

# The Virginia Learning Center



## VIRGINIA DEPARTMENT OF SOCIAL SERVICES



### How to close a Roster:

- Click on Manage
  - Training
- Instructor Tools (Bottom Right)
- Manage Students
- All Instructors
- Type in course (Example: BPS2222W)
- Pending Action select All
- Start Date
- End Date
- Filter
- Click on the section for that course
- Mark learners as Complete/No Show/Withdrawn/Partial Course Credit
- Mark attendance for each learner that completed the course