



**sccLearn Administrator
Quick Reference Guide (QRG)
Roster Management: Registration**



For further assistance, please submit a ticket through [Ask Clara](#) (only available on the County's intranet).

Adding Deadlines

Cancellation deadlines allow learners to cancel their registration prior to the deadline and can be useful for tracking no show learners.

Start date and time: 1/21/2020 8:30 AM

End date and time: 1/21/2020 4:30 PM

Registration deadline :
 Date:
 Days before:

Cancellation deadline:
 Date:
 Days before:

Calendar: January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

Best practice is for the registration and cancellation deadline to be the same.

Moving students from the wait list

Select the checkbox beside the names you want to move to the roster and click **Move To Roster**.

Search: Help

View: Waiting list

Show Records: 10

Records: 2

Buttons: Add, **Move To Roster**, Move All To Roster, Remove, Remove All, Send E-Mail

<input type="checkbox"/>	Name	Username	Region	Track	Status	Waiting List Date
<input checked="" type="checkbox"/>	[blurred]	[blurred]	[blurred]	A Sample for Training	On waiting list	12/12/2019 4:43:23 PM PST
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]	A Sample for Training	On waiting list	12/12/2019 4:43:23 PM PST

Registered Learners that Did Not Attend

It is recommended to mark all learners that were **registered but did not attend** the class, with a **No Show** status.

Name	Username	Status	Status Date
<input type="checkbox"/>		Attended	12/16/2019 4:52:44 PM PST
<input type="checkbox"/>		No show	12/16/2019 4:52:44 PM PST
<input type="checkbox"/>		Canceled	12/16/2019 4:52:44 PM PST
<input checked="" type="checkbox"/>		Registered	12/16/2019 4:52:44 PM PST
<input type="checkbox"/>		Waived	12/16/2019 4:52:44 PM PST

1. Select the checkbox beside the registered learners who did not attend the class.

2. Select **No Show** (or **Canceled**) from the Status drop-down selection.

Search: Help ADVANCED...

Add Remove Unlock

Click **Continue** at the **BATCH REGISTRATION** window.