Can an instructor add learners to their session roster(s)?

Yes! Instructors have the ability to add users to their session rosters. Follow the steps below to learn how to add users to your roster.

**Note:** If a user attends a session without registering first, you must add them to your roster **BEFORE** completing your attendance and submitting your roster. This is to ensure they receive credit on their completed transcript.

Tell Me

1. **View your session Roster.** Once you are on your session roster page, **click Add Users.**

2. **Result:** The **Select User** page will display. Complete the **Last Name and First Name** fields with the learners name. **Click Search.**

3. **Result:** Search Results of users with that name will display as a list. **Click the Plus Symbol** in front of the user name that you are adding to your roster.

4. **Result:** The users name will display under **Selected User.** **Click Done.** **Note:** You can remove the user by clicking the trash can icon if you have selected the incorrect name.
6. Result: The user name will now appear on the main page under Users. Click the button Add Pending Users to Roster as pictured below.

7. The user you have just added will now display on that session roster.

Related FAQs

- Where do I begin with the Tuition Waiver process?
- Help With Tuition Waivers
- How do I access a transcript of the CTL workshops I have attended?