INSPIRA LMS SOP: How To Administer Activity Rosters (Learning Admin)

Use this SOP to:

1. Search for and access any activity roster within a learning environment;

2. Use the rosters to view learners’ enrollment status, manage waitlists, drop learners, print attendance sheet and view and update learners’ grades, attendance, and scores;

3. Update the registration status of an individual learner or use a group action to update multiple learners simultaneously;

4. Use the group action feature to send ad hoc email notifications to learners.

STEP I: Log into Inspira homepage

STEP II: Find the class/activity whose roster you wish to view/print

STEP III: Manage the class roster

i. Search Options & Print Roster

ii. Send Notifications to Learners

iii. Manage Waitlisted Learners

iv. Drop Enrolled or Waitlisted Learners

   iv(a). Drop individual learner

   iv(b). Drop group of learners

v. View Learner Details
STEP I: Log into Inspira homepage

1. Click on “Main Menu”
2. Click on “Learning Administration”
3. Click on “Learner Tasks”
4. Click on “Administer Activity Rosters”
STEP II: Find the class/activity whose roster you wish to view/print

1. Enter the “Activity Code” (in our example we enter “LMS-1090-221”).
2. Click on “Search”
3. The course you are looking for should appear; click on the “Roster” button.
STEP III: Manage the class roster

i. Search Options & Print Roster

1. On the “Activity Roster” page, under the “Enrollment Status” tab the table “Roster” lists all the learners who have a status in this course. If you would like to look for a specific learner or filter the learners by enrollment status: enrolled, dropped, waitlisted, completed, in progress, not completed, please click on “Search Options”.

2. You can search by a learner’s personal information, by enrollment date, or by activity status in this section. Select “Enrolled” if you wish to view ONLY the list of enrolled learners for the attendance sheet.

3. Click on “Search”
4. The “Roster” table shows only the learners who have a status of “Enrolled”. If you would like to print the list please click on the button to open a printable activity roster in a separate browser window.

Please note that the roster will appear as an excel document; you can view/save the roster.

   ii. Send Notifications to Learners

1. Select the learners to be notified or click on “Select All” to select all the learners on the list (if you used “search options” to filter out only a group of the learners, clicking on “Select All” will only select the learner from the filtered list to be notified). Please note that “Select All” box is always checked off so make sure that you have correctly selected everyone on the list.
2. Select “Send Notification” in “Group Actions” dropdown list.
3. Click on “Go”
4. The window Activity Notifications will open. Similar to writing an e-mail, fill out the text in **Replace with Notification Details** field.
5. If you would like to send an attachment, click on “Add Attachment”.
6. Click on “Send Notification” when you are done.

7. On the Message pop-up box click on “OK”. After you click on “OK” the email will be sent immediately.

8. Click on “Return to Activity” to go back to “Activity Roster” page.
iii. Manage Waitlisted Learners

Activities can be created with a capacity limit. If the waitlist feature is enabled, when the capacity limit is reached, the system will automatically generate a waitlist of learners for that training. If an enrolled learner is dropped from an activity, the system will automatically enroll the first person on the waitlist, provided that the activity start date has not yet passed. The system will not enroll waitlisted learners automatically after the activity start date. Administrators have the ability to increase the waitlist capacity and also change a learner’s position in a waitlist.

To automatically enroll a learner who is on the waitlist:

1. Change the learner’s waitlist priority to 1. The “Waitlist Priority” column displays the order in which learners are waitlisted. To change a learner’s waitlist priority, re-number the values in the “Waitlist Priority” column (1 being the highest priority and larger numbers representing decreasing priority). Now the system will automatically chose the learner marked as priority 1.

To manually enroll a learner who is on the waitlist (including after activity start):

1. Select “Enroll” in the New Status field. When you enroll a waitlisted learner, the system generates an email that gets queued to be sent to the learner informing the learner of the updated enrollment status.
2. You will be prompted to confirm your enrollment action. Click on “Enroll”.

3. An “Enrollment Confirmation” page would appear. Click on “Return to Activity Roster” to go back to activity roster page.

You can double check if the learner is enrolled now in the “Current Status” field.
iv. Drop Enrolled or Waitlisted Learners

From “Administer Activity Rosters” tab you can drop learners with any enrollment status except for “Dropped”. If the learner has a “Dropped” status of an activity, the “Drop” option will not be visible.

Learners, coordinators, and administrators can drop a learner’s enrollment or registration in an activity or programme. A learner can only drop activities and programmes for which they have self-enrolled. Activities can have last drop dates. Depending on your cancellation policy, you can set a last drop date for an activity as either a specific number of days before or after the activity start date, on a specific date, or on the activity start date. When no drop rule is defined for an activity, learners can drop it at any time, even after it has started. Administrators can always drop a learner’s enrollment in an activity, regardless of an activity’s last drop date or start date.

iv (a). Drop individual learner:

1. Click the drop-down menu under the column “New Status” and select “Drop”.

2. On the new “Drop Activity” review page, under “Drop Reason” select “Drop”.

3. Click on “Drop”.

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A “Drop Confirmation” page will appear and indicate “You have successfully dropped XXX from this activity”.

4. Click on “Return to Activity Roster” to go back to activity roster page.

You will see the updated roster.

iv (b): Drop a group of learners

If you want to drop a group of selected learners:

1. Check the box next to their names.
2. In the “Group Actions” select “Drop”.
3. Click on “Go”.

4. Check the list of learners you selected to drop. You can still de-select any learner here before you click on “Drop” to keep their current status.

5. Under “Drop Reason” select “Drop”.

6. Click on “Drop”.

A “Drop Confirmation” page will appear and indicate “You have successfully dropped XXX from this activity”.

7. Click on “Return to Activity Roster” to go back to activity roster page.
You will see the updated roster.

v. View Learner Details

1. Click the Learner Details link to view a learner’s ID, job title, and status.
2. Click the learner’s name to access the User Profile page, which displays high-level job and contact information about the user. (see below)