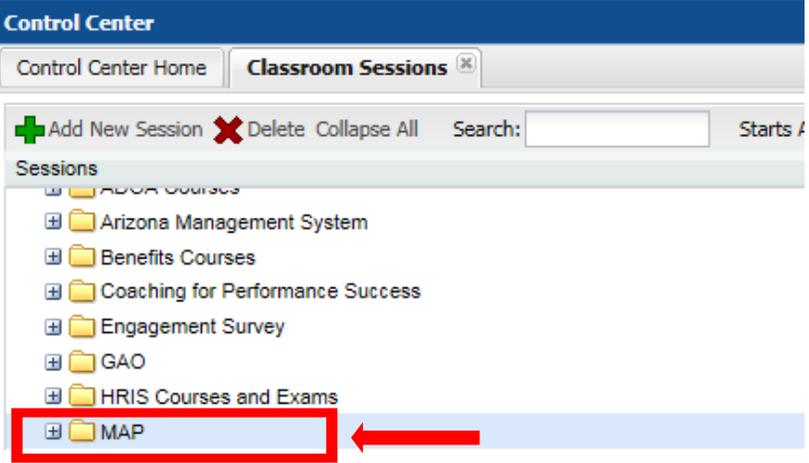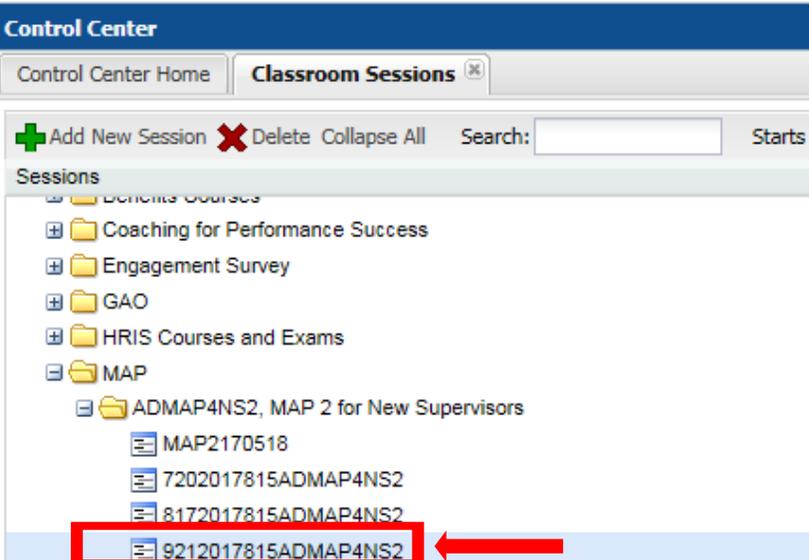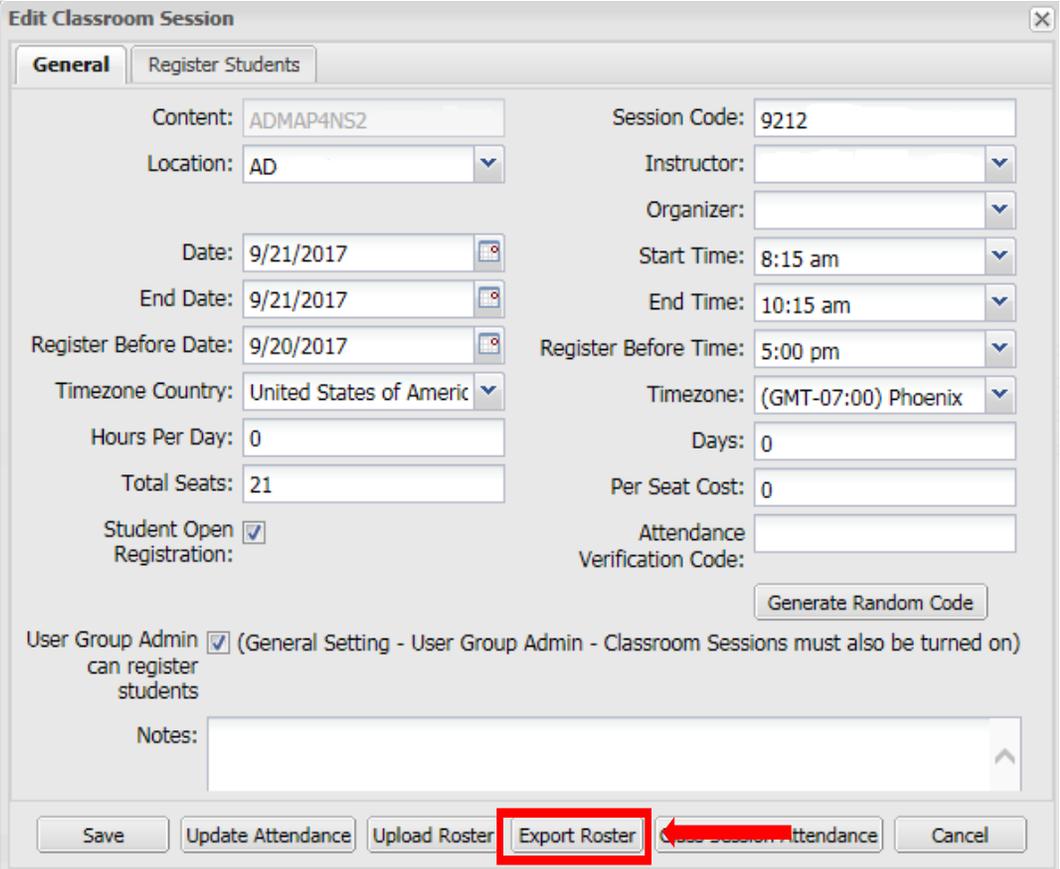# Standard Operating Procedure

Process:	Locate a classroom waiting list		
Owner:	Arizona Leaning Center	Date:	8/30/2017
		Revision:	

Notes	Action	Action Detail	Screenshot
Option 1 **Using this option allows you to view waitlisted employees but not remove them from the roster. To view and remove scroll down to Option 2.**	**1** **Log in to TraCorp**	Enter your UGA username and password.	Learning Platform for Arizona State Agencies **Welcome to TraCorp!!!** The new Learning Management System (LMS) of record for the State of Arizona. Your assigned and required training will now be available to you through TraCorp effective April 17th, 2017. **First Time User Instructions:** Supervisors and Managers with direct reports, click HERE **Log In** Password Forgot Password? Log In
	2 **Locate the Classroom button on the Admin Navigation columns.**	Click on the Classroom button.	**Admin Navigation** Users User Groups Content Learning Tracks My Certificates Classrooms Classroom Sessions **Webinar Sessions** **Control Center** **Control Center Home** Welcome to the LMS Administrative Control Center. Select ta **LMS Statistics** Filter by Agency Where value equals AD Go Title Va Total LMS users Active LMS users Active but idle users Active users not idle Total students Active students

	3	**Locate the content category**	Click on the expand icon to display the sessions.	
	4	**Open the session**	Double click on the session to open the Edit Classroom Session dialog box.	

	5	**Export the Roster**	Click on Export Roster button located at the bottom of the window.	
	6.	**Export dialog box will appear.**	Click OK to continue with the export.	
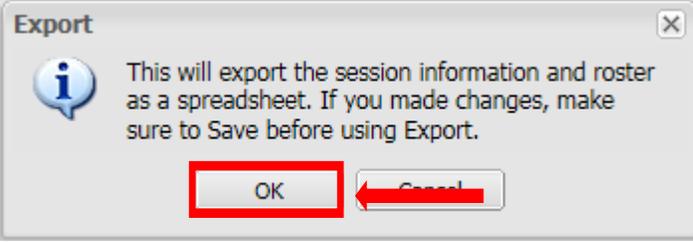
| | 7. | Decide if you want to open/save the roster. | Click on Open to continue | Do you want to open or save **export.csv** (2.00 KB) from **adoa.server.tracorp.com**? Open Cancel |
| | 8. | Locate the waitlist on the spreadsheet. | Go to column AF. Users with a YES are on the waitlist. Waitlisted employees are located at the bottom of the list. Scroll down, if needed. | |

AE	AF	AG
Class Si	Waiting List?	Attend
########	No	No
########	No	No
########	No	No
########	No	No
########	Yes	No
########	Yes	No
########	Yes	No

Option 2 **Use this option** **to remove** **waitlisted** **employees** **from the roster.**	1 - 4	**Follow steps** **1 thru 4** **from above**	Log in to TraCorp, locate, the Classroom Session button, locate the session.
	5	**View waitlist**	Click on the Update Attendance button.

	6	**Locate the Remove students from the roster option**	Select Remove students from the roster.	
	7	**Locate the Waitlist column.**	Click on Waitlist to move waitlisted users to the top of the list.	
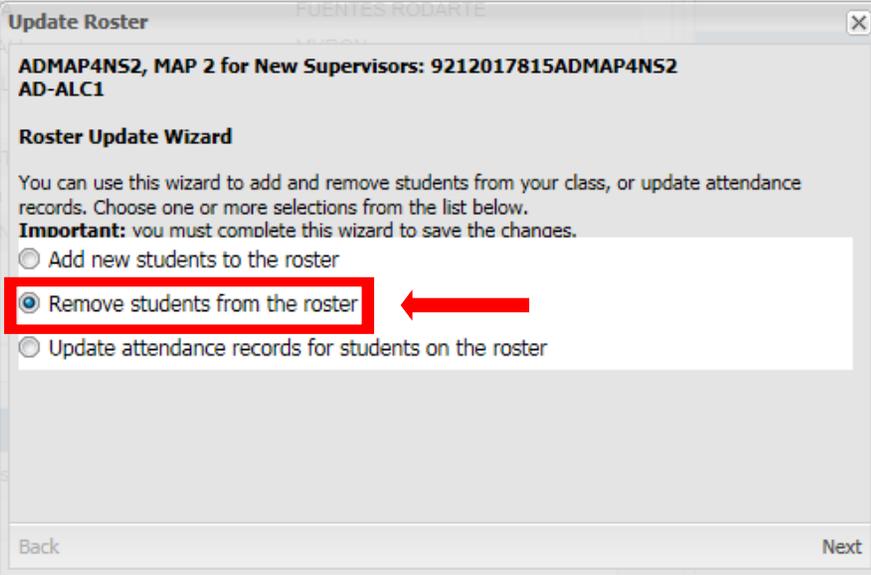
Update Roster ADMAP4NS2, MAP 2 for New Supervisors: 9212017815ADMAP4NS2 AD-ALC1

Roster Update Wizard

You can use this wizard to add and remove students from your class, or update attendance records. Choose one or more selections from the list below.
Important: you must complete this wizard to save the changes.

○ Add new students to the roster
◉ Remove students from the roster
○ Update attendance records for students on the roster

Back   Next

Update Roster ADMAP4NS2

Roster Update Wizard - Remove Students

Double-click users in the list below to remove them from this session.

Double-click on a student below to remove them

First Name	Last Name	Username	Si...	Waiting List ▾
Natalia			8/19/2017 5:52...	Yes
ANDREW			8/29/2017 1:29...	Yes
CARL			8/3/2017 1:51 pm	Yes
YING			8/15/2017 4:53...	Yes
Rebecca			8/23/2017 8:08...	Yes
Jacqueline			8/29/2017 8:44...	Yes
Dodie			7/31/2017 10:1...	Yes

Back   Next

	8	**Locate the student's name you want to remove from the roster.**	Double click on the user's name and click on Yes when prompted.	
	9	**Locate the close icon x.**	Click on the close icon to close the window.	
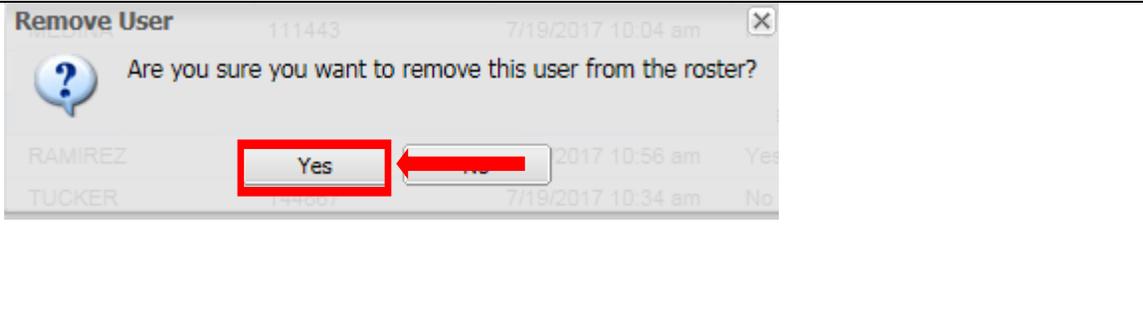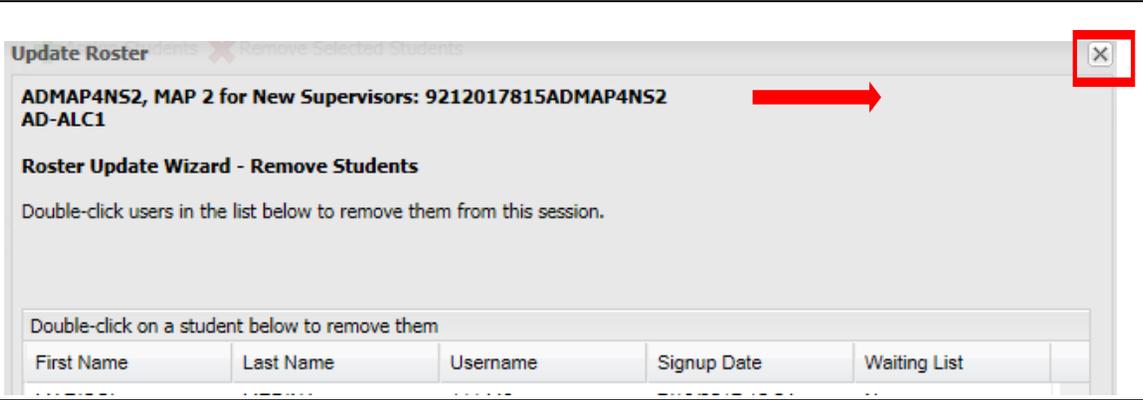
	10.	**Locate the save button.**	Click on Save to save the changes.	