

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## How to close a Roster

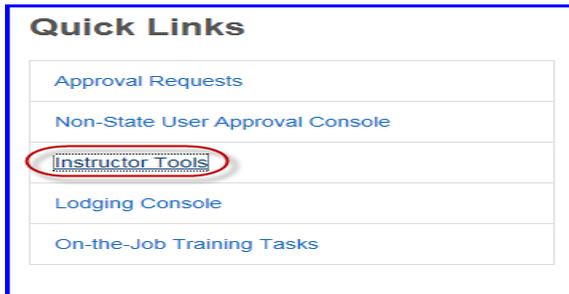
Step 1: Click on My Responsibilities and the area to the right where the red circle illustrates



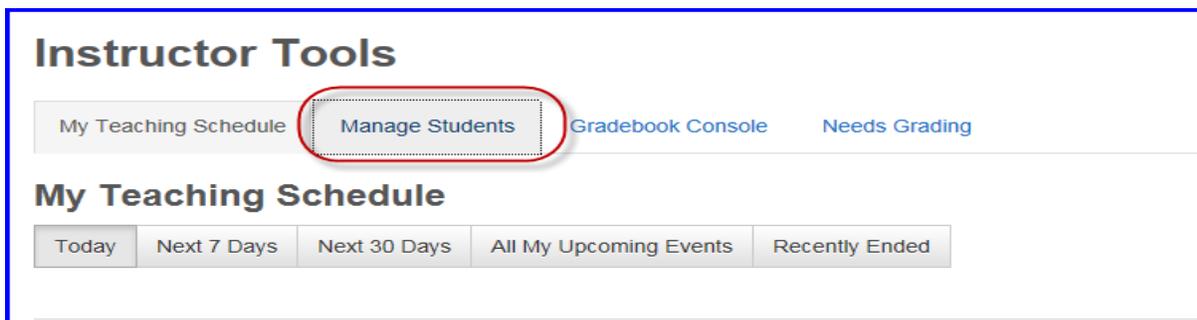
Step 2: Click on Training



Step 3: Click on Instructor Tools under the Quick Links section



Step 4: Click on Manage Students



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Step 5: Click on all instructors or me, populate search field, populate start end dates, then click filter

**Instructor Tools**

My Teaching Schedule | **Manage Students** | Gradebook Console | Needs Grading

**Manage Students**

Me | All Instructors

**Search**  
cws1021

**Pending Action**  
Pending Action

**Start Date**  
10/10/2016

**End Date**  
10/31/2016

Filter

Step 6: Click on the event title for the roster you desire

**VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development**

Date	Section	User	Pending Action
10/25/2016 - 10/26/2016	CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Virginia Beach)	24	6 Waitlisted Students
10/11/2016 - 10/12/2016	VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Roanoke)	24	9 Waitlisted Students

Step 7: Click record attendance, status, and scores

**CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Virginia Beach)**

For Classroom Course: **VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development** Format: **In-Person**

Date Range: **10/25/2016 - 10/26/2016** Section Code: **Eastern** Section Number: **117**

**Students**

Enrolled (24) | Waitlisted (6)

Email All | **Record Attendance, Status, and Scores** | Create Gradebook | Export to Excel | Export To PDF

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Step 8: Click on the square for attendance and assigned progress status. Once finished with all attendees, click save.

**CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Virginia Beach)**

For Classroom Course: VD 88 - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development      Format: In-Person

Date Range: 10/26/2018 - 10/28/2018      Section Code: Eastern      Section Number: 117

**Student Information**

Enter attendance, status, and scores information for the students listed below and then click Save.

Attendance      Apply To All

Status:       Apply To All      Score:       Apply To All

24 Items      Page 1 of 3

User Name	Attended	Progress Status	Credit Percentage	Score
Baskerville, Carol	<input type="checkbox"/>	Complete <input checked="" type="checkbox"/>		<input type="text"/>
Birt, Shakeyrs	<input type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>		<input type="text"/>
Brewer, Tynisha	<input type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>		<input type="text"/>
Chappelle, Shannon	<input type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>		<input type="text"/>
Claborne, Gulana	<input type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>		<input type="text"/>
Coleman, Shawn	<input type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>		<input type="text"/>
COX, FALESIA	<input type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>		<input type="text"/>
DeMay, Margaret	<input type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>		<input type="text"/>
Donovan, Matthew	<input type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>		<input type="text"/>
Doughty, Stephanie	<input type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>		<input type="text"/>

24 Items      Page 1 of 3