

# Managing Schedule & Activity Roster (Instructor)

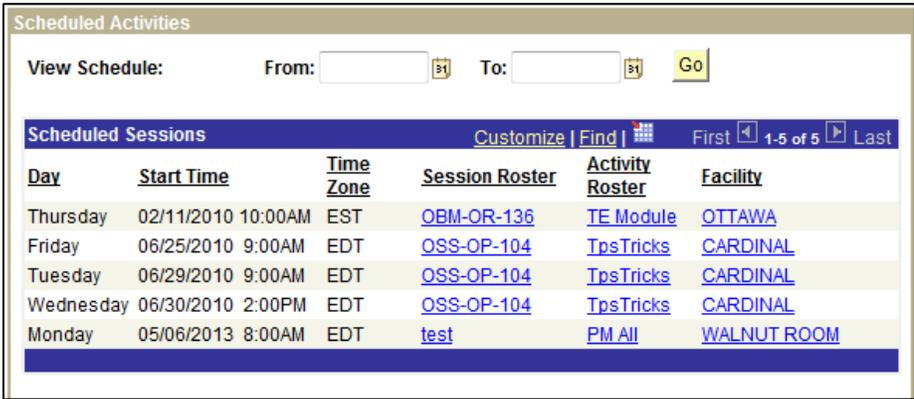
This job aid is intended to highlight the functions available in ELM to support Instructors. This includes viewing your schedule for the activities that they are instructing, marking grades and attendance, and running an activity roster/sign in report.

## VIEW ACTIVITY SCHEDULE

Instructors are able to view the activities they are instructing, including the these steps to

1. In OAKS ELM, navigate to [Enterprise Learning > Instructor Tasks > View Schedule](#). The scheduled activities page displays.

NOTE: To filter your schedule, enter a date range into the **From** and **To** fields and click **Go**.



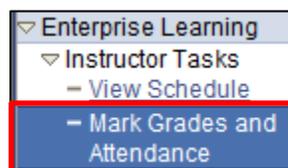
Day	Start Time	Time Zone	Session Roster	Activity Roster	Facility
Thursday	02/11/2010 10:00AM	EST	<a href="#">OBM-OR-136</a>	<a href="#">TE Module</a>	<a href="#">OTTAWA</a>
Friday	06/25/2010 9:00AM	EDT	<a href="#">OSS-OP-104</a>	<a href="#">TpsTricks</a>	<a href="#">CARDINAL</a>
Tuesday	06/29/2010 9:00AM	EDT	<a href="#">OSS-OP-104</a>	<a href="#">TpsTricks</a>	<a href="#">CARDINAL</a>
Wednesday	06/30/2010 2:00PM	EDT	<a href="#">OSS-OP-104</a>	<a href="#">TpsTricks</a>	<a href="#">CARDINAL</a>
Monday	05/06/2013 8:00AM	EDT	<a href="#">test</a>	<a href="#">PM All</a>	<a href="#">WALNUT ROOM</a>

## MARK GRADES & ATTENDANCE

Instructors have the ability to mark grades and attendance for learners enrolled into a particular activity.

NOTE: Instructor led activities can be created to auto mark completion after a set number of days. If your activity has been set up this way, Instructors are only required to mark grades and attendance for those Learners who did not complete the course.

2. Navigate to [Enterprise Learning > Instructor Tasks > Mark Grades and Attendance](#).



NOTE: You can also select the [Session Roster](#) link from the Instructor schedule (above), which will take you to the screenshot on page 3.

# Managing Schedule & Activity Roster (Instructor)

3. Search for the activity by entering the Title of the Course, Activity Code or Start Date.
4. Select the **Search** button.

### Mark Grades and Attendance

Search for Activities

Title:

Activity Code:  

Type:

Confirmation ID:  

Instructor:

Learner:  

Employee ID:  

Language Code:

Activity Status:

Location:  

Start Date: From:   To:  

NOTE: The instructor field is pre-populated based on login credentials, which limits the scheduled sessions view to only that instructor.

5. Select the **Roster** button next to the activity that you would like to mark grades and attendance for.

Learning Activities					Customize   Find   View All   	First  1 of 1  Last
Title	Activity Code	Type	Start Date	Enrolled		
<a href="#">TE Module Support for OSS</a>	OBM-OR-136OBM00501120100211519	Instructor Led	02/11/2010	6	<input type="button" value="Roster"/>	

The Enrolled column indicates how many learners are enrolled.

# Managing Schedule & Activity Roster (Instructor)



## Activity Roster

<b>Activity Name:</b>	<a href="#">TE Module Support for OSS</a>	<b>Type:</b>	Instructor Led
<b>Activity Code:</b>	OBM-OR-136OBM00501120100211519	<b>Contact:</b>	=
<b>Start Date:</b>	02/11/2010	<b>End Date:</b>	02/11/2010
<b>Last Enrollment Date:</b>	--	<b>Last Drop Date:</b>	--
<b>Available Seats:</b>	29	<b>Available Waitlist:</b>	3
<b>Language:</b>	English		

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[Save](#)
Previous | Next | [Return To Search Page](#)

---

To show or change the selected filter options click on [Search Options](#)

Activity Roster | [Activity Component](#)

---

Enrollment Status | [Grades and Attendance](#) | [Learner Details](#) | [View All](#)

---

Activity Roster

1 - 11 of 11 rows

Name	Employee ID	Conf #	Current Status	Waitlist Priority	
<input type="checkbox"/> <a href="#">MICHAEL CANAVAN</a>	10001734	32943	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">ZARIATOU TOURE</a>	10000462	32944	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">ANJANETTE WEARS</a>	10097977	33035	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">CHRISTINA PIKE</a>	10003536	33036	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">GWENDOLEN PAGE</a>	10014191	33037	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">JEAN WYANT</a>	10017511	33038	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">MOUHAMADOU TOURE</a>	10001799	33039	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">BRANDY KELSO</a>	10036279	33468	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">JESSICA GRAVELY</a>	10038702	33469	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">Phil Riedinger</a>	10090521	33470	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">LEEUNA NEELY</a>	10021355	33636	Completed		<a href="#">Details</a>

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[Save](#)
Previous | Next | [Return To Search Page](#)

NOTE: An instructor can mark grades and attendance, *one* Learner at a time from the **Activity Roster** page (see steps 6 to 9) or mark grades and attendance for *all* Learners at one time from the **Activity Component** page (see step 10 to 14).

# Managing Schedule & Activity Roster (Instructor)



## MARK GRADES & ATTENDANCE - ONE LEARNER AT A TIME

- Click the **Details** button next to the Learner that you to mark grades and attendance for.

Name	Employee ID	Conf #	Current Status	Waitlist Priority	
MICHAEL CANAVAN	10001734	32943	Completed		<b>Details</b>

- Select the appropriate option from the **Attendance** and **Grade** drop down menus.
  - The Attendance column has the following options: Enrolled, Completed, No Show and Not Completed.
  - The Grade column has the following options: Completed, Not Completed, Not Marked, Not Required and Pending.
- Click **Save**.

### Learner Roster

MICHAEL CANAVAN, Policy Sta, Administration

Activity Name: [TE Module Support for OSS](#)      Type: Instructor Led  
 Activity Code: OBM-OR-136OBM00501120100211519      Contact: =

Enrollment Status: Completed      Confirmation Number: 32943  
 Start Date: 02/11/2010      End Date: 02/11/2010  
 Last Enrollment Date: --      Last Drop Date: --

[Save](#)      [Return To Previous Page](#)

---

**Learner Roster**

**Completion Details**

Enrollment Status	Passing Status	*Grade
Completed	Completed	Not Marked

**Activity Components**      Customize | 1 of 1

Name	Type	*Attendance	*Grade	Passing Status	Score	Completion Status
<input type="checkbox"/> OBM-OR-136OBM00501120100211519	Sessions	Completed	Complete	Completed		Completed

[Select All](#)     [Clear All](#)

For Selected Components

\*Set Attendance to:

\*Set Grade to:

[Save](#)      [Return To Previous Page](#)

# Managing Schedule & Activity Roster (Instructor)

NOTE: The **Completion Status** is what is displayed on a Learner's transcript, and is determined by the grades and attendance selections. (e.g. **Attendance**: No Show + **Grade**: Not Complete = **Completion Status**: Not Complete while **Attendance**: Complete + **Grade**: Complete = **Completion Status**: Completed)

Name	Type	*Attendance	*Grade	Passing Status	Score	Completion Status
<input type="checkbox"/> OBM-OR-136OBM00501120100211519	Sessions	Completed	Complete	Completed		Completed

- Click the **Return to Previous Page** link when complete, to return to the **Activity Roster**.

## MARK GRADES & ATTENDANCE - ALL LEARNER AT ONE TIME

- From the **Activity Roster** screen, click the **Activity Component** link.

### Activity Roster

Activity Name: [ITE Module Support for OSS](#) Type: Instructor Led  
 Activity Code: OBM-OR-136OBM00501120100211519 Contact: =

Start Date: 02/11/2010 End Date: 02/11/2010  
 Last Enrollment Date: -- Last Drop Date: --  
 Available Seats: 29 Available Waitlist: 3  
 Language: English

Previous | Next | [Return To Search Page](#)

To show or change the selected filter options click on [Search Options](#)

Activity Roster | **Activity Component**

Enrollment Status | [Grades and Attendance](#) | [Learner Details](#) | [View All](#)

Activity Roster 1 - 11 of 11 rows

Name	Employee ID	Conf #	Current Status	Waitlist Priority	
<input type="checkbox"/> <a href="#">MICHAEL CANAVAN</a>	10001734	32943	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">ZARIATOU TOURE</a>	10000462	32944	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">ANJANETTE WEARS</a>	10097977	33035	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">CHRISTINA PIKE</a>	10003536	33036	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">GWENDOLEN PAGE</a>	10014191	33037	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">JEAN WYANT</a>	10017511	33038	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">MOUHAMADOU TOURE</a>	10001799	33039	Dropped		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">BRANDY KELSO</a>	10036279	33468	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">JESSICA GRAVELY</a>	10038702	33469	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">Phil Riedinger</a>	10090521	33470	Completed		<a href="#">Details</a>
<input type="checkbox"/> <a href="#">LEEUNA NEELY</a>	10021355	33636	Completed		<a href="#">Details</a>

# Managing Schedule & Activity Roster (Instructor)

11. Click the **Details** button.

Activity Components				
Order	Required	Name	Type	
1	Required	BI Dashboard for HCM	Sessions	<b>Details</b>

12. Click the check box to the left of the learner's name that you would like to mark grades and attendance for.

13. Select the appropriate option from the **Attendance** and **Grade** drop down menus.
- The Attendance column has the following options: Enrolled, Completed, No Show and Not Completed.
  - The Grade column has the following options: Completed, Not Completed, Not Marked, Not Required and Pending.

14. Click **Save**.

Component Roster						
Name	Employee ID	*Attendance	*Grade	Passing Status	Score	Completion Status
<input type="checkbox"/> <a href="#">MICHAEL CANAVAN</a>	10001734	Completec ▾	Completc ▾	Completed	<input type="checkbox"/>	Completed
<input type="checkbox"/> <a href="#">ZARIATOU TOURE</a>	10000462	Completec ▾	Completc ▾	Completed	<input type="checkbox"/>	Completed
<input type="checkbox"/> <a href="#">BRANDY KELSO</a>	10036279	Completec ▾	Completc ▾	Completed	<input type="checkbox"/>	Completed
<input type="checkbox"/> <a href="#">JESSICA GRAVELY</a>	10038702	No Show ▾	Not Com ▾	Not Completed	<input type="checkbox"/>	Not Completed
<input type="checkbox"/> <a href="#">Phil Riedinger</a>	10090521	Completec ▾	Completc ▾	Completed	<input type="checkbox"/>	Completed
<input type="checkbox"/> <a href="#">LEEUNA NEELY</a>	10021355	Completec ▾	Completc ▾	Completed	<input type="checkbox"/>	Completed

[Select All](#)    [Clear All](#)

For Selected Learners

\*Set Attendance to:

\*Set Grade to:

  [Return To Previous Page](#)

NOTE: The **Completion Status** is what shows on a Learner's transcript, and is determined by the grades and attendance selections. (e.g. **Jessica Gravely Attendance: No Show + Grade: Not Complete = Completion Status: Not Completed.**)

# Managing Schedule & Activity Roster (Instructor)

NOTE: To mark the same grades and attendance for multiple learners:

- Click the **Select All** link
- Make selection from the **Set Attendance to:** drop down
- Make selection from the **Set Grade to:** drop down.
- Click **Go** for each.
- Update any Learners that have different Attendance or Grades, manually.
- Click **Save**.

Name	Employee ID	*Attendance	*Grade	Passing Status	Score	Completion Status
<input checked="" type="checkbox"/> <a href="#">MICHAEL CANAVAN</a>	10001734	Completed	Complete	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">ZARIATOU TOURE</a>	10000462	Completed	Complete	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">BRANDY KELSO</a>	10036279	Completed	Complete	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">JESSICA GRAVELY</a>	10038702	Completed	Complete	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">Phil Riedinger</a>	10090521	Completed	Complete	Completed	<input type="checkbox"/>	Completed
<input checked="" type="checkbox"/> <a href="#">LEEUNA NEELY</a>	10021355	Completed	Complete	Completed	<input type="checkbox"/>	Completed

[Select All](#)
 [Clear All](#)

**For Selected Learners**

\*Set Attendance to:

\*Set Grade to:

[Save](#)
[Return To Previous Page](#)

To choose a different **Attendance** and **Grade** option for a particular Learner, select from the **Attendance** and **Grade** dropdowns and **Save**.

# Managing Schedule & Activity Roster (Instructor)

## UTILIZING THE SEARCH OPTION

From the **Activity Roster**, you are able to search for an Learner using a number of search criteria.

15. Click the **Search Options** link from the activity roster. The search fields display.

<b>Activity Name:</b>	<a href="#">TE Module Support for OSS</a>	<b>Type:</b>	Instructor Led
<b>Activity Code:</b>	OBM-OR-136OBM00501120100211519	<b>Contact:</b>	=
<b>Start Date:</b>	02/11/2010	<b>End Date:</b>	02/11/2010
<b>Last Enrollment Date:</b>	--	<b>Last Drop Date:</b>	--
<b>Available Seats:</b>	29	<b>Available Waitlist:</b>	3
<b>Language:</b>	English		

 [Save](#) [Previous](#) | [Next](#) | [Return To Search Page](#)

To show or change the selected filter options click on [Search Options](#)

[Activity Roster](#) | [Activity Component](#)

[Enrollment Status](#) | [Grades and Attendance](#) | [Learner Details](#) | [View All](#)

Activity Roster 1 - 11 of 11 rows

Name	Employee ID	Conf #	Current Status	Waitlist Priority
<input type="checkbox"/> <a href="#">MICHAEL CANAVAN</a>	10001734	32943	Completed	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">ZARIATOU TOURE</a>	10000462	32944	Completed	<a href="#">Details</a>

16. Enter desired search criteria and click the **Search** button. Search results will be displayed.

<b>First Name:</b>	<input type="text" value="Jessica"/>			
<b>Last Name:</b>	<input type="text" value="Gravely"/>			
<b>Employee ID:</b>	<input type="text"/>			
<b>Confirmation Number:</b>	<input type="text"/>			
<b>Enrollment Date:</b>				
<b>From Date:</b>	<input type="text"/> 			
<b>To Date:</b>	<input type="text"/> 			
<b>Activity Status</b>				
<input checked="" type="checkbox"/> Enrolled	<input checked="" type="checkbox"/> Waitlisted	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Not Completed	<input checked="" type="checkbox"/> Pending Approval
<input checked="" type="checkbox"/> Dropped	<input checked="" type="checkbox"/> Denied	<input checked="" type="checkbox"/> In Progress	<input checked="" type="checkbox"/> Pending Payment	
<input type="button" value="Search"/>	<input type="button" value="Reset"/>			

# Managing Schedule & Activity Roster (Instructor)



## SENDING NOTIFICATIONS TO LEARNERS

Instructors can send an email notification to a learner/ learners from the Activity Roster page.

17. Navigate to a roster using steps above. From within the **Activity Roster** page, select learners to send an email to, by clicking the checkbox to the left of the name. To select all, click the **Select All** link.

### Activity Roster

**Activity Name:** [Advanced Cognos Report Studio DAS-BI-301 \(FIN\)](#) **Type:** Instructor Led  
**Activity Code:** DAS-BI-301DAS00219320130311749 **Contact:** =

**Start Date:** 03/11/2013 **End Date:** 03/11/2013  
**Last Enrollment Date:** 03/08/2013 **Last Drop Date:** 03/11/2013  
**Available Seats:** 6 **Available Waitlist:** 2  
**Language:** English

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[Save](#) [Previous](#) | [Next](#) | [Return To Search Page](#)

---

To show or change the selected filter options click on [Search Options](#)

---

Activity Roster | [Activity Component](#)

---

#### Activity Roster

1 - 2 of 2 rows

Name	Employee ID	Conf #	Current Status	*New Status	Waitlist Priority
<input checked="" type="checkbox"/> <a href="#">TODD THOBE</a>	10027102	1250204	Completed	Select ...	<a href="#">Details</a>
<input checked="" type="checkbox"/> <a href="#">PORSCHA DONAHUE</a>	10078953	1289105	Completed	Select ...	<a href="#">Details</a>

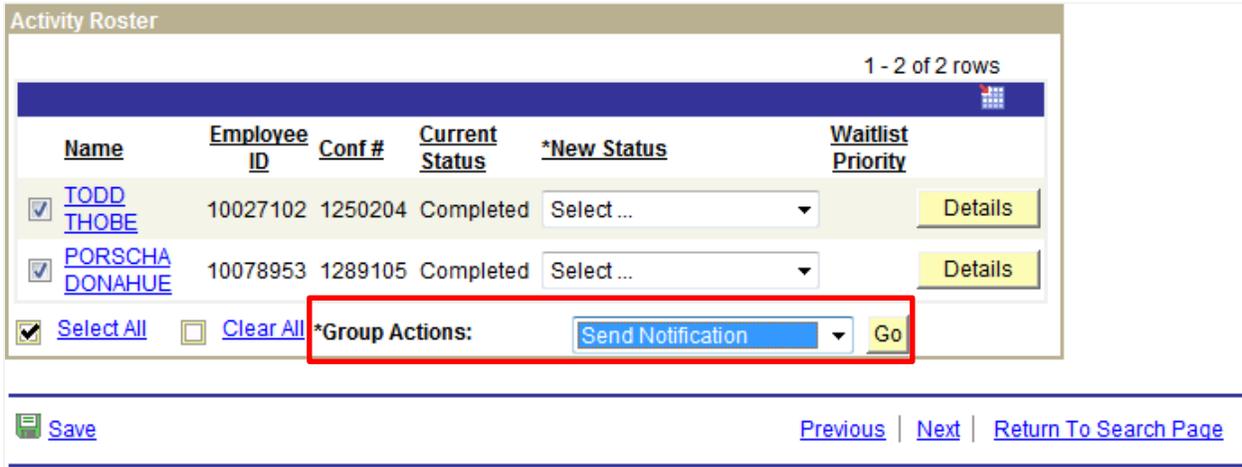
[Select All](#)  [Clear All](#) \*Group Actions: Select ... [Go](#)

---

[Save](#) [Previous](#) | [Next](#) | [Return To Search Page](#)

# Managing Schedule & Activity Roster (Instructor)

18. Click the **Group Actions** drop down arrow and select **Send Notification** and click **Go**.



Activity Roster

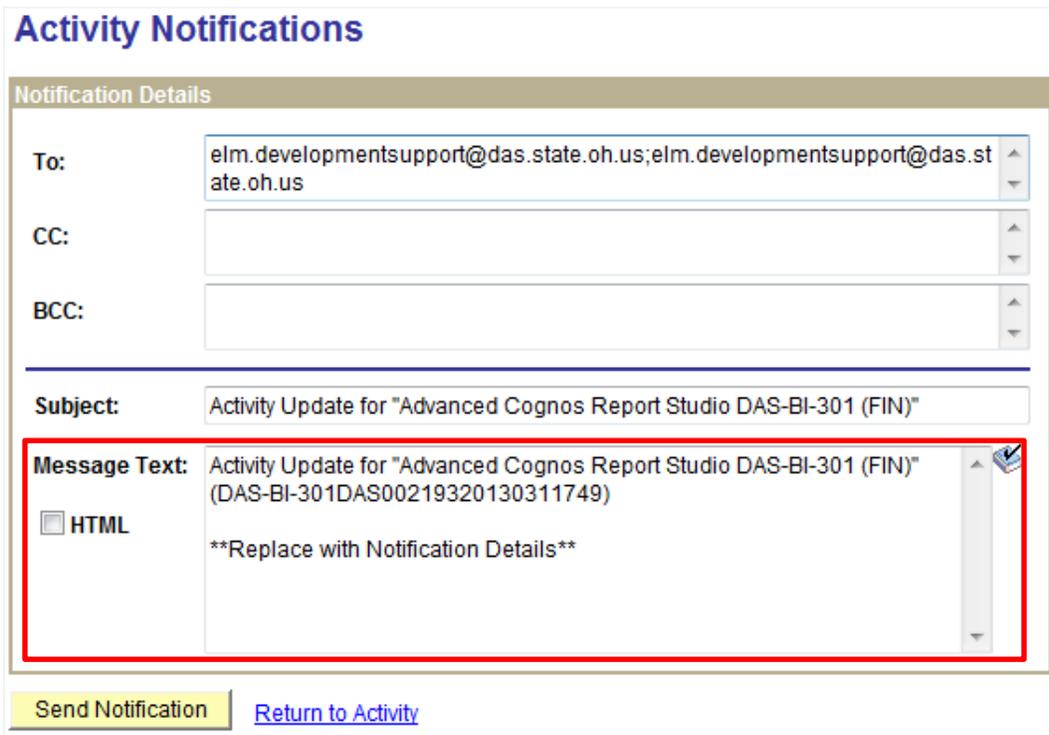
1 - 2 of 2 rows

Name	Employee ID	Conf #	Current Status	*New Status	Waitlist Priority
<input checked="" type="checkbox"/> <a href="#">TODD THOBE</a>	10027102	1250204	Completed	Select ...	<a href="#">Details</a>
<input checked="" type="checkbox"/> <a href="#">PORSCHA DONAHUE</a>	10078953	1289105	Completed	Select ...	<a href="#">Details</a>

[Select All](#)  [Clear All](#) \*Group Actions: [Send Notification](#) [Go](#)

[Save](#) [Previous](#) | [Next](#) | [Return To Search Page](#)

19. Activity Notifications page displays. Delete **\*\*Replace with Notification Details\*\*** text and enter desired text in the **Message Text** field.



## Activity Notifications

Notification Details

To:

CC:

BCC:

Subject:

Message Text:

HTML

**\*\*Replace with Notification Details\*\***

[Send Notification](#) [Return to Activity](#)

20. Select **Send Notification** button.

NOTE: If a url is sent within the body of an email, be sure to check the HTML box. This is a great way to send a course evaluation.

# Managing Schedule & Activity Roster (Instructor)

## MODIFYING THE WAITLIST

21. Navigate to a roster using steps above. The **Activity Roster** page, identifies individuals currently on the waitlist.

### Activity Roster

Activity Name: [BI Query Studio - Compensation \(DAS-BI-215\)](#) Type: Instructor Le  
Activity Code: DAS-BI-215DAS00100120130516235 Contact: --  
Start Date: 05/16/2013 End Date: 05/16/2013  
Last Enrollment Date: 05/14/2013 Last Drop Date: --  
Available Seats: 0 Available Waitlist: 0  
Language: English

Previous | Next | [Return To S](#)

To show or change the selected filter options click on [Search Options](#)

Activity Roster | [Activity Component](#)

Enrollment Status | [Grades and Attendance](#) | [Learner Details](#) | [View All](#)

#### Activity Roster

1 - 12 of 12 rows

Name	Employee ID	Conf #	Current Status	*New Status	Waitlist Priority
<input type="checkbox"/> <a href="#">JANET JACKSON</a>	10001534	1339119	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">SHERI KISER</a>	10004785	1339120	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">ERIN PETTEGREW</a>	10003625	1339121	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">BELLE LIKOVER</a>	10002131	1339122	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">JACK EDWARDS</a>	10005321	1339123	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">THOMAS SIMMONS</a>	10008699	1339124	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">JOELLEN WALLEY</a>	10009637	1339125	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">JUDITH MOORE</a>	10009694	1339126	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">DOUGLAS ARRASMITH</a>	10009858	1339127	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">MARY WARE-GULDIN</a>	10011132	1339128	Enrolled	Select ...	<a href="#">Details</a>
<input type="checkbox"/> <a href="#">ERIC MILLER</a>	10011878	1339129	Waitlisted	Select ...	1 <a href="#">Details</a>
<input type="checkbox"/> <a href="#">SENARATH ABEYRATNE</a>	10014843	1339130	Waitlisted	Select ...	2 <a href="#">Details</a>

[Select All](#)  [Clear All](#) \*Group Actions: Select ...

To enroll someone who is on the waitlist, select the drop down arrow and select **Enroll**.

22. Click **Save**.

**NOTE:** Enrolling a Learner from the waitlist will override the max enrollment for that activity.

# Managing Schedule & Activity Roster (Instructor)

## PRINT ACTIVITY ROSTER/SIGN IN SHEET

Instructors can print an activity roster from ELM, to use as a sign in sheet. This can help track who attended the session and who did not.

23. Navigate to **Enterprise Learning > Learning Reports > Activity Roster**.
24. Select **Add a New Value** tab.
25. Enter a unique identifier/name for the activity roster report. Click the **Add** button.



**Activity Roster**

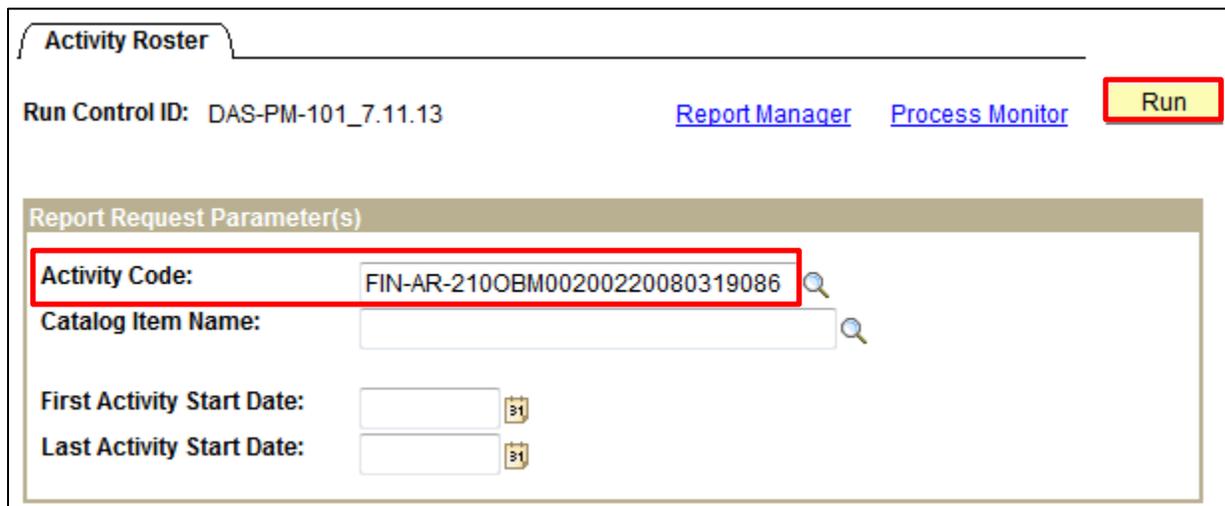
[Find an Existing Value](#) **Add a New Value**

Run Control ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

26. Look up the activity roster by **Activity Code** or **First Activity Start/End Date**. You can search for activity code using additional criteria, by selecting the magnifying glass look up icon and clicking on the **Advanced Lookup** link.
27. Click the **Run** button.



**Activity Roster**

Run Control ID: DAS-PM-101\_7.11.13 [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameter(s)

**Activity Code:**  

**Catalog Item Name:**  

**First Activity Start Date:**  

**Last Activity Start Date:**  

# Managing Schedule & Activity Roster (Instructor)

- 28. Select the **OHLMROST** box.
- 29. Click **OK**.

**Process Scheduler Request**

User ID: 10051766      Run Control ID: DAS-PM-101\_7.11.13

Server Name:       Run Date: 07/11/2013

Recurrence:       Run Time: 10:54:04AM     

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	LMROSTRT	LMROSTRT	Crystal	Web	PDF	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	OHLMROST	OHLMROST	Crystal	Web	PDF	<a href="#">Distribution</a>

- 30. ELM returns you to the Activity Roster. Select the **Process Monitor** link.

**Activity Roster**

Run Control ID: DAS-PM-101\_7.11.13      [Report Manager](#)      [Process Monitor](#)     

**Report Request Parameter(s)**

Activity Code:

Catalog Item Name:

First Activity Start Date:

Last Activity Start Date:

# Managing Schedule & Activity Roster (Instructor)



31. Refer to the **Run Status** column to see if the report ran to **Success**. If it is showing a different status, click the **Refresh** button until the Run Status is **Success** and the Distribution Status is **Posted**. This may take a couple of minutes to run the report.

Process List **Server List**

View Process Request For

User ID: 10051766 Type: Last: 1 Days **Refresh**

Server: Name: Instance: to

Run Status: Distribution Status  Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	375146		Crystal	OHLMROST	10051766	07/11/2013 10:59:37AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	375117		Crystal	OHLMROST	10051766	07/11/2013 10:54:04AM EDT	Success	Posted	<a href="#">Details</a>

32. Click the **Details** link. This will take you to the Process Detail page.
33. Click the **View Log/Trace** link.

**Process Detail**

Process

Instance: 375146 Type: Crystal

Name: OHLMROST Description: OHLMROST

Run Status: Success Distribution Status: Posted

Run [Update Process](#)

Run Control ID: DAS-PM-101\_7.11.13

Location: Server

Server: PSNT

Recurrence:

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

Date/Time [Actions](#)

Request Created On: 07/11/2013 10:59:39AM EDT [Parameters](#) Transfer

Run Anytime After: 07/11/2013 10:59:37AM EDT [Message Log](#)

Began Process At: 07/11/2013 11:00:07AM EDT Batch Timings

Ended Process At: 07/11/2013 11:00:21AM EDT [View Log/Trace](#)

34. Click the **OHLMOST PDF** link.

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">CRW_OHLMROST_375146.log</a>	0	07/11/2013 11:00:21.000000AM EDT
<a href="#">OHLMROST_375146.PDF</a>	48,599	07/11/2013 11:00:21.000000AM EDT
<a href="#">pssqltrace.trc</a>	504	07/11/2013 11:00:21.000000AM EDT

# Managing Schedule & Activity Roster (Instructor)



35. The PDF is a printable activity roster and sign in sheet that you can take to your class.

Report ID: OHLMR0ST



OAKS  
Activity Roster

Page No. 1  
Run Date: 7/11/2013  
Run Time: 11:50:48 AM

**Instructor:** Frost,Michael  
**Catalog Item Name:** Standard BI Cognos Reports and Report Books - ePerformance (DAS-BI-161)  
**Activity Code:** DAS-BI-161DAS00100120130718893  
**Activity Start Date:** 7/18/2013  
**Activity End Date:** 7/18/2013      **Delivery Method:** Instructor Led

Agency Learner Name

Signature

DAS    CARLESKI,CHRISTINA    \_\_\_\_\_

DMH    MCKEEN,MARCIA L    \_\_\_\_\_

DMH    SHELL,TINA M    \_\_\_\_\_

DMR    HARRIS,MARIE E    \_\_\_\_\_