

Commerce Learning Center (CLC)

Mark Instructor-Led Trainings Complete

Audience: CLOs/ Bureau Team Leads



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 **Administrator** 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.

Manage Events & Sessions

Event records are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events. Use the options below to create new events, edit existing events, and schedule new sessions.

☐ Search for all Events ☒ Search for all Sessions

☒ Tentative ☒ Approved ☐ Completed ☐ Cancelled

Session ID: [] Locator Number: [] Location: [] Instructor: []

Vendor: [] Event Name: [] Subject: []

Start Date (From): [] Start Date (To): []

End Date (From): [] End Date (To): []

Search

Export to Excel Create New Event

Day	Start Date	End Date	Session ID	Event Name	Locator Number	Location	Instructor	Enrollment	Status	Event Options	Session Options
Monday	10/27/2025 8:00 AM EDT	10/29/2025 4:00 PM EDT				Not Available		0 of 25	Approved	...	View Roster

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

Session Roster

Parent Roster Attendance and Scoring

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

Commerce Learning Center (CLC) Mark Instructor-Led Trainings Complete

Audience: CLOs/ Bureau Team Leads



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.

Name	Location	User ID	Attendance	Score	Pass	Session Completion
[redacted]	[redacted]	[redacted]	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	3/13/2025 Edit

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

Name	Location	User ID	Attendance	Score	Pass	Session Completion
[redacted]	[redacted]	[redacted]	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	3/13/2025 Edit

Showing 1-3 of 3

Comments

Back Save **Submit Roster**