CLC Access Level: Admin with access to ILT Administration-Roster Management

This job aid will provide the steps necessary to close out or mark instructor-led training sessions complete.
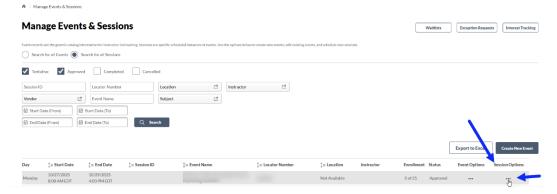
Note: The session end date must be in the past to submit the roster to completion. This process does not apply to sessions that have not yet occurred.

To set attendance and close a session in the Commerce Learning Center:

1. Login to the Commerce Learning Center with your **Administrato**r login.

2. From the main navigation bar select **ILT Admin (or Instructor Led Training)**, then select **Manage Events & Sessions.**

3. Select the **Search for Sessions** radio button, then **enter the respective search criteria to locate the desired session**.

You may search by a combination of search criteria or locator number if available. Sessions that remain open or have not yet been closed out will show a session status of **APPROVED**.

4. From the three-dot ellipsis showing in the Session Options column, select View Roster.



5. When the Roster opens, select the **Attendance and Scoring tab** at the top of the roster.



For immediate assistance and to speak with a real person 24/7 please visit
https://doc.eskillzlivesupport.com/support/home

6.  Use the **attendance checkboxes** to apply attendance credit for the users on the roster.

You may use the **Check/Uncheck All** option to check all checkboxes for all users in bulk.



7.  Select the **Submit Roster** button to submit the attendance and move the session to **Completed** status.