WD Learning: Reconcile Roster

Role Matrix • Workday LMS Terminology

After an offering occurs (live event), the roster must be reconciled so those attending receive credit and see the attendance on their Learning History. Rosters can be managed by Instructors, Learning Local Admins and Learning Admins.

To learn how to print a roster, view the Print Roster in Excel job aid.

- Reconcile Roster
- How Dropped Learners Will be Listed on the Roster

Reconcile Roster

Once an offering occurs, the roster must be reconciled to close the offering and move the completion status on the learner’s transcript. The status must be updated for all learners, not just those who attended.

1. In the global search, type Manage Grading and Attendance.
2. Type the offering title in the Course Offering field. If there are multiple offerings, a list of dates will display.
3. Select the appropriate date or hover over the date and select the Actions button to see additional offering information.
4. Click OK.
5. Scroll down to the list of learners in the Enrolled area.
6. Directly below the word Enrolled, check the box for Mark all selected rows as Attended. On the header line, check the box to the left of Photo. You will correct the non-attendees next.
7. Check the box to the left of a learner who did not attend. In the Overall Attendance column, click the dropdown and change the status to either Did Not Attend or Partially Attended.
8. If grading participation or tests were taken in the class, select Pass or Fail in the Overall Score.
9. Click OK.
10. Review the summary that appears and click Done.
WD Learning: Reconcile Roster

Role Matrix • Workday LMS Terminology

How Dropped Learners Will be Listed on the Roster

When reconciling a roster, you will see only those who were enrolled, not anyone who previously dropped their enrollment. When you complete the roster reconciliation and close the Manage Grading and Attendance report and reopen it, you will also see the names of those who dropped their enrollment.

This is an example of a reconciled roster with a learner who participated and another who dropped.

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terri Stevens - Emotional Intelligence - Talent Development</td>
<td>Enrolled</td>
</tr>
<tr>
<td>William A Faust - Emotional Intelligence - Talent Development</td>
<td>Dropped</td>
</tr>
</tbody>
</table>

Screen shot 3: Roster with an enrolled and a dropped learner

To view the Learner’s status on attendance of courses, navigate to the Career area of Workday. Click on the Profile photo>View Profile>Career tab>Learning>Learning History section.

The completed status column refers to the course occurring, not that the learner completed the course. The Attendance Status refers to the Learner attending the course. In this example the Date and Time column are empty and the Attendance Status is Did Not Attend.

<table>
<thead>
<tr>
<th>Name</th>
<th>Content Type</th>
<th>Registration Status</th>
<th>Date Enrolled</th>
<th>Completion Status</th>
<th>Completion Date and Time</th>
<th>Attendance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emotional Intelligence - Talent Development</td>
<td>Course Offering</td>
<td>Enrolled</td>
<td>02/19/2019</td>
<td>Completed</td>
<td></td>
<td>Did Not Attend</td>
</tr>
</tbody>
</table>

Screen shot 4: Learner’s learning history