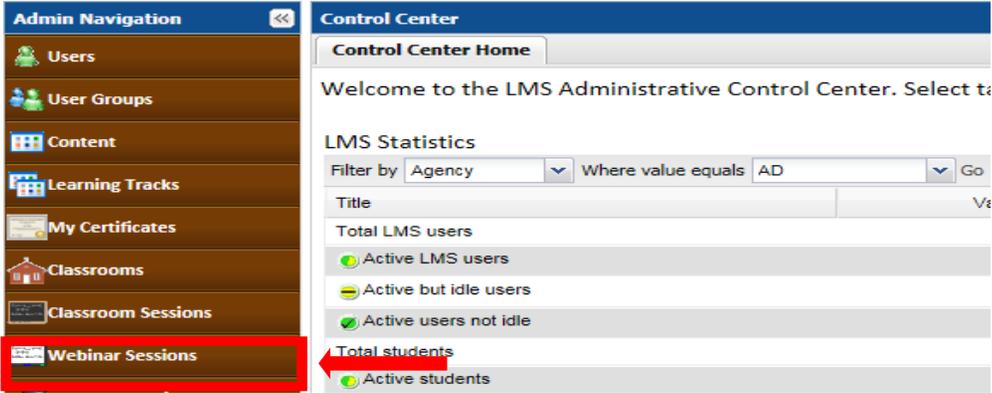
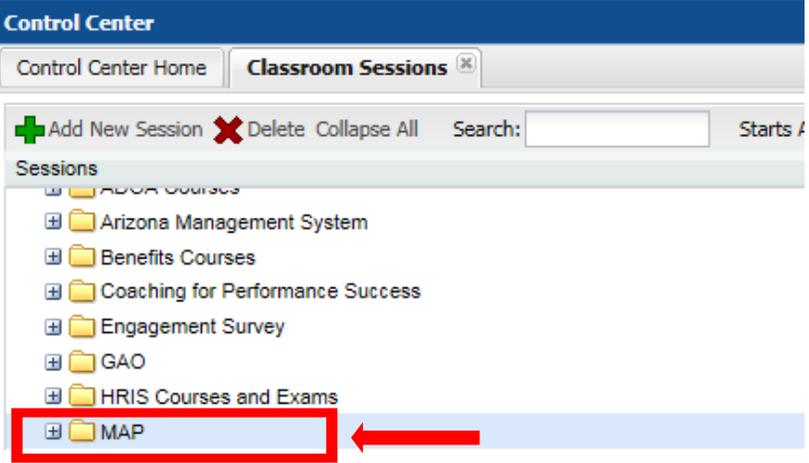
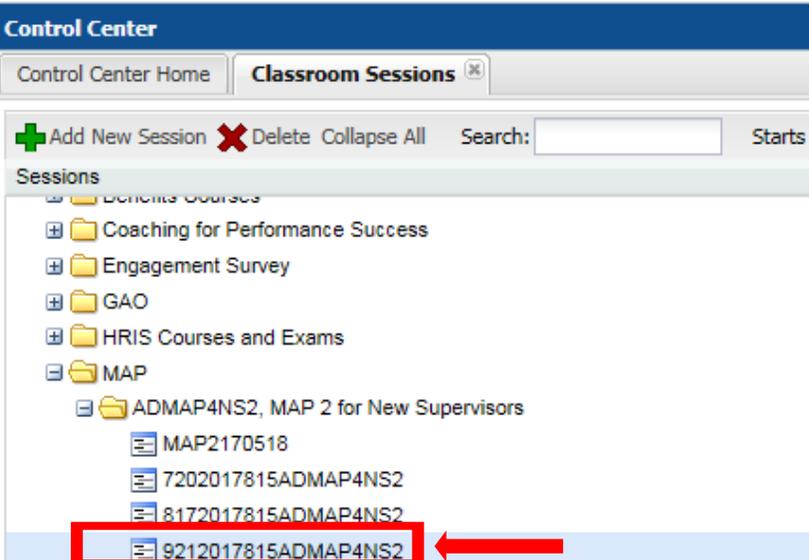
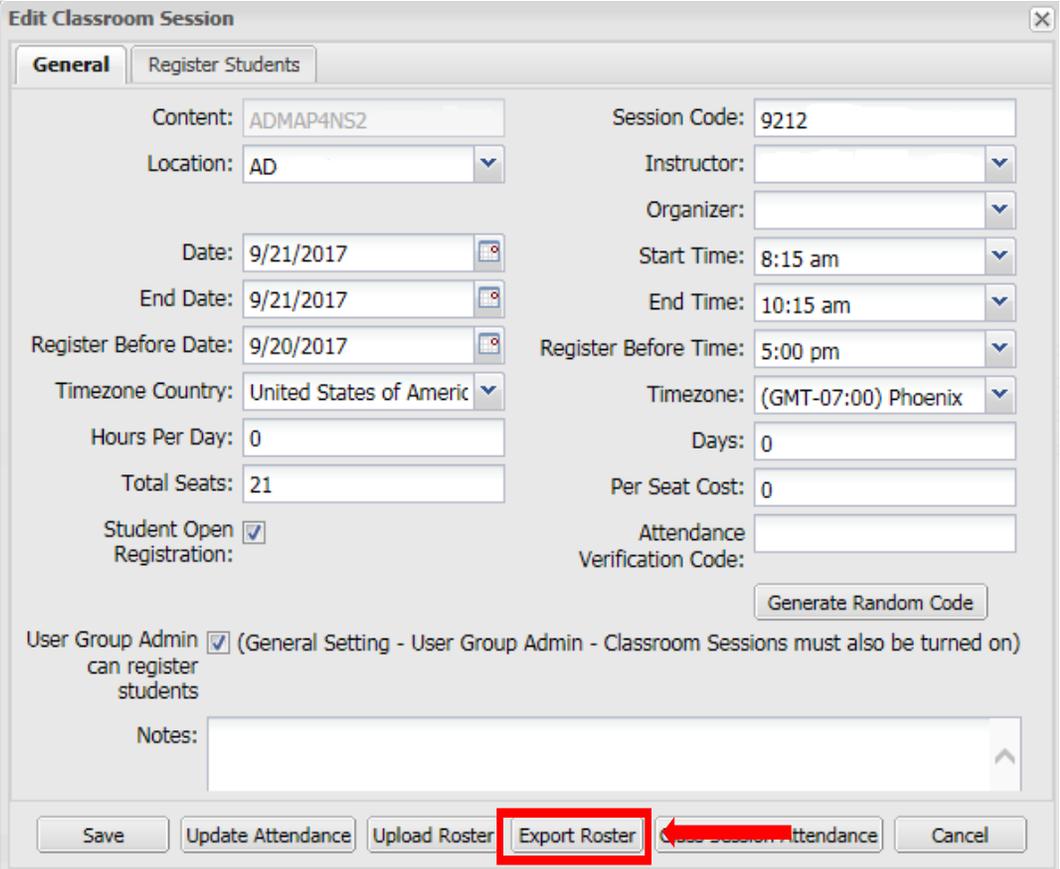
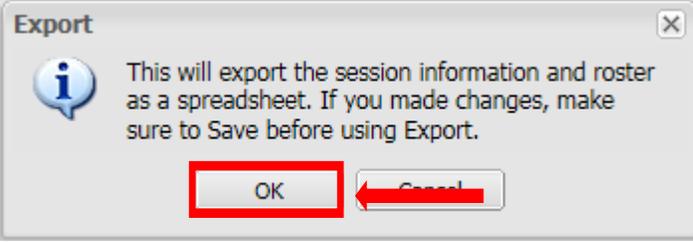


# Standard Operating Procedure

| Process:  | Locate a classroom waiting list |   |  |
|---|---------------------------------|---|--|
| Owner:  | Arizona Learning Center         |   | Date: 8/30/2017  |
|   |                                 |   | Revision:  |
| Notes   | Action                          | Action Detail   | Screenshot   |
| <b>Option 1</b><br><br>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                               | <b>Log in to TraCorp</b><br><br>Enter your UGA username and password.                                     |   |
|   | 2                               | <b>Locate the Classroom button on the Admin Navigation columns.</b><br><br>Click on the Classroom button. |  |

|  |   |                                    |  |   |
|--|---|------------------------------------|--|---|
|  | 3 | <b>Locate the content category</b> | Click on the expand icon to display the sessions.                          |  <p>The screenshot shows the 'Control Center' interface with the 'Classroom Sessions' tab active. A list of session categories is displayed, including 'ADP Courses', 'Arizona Management System', 'Benefits Courses', 'Coaching for Performance Success', 'Engagement Survey', 'GAO', 'HRIS Courses and Exams', and 'MAP'. The 'MAP' folder is highlighted with a red box, and a red arrow points to it from the right.</p> |
|  | 4 | <b>Open the session</b>            | Double click on the session to open the Edit Classroom Session dialog box. |  <p>The screenshot shows the 'Control Center' interface with the 'Classroom Sessions' tab active. The 'MAP' folder is expanded, showing a list of sessions: 'ADMAP4NS2, MAP 2 for New Supervisors', 'MAP2170518', '7202017815ADMAP4NS2', '8172017815ADMAP4NS2', and '9212017815ADMAP4NS2'. The session '9212017815ADMAP4NS2' is highlighted with a red box, and a red arrow points to it from the right.</p>               |

|  |           |  |   |   |
|--|-----------|--|---|---|
|  | <p>5</p>  | <p><b>Export the Roster</b></p>              | <p>Click on Export Roster button located at the bottom of the window.</p> |  <p>The screenshot shows the 'Edit Classroom Session' dialog box with the 'General' tab selected. The 'Export Roster' button at the bottom is highlighted with a red box, and a red arrow points to it from the right. Other buttons include 'Save', 'Update Attendance', 'Upload Roster', 'Generate Random Code', and 'Cancel'.</p> |
|  | <p>6.</p> | <p><b>Export dialog box will appear.</b></p> | <p>Click OK to continue with the export.</p>                              |  <p>The screenshot shows the 'Export' dialog box with an information icon and the text: 'This will export the session information and roster as a spreadsheet. If you made changes, make sure to Save before using Export.' The 'OK' button is highlighted with a red box, and a red arrow points to it from the right.</p>       |

Do you want to open or save **export.csv** (2.00 KB) from **adoa.server.tracorp.com**?

x

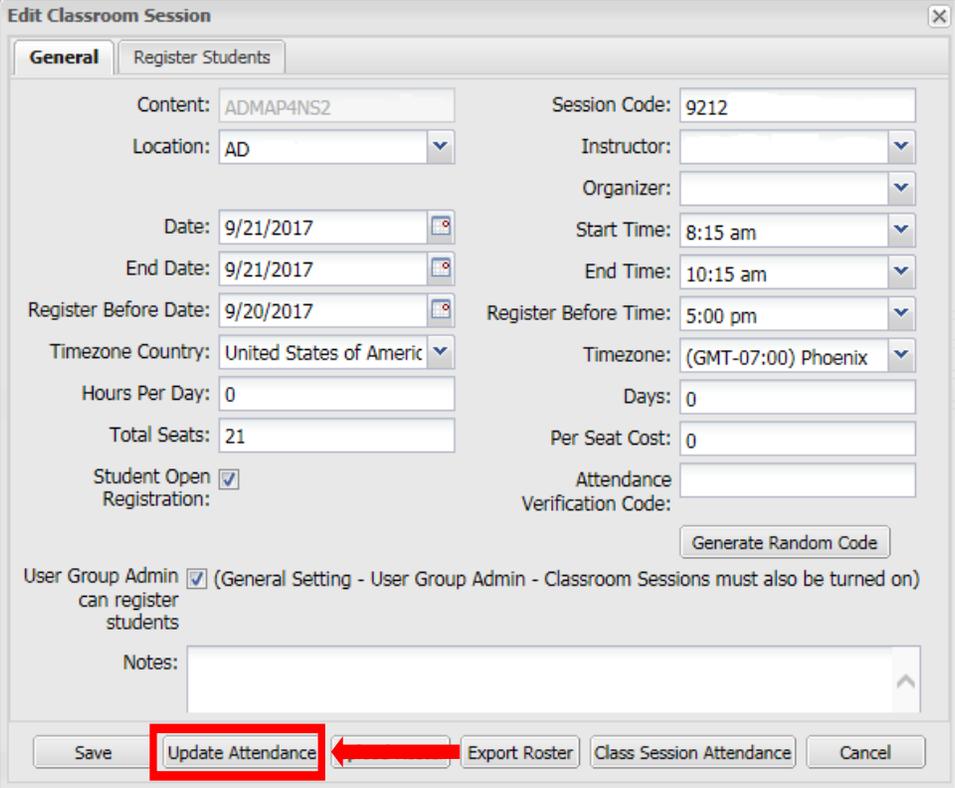
**7. Decide if you want to open/save the roster.**

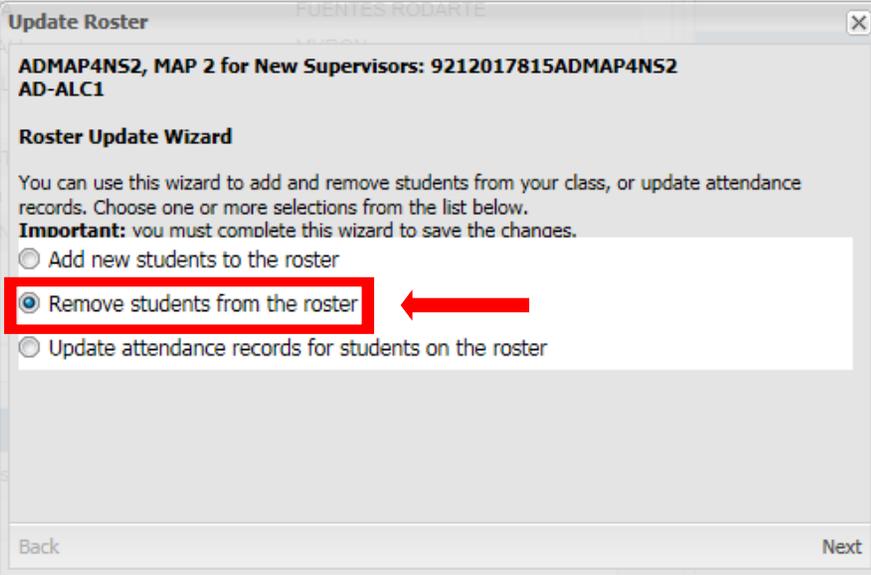
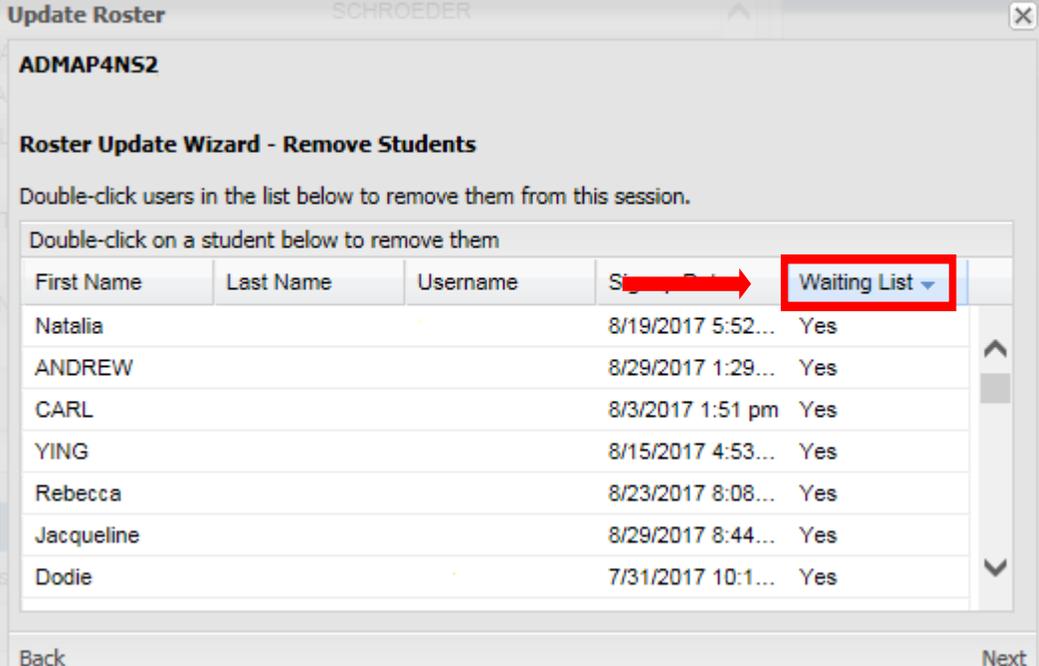
Click on Open to continue

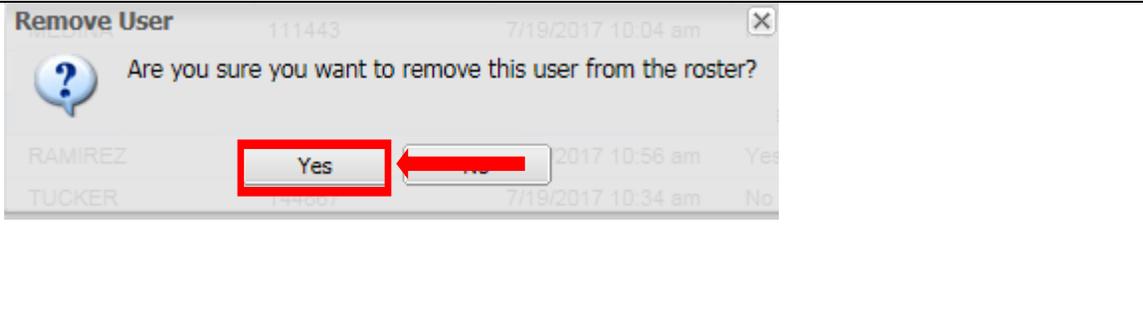
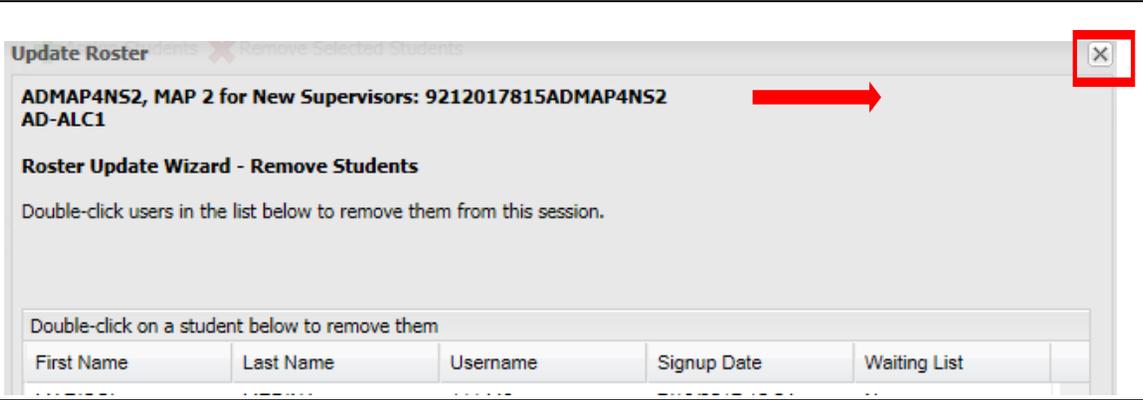
**8. Locate the waitlist on the spreadsheet.**

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     |
| #####    | Yes           | No     |
| #####    | Yes           | No     |
| #####    | Yes           | No     |

|  |              |  |   |  |
|--|--------------|--|---|--|
| <p><b>Option 2</b><br/>Use this option to remove waitlisted employees from the roster.</p> | <p>1 - 4</p> | <p><b>Follow steps 1 thru 4 from above</b></p> | <p>Log in to TraCorp, locate, the Classroom Session button, locate the session.</p> |  |
|  | <p>5</p>     | <p><b>View waitlist</b></p>                    | <p>Click on the Update Attendance button.</p>                                       |  <p>The screenshot shows the 'Edit Classroom Session' dialog box with the following fields and values:</p> <ul style="list-style-type: none"> <li>Content: ADMAP4NS2</li> <li>Location: AD</li> <li>Date: 9/21/2017</li> <li>End Date: 9/21/2017</li> <li>Register Before Date: 9/20/2017</li> <li>Timezone Country: United States of America</li> <li>Hours Per Day: 0</li> <li>Total Seats: 21</li> <li>Student Open Registration: <input checked="" type="checkbox"/></li> <li>Session Code: 9212</li> <li>Instructor: [Dropdown]</li> <li>Organizer: [Dropdown]</li> <li>Start Time: 8:15 am</li> <li>End Time: 10:15 am</li> <li>Register Before Time: 5:00 pm</li> <li>Timezone: (GMT-07:00) Phoenix</li> <li>Days: 0</li> <li>Per Seat Cost: 0</li> <li>Attendance Verification Code: [Text Field]</li> <li>Generate Random Code: [Button]</li> <li>User Group Admin can register students: <input checked="" type="checkbox"/> (General Setting - User Group Admin - Classroom Sessions must also be turned on)</li> <li>Notes: [Text Area]</li> </ul> <p>At the bottom, the 'Update Attendance' button is highlighted with a red box and a red arrow pointing to it.</p> |

|            | 6         | <p><b>Locate the Remove students from the roster option</b></p> | <p>Select Remove students from the roster.</p>                            |  <p><b>Update Roster</b><br/> <b>ADMAP4NS2, MAP 2 for New Supervisors: 9212017815ADMAP4NS2 AD-ALC1</b><br/> <b>Roster Update Wizard</b><br/>     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.<br/> <b>Important:</b> you must complete this wizard to save the changes.</p> <p> <input type="radio"/> Add new students to the roster<br/> <input checked="" type="radio"/> <b>Remove students from the roster</b> ←<br/> <input type="radio"/> Update attendance records for students on the roster     </p> <p>Back Next</p>   |            |           |          |          |              |         |  |  |                   |     |        |  |  |                   |     |      |  |  |                  |     |      |  |  |                   |     |         |  |  |                   |     |            |  |  |                   |     |       |  |  |                   |     |
|------------|-----------|---|---|--|------------|-----------|----------|----------|--------------|---------|--|--|-------------------|-----|--------|--|--|-------------------|-----|------|--|--|------------------|-----|------|--|--|-------------------|-----|---------|--|--|-------------------|-----|------------|--|--|-------------------|-----|-------|--|--|-------------------|-----|
|            | 7         | <p><b>Locate the Waitlist column.</b></p>                       | <p>Click on Waitlist to move waitlisted users to the top of the list.</p> |  <p><b>Update Roster</b><br/> <b>ADMAP4NS2</b><br/> <b>Roster Update Wizard - Remove Students</b><br/>     Double-click users in the list below to remove them from this session.</p> <p>Double-click on a student below to remove them</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Username</th> <th>Sign Out</th> <th>Waiting List</th> </tr> </thead> <tbody> <tr> <td>Natalia</td> <td></td> <td></td> <td>8/19/2017 5:52...</td> <td>Yes</td> </tr> <tr> <td>ANDREW</td> <td></td> <td></td> <td>8/29/2017 1:29...</td> <td>Yes</td> </tr> <tr> <td>CARL</td> <td></td> <td></td> <td>8/3/2017 1:51 pm</td> <td>Yes</td> </tr> <tr> <td>YING</td> <td></td> <td></td> <td>8/15/2017 4:53...</td> <td>Yes</td> </tr> <tr> <td>Rebecca</td> <td></td> <td></td> <td>8/23/2017 8:08...</td> <td>Yes</td> </tr> <tr> <td>Jacqueline</td> <td></td> <td></td> <td>8/29/2017 8:44...</td> <td>Yes</td> </tr> <tr> <td>Dodie</td> <td></td> <td></td> <td>7/31/2017 10:1...</td> <td>Yes</td> </tr> </tbody> </table> <p>Back Next</p> | First Name | Last Name | Username | Sign Out | 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 |
| First Name | Last Name | Username  | Sign Out  | 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  |            |           |          |          |              |         |  |  |                   |     |        |  |  |                   |     |      |  |  |                  |     |      |  |  |                   |     |         |  |  |                   |     |            |  |  |                   |     |       |  |  |                   |     |

|  |   |   |  |  |
|--|---|---|--|--|
|  | 8 | <p><b>Locate the student's name you want to remove from the roster.</b></p> | <p>Double click on the user's name and click on Yes when prompted.</p> |   |
|  | 9 | <p><b>Locate the close icon x.</b></p>                                      | <p>Click on the close icon to close the window.</p>                    |  |

10. Locate the save button.

Click on Save to save the changes.

General **Register Students**

Select students to assign to this session. Click headers to sort.

**Assigned Students**

+ Assign Students - Remove Selected Students

| Username | First   | Last    |
|----------|---------|---------|
|          | MARISOL | MEDINA  |
|          | Treva   | Bradley |
|          | ROBERT  | BIRR    |
|          | SONIA   | RAMIREZ |
|          | REGINA  | TUCKER  |
|          | Nicole  | Garcia  |
|          | CRYSTAL | MESSNER |
|          | MARK    | KILIAN  |
|          | LINDA   | OAKLEY  |
|          | VALERIA | GARCIA  |

Send Reminder Email:  Include Template(Student): None

# Days Before Start Date: 0

**Copy Email To:**

+ Email Additional Users | Double-click on a user below to remove them

| Username | First | Last |
|----------|-------|------|
|----------|-------|------|

Save Upload Roster Export Roster Class Session Attendance Cancel