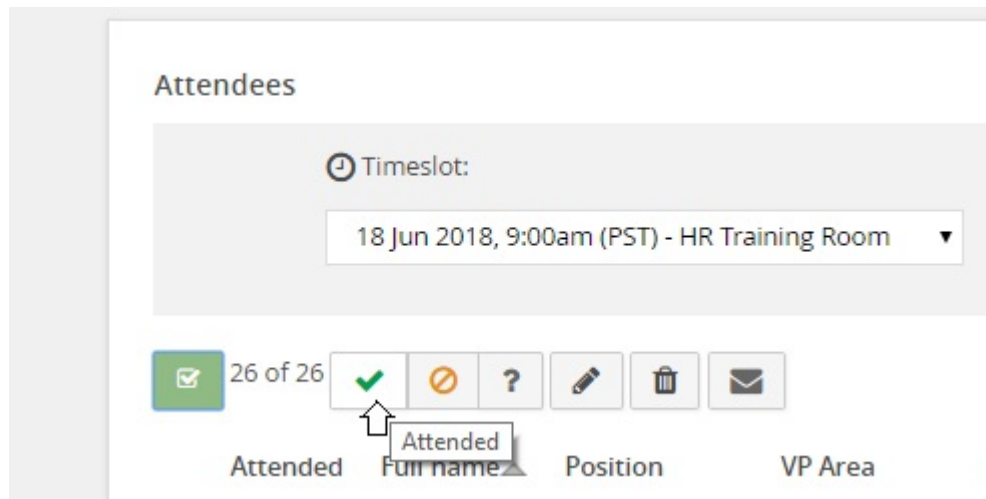
Booked





## 2. Mark Attendance

This field is only accessible to Learning Administrators and Attendance Checkers. Marking attendance is the best way to record and report accurate completion data.

To edit attendance, check the box next to the names of the participants you're marking attendance for. Doing so will expand the toolbar at the top of the attendees list. Hovering over the icons will show that "attended" is indicated by a green check mark, 'did not attend' is indicated by the 'no' symbol and attendance can be cleared using the question mark symbol. You can also update this field using the bulk edit option, [see step 5](#).



After attendance has been recorded it will be visible in the users profile icon. As you can see below, Pietro did not attend, Baby Dolphin did. However, the completion date for Baby Dolphin is inaccurate.

Attended	Full name	Position	VP Area	School/College/Admin Unit	Manager	Completed date	Score 1	Status
<input type="checkbox"/>	 Pietro Maximoff						<input type="text"/>	Booked
<input type="checkbox"/>	 Baby Dolphin	UO Temp Office Supp	UO General	UO General Business Operations		18 Jun 2018	<input type="text"/>	Complete

### 3. Update Status

Status should be updated to 'complete' for those who attended and left as 'booked' for those who did not. Status can be updated from the drop down menu or the bulk edit option. Both Administrators and end users can update status for instructor-led activities. End users cannot mark themselves as complete until after the timeslot of the activity has passed. While Learning Administrators and Attendance Checkers can override the status selected by a user, the user can also change the status back. This is why it is best practice to remove users who did not attend. **See step 6, how to handle no call/no shows.**

### 4. Record or Remove the Actual Completed Date

Once status has been marked as "Complete" the "Completed date" will automatically populate with the current date. This can be edited using the same toolbar that was used to mark attendance. Actual completion date can also be corrected using the bulk edit option, **see step 5.**


To edit the completed date click the box next to the name(s) that you would like to edit, select the pencil icon from the toolbar, check the box for "Actual Completion date" and select the correct date from the calendar. Click 'next' and you will be prompted to confirm the changes. Select confirm to save.

To remove a completion date, click the box next to the name(s) that you would like to edit, select the pencil icon from the toolbar, change the status to 'booked', check the box for "Actual Completion date" and leave the date blank. Click next, you will receive a notification that the date will be removed, click 'confirm' to continue and 'close' to exit the window. In order to remove a completion date, the status cannot be 'complete'.

Baby Dolphin's record now reflects the correct completion date.

🕒 Timeslot: 🔍 Search:  
12 Jun 2018, 3:00pm (PST) - HR Training Room Search

Attendees: 1 Wait list:


Attended	Full name	Position	VP Area	School/College/Admin Unit	Manager	Completed date	Score 1	Status
<input checked="" type="checkbox"/>	 Baby Dolphin	UO Temp Office Supp	UO General	UO General Business Operations		12 Jun 2018	<input type="text"/>	Complete

## 5. How to Bulk Update

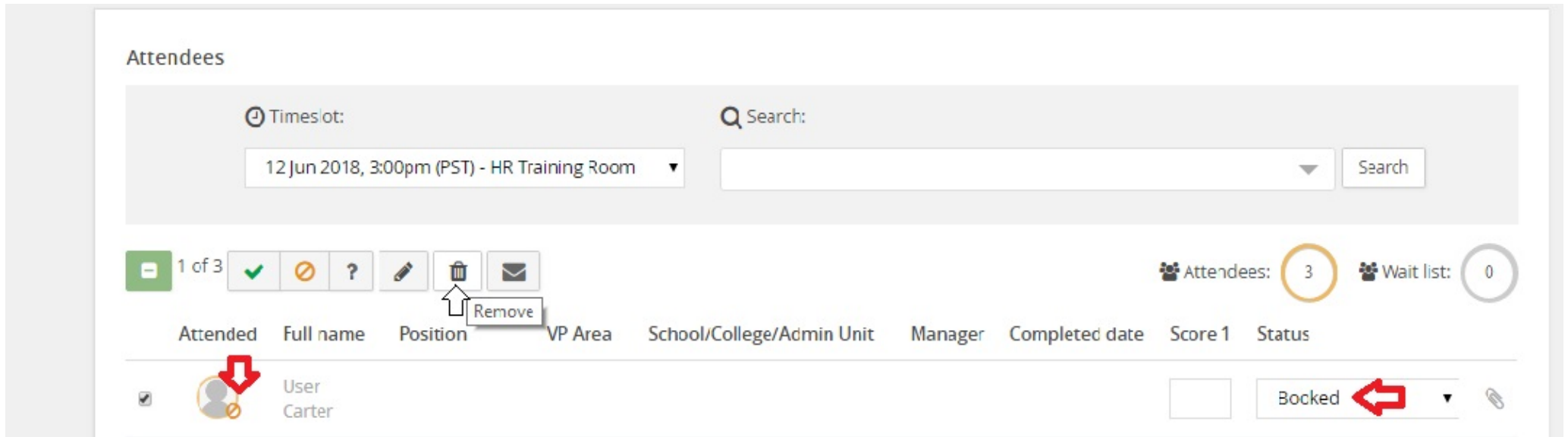
All three tracking fields can be updated simultaneously using the bulk edit option.

1. Check the box next to the names of all those who attended.
2. Select the pencil icon from the toolbar
3. Check the box next to attended
4. Select “attended” from the drop down menu
5. Check the box for status
6. Select “complete” from the drop down menu
7. Check the box for “Actual Completion date”
8. Select the appropriate date using the calendar

## 6. How to Handle No call-No Shows

1. Mark attendance as 'did not attend' using the no symbol, 
2. Mark status as 'booked'
3. Remove them from the attendees list by checking the box next to their name and selecting the trash can icon from the toolbar at the top of the attendees list.

Although you won't be able to see them on the attendees list you will be able to pull a report that shows them has 'booked', 'did not attend' and 'removed' from the workshop.



The screenshot displays the 'Attendees' management interface. At the top, there is a 'Timeslot' dropdown menu set to '12 Jun 2018, 3:00pm (PST) - HR Training Room' and a search bar. Below this is a toolbar with icons for 'Attendees' (1 of 3), 'Marked' (checkmark), 'No Show' (no symbol), 'Unknown' (question mark), 'Edit' (pencil), 'Remove' (trash can), and 'Email' (envelope). A tooltip 'Remove' is visible over the trash can icon. On the right, there are counters for 'Attendees: 3' and 'Wait list: 0'. Below the toolbar is a table with columns: 'Attended', 'Full name', 'Position', 'VP Area', 'School/College/Admin Unit', 'Manager', 'Completed date', 'Score 1', and 'Status'. The first row shows a checked checkbox, a user icon with a red arrow pointing down, the name 'User Carter', and a status dropdown menu set to 'Booked' with a red arrow pointing left. A paperclip icon is also visible at the end of the row.

## 7. How to Handle Late Additions

When someone attends a class without registering there are two ways to update their development plan to record their attendance. If the timeslot for the activity exists in the system follow the steps below. If a timeslot was not created for the activity in MyTrack you will need to contact [learning@uoregon.edu](mailto:learning@uoregon.edu) to request a batch upload template. **The system will not allow creation of timeslots for dates in the past.**

1. Hover over “My community”
2. Select “For an employee”
3. Search by employee name. The system will search for preferred name, you can also search by duck id
4. Check the box to the left of the employee’s name
5. If you have more than one person to add, repeat steps 3-4 as needed
6. Click on “Assign learning” located at the top of the search results. The system will show a count of the number you are assigning to
7. From the Learning library, click the “Events” icon located to the right of the search bar. This will take you to the calendar view

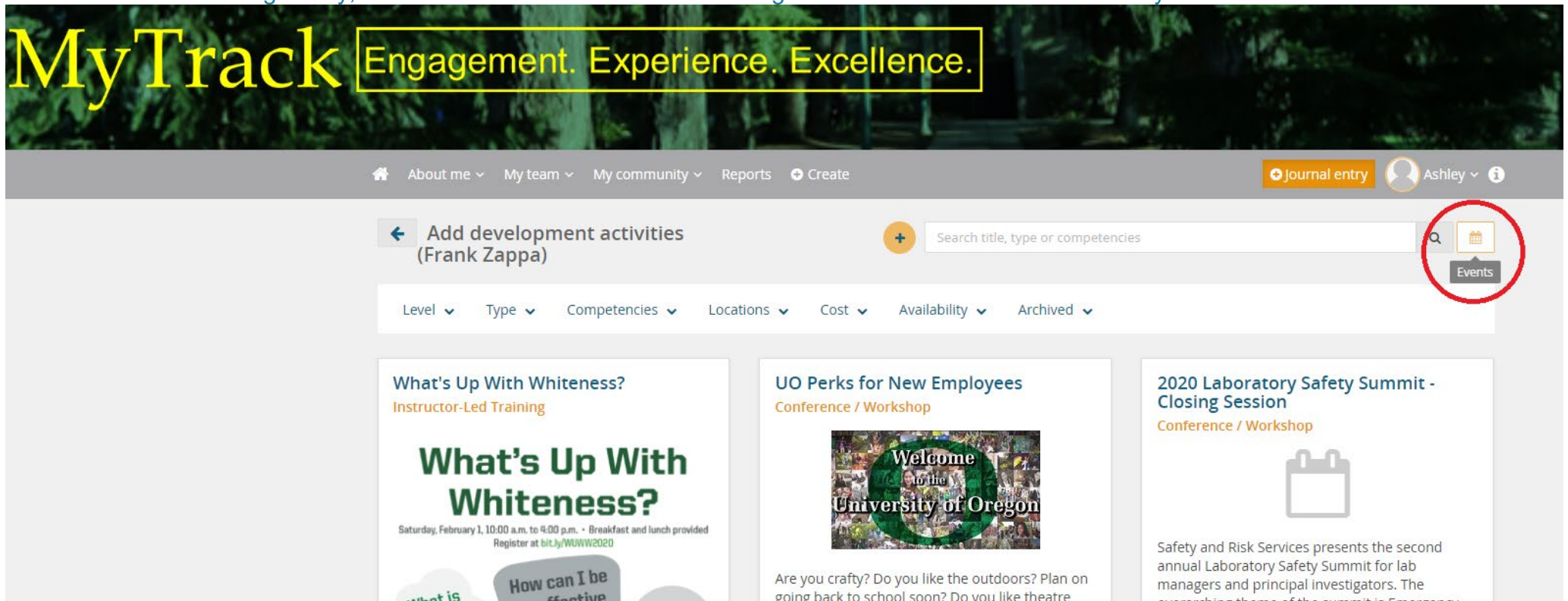


Figure 1: 'Events' icon is circled in red



**Note: This process will not work if you link to the calendar using the drop down menu under “My community”**

8. From the calendar, locate the activity you need to add to the employee’s plan. The < > buttons on either side of the month/year will flip the calendar pages forward or backward. Past activities will be greyed out. Upcoming activities will have black text. If you have already archived the activity you will need to check the ‘Archived’ box under the “Archived” drop down menu from the available filters in order to view archived listings
9. Click on the title of the activity to open the course description
10. From the bottom of the description click “book” or “join wait list”. The system will show a count in parenthesis of the number of people you are booking/adding to the wait list. For example: Book (1)

**Note: the employees will not receive a notification of the booking and if the course owner has notifications set to send when someone books the activity they will not receive a notification either.**

11. After adding the employee(s) navigate to the attendees list of the activity
  - a) Locate the activity in the active or archived library
  - b) Click on the title of the activity
  - c) Select “View attendees” from the three dots menu in the upper right corner
12. Select the past timeslot from the drop down menu
13. Located the employee(s) you added and check the box next to their name(s)
14. Click the pencil icon from the toolbar
15. Update the “Actual Completion Date” to match the date of the timeslot.
16. Click “Next”
17. Click “Confirm”
18. Click “Close”

**Note: The newly added attendees will already be marked as ‘complete’ and ‘attended’.**