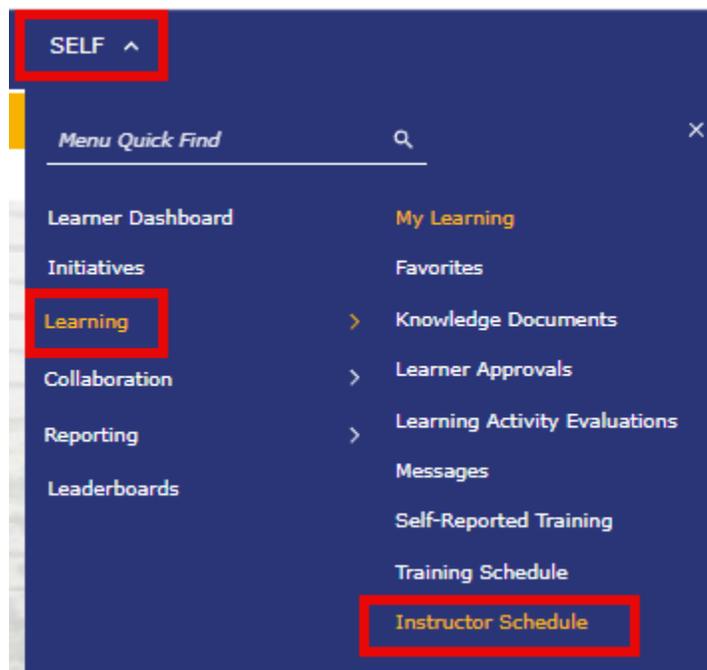


## How to Mark Learners Attended in MetroU Quick Guide

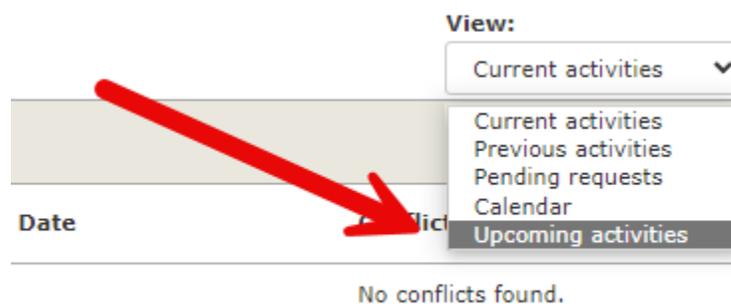
This guide will demonstrate how to mark learners as attended for a course or workshop in MetroU. This feature is available for staff who have instructor privileges for courses in MetroU. Please reach out to Learning & Development if you have questions about this feature or you are missing your instructor level access.

1. Log into your MetroU account or the MLS instructor account if you are marking attendance for a virtual session.
  - a. MLS Instructor account username:
  - b. MLS Instructor account password:
2. To access the roster for your course, navigate SELF < Learning < Instructor Schedule.



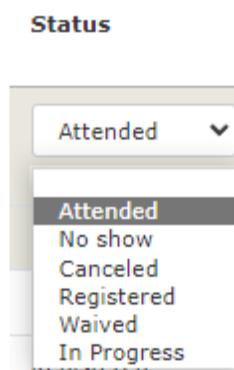
In the Instructor Schedule window find the session or course you are the instructor for then click the people icon (  ). If you are an instructor for multiple sessions use the search bar at the top of the window or the pages at the bottom of your screen to sort through and find your session.

**TIP:** If your session or course is not listed change the View: from *current activities* to *upcoming activities* on the top right of the Instructor Schedule window.

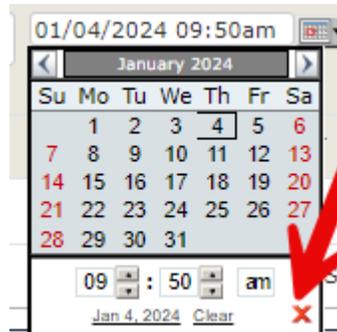


3. Once you click on the people icon (  ) the roster for your session will display. Select the learner or learners you are marking complete by clicking the box next to their name. Then update each field as follows:

- **Status:** Change the status of the learner(s) to *Attended* by selecting it in the drop-down menu.

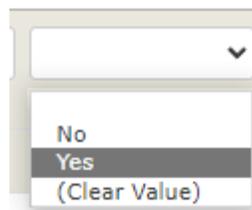


- Status Date:** Update the status date to the date they attended or completed the course. Click the red (x) at the bottom of the calendar to close the calendar after the date is entered.



- Completed:** Select Yes from the drop-down menu.

**Completed**



- Select *Apply* at the bottom of the roster to save your changes. The roster will be updated to reflect the changes you entered, and the learner(s) will be marked complete for the session or course.

| Status                                | Status Date  | Status Notes | Score                                       | Pass/Fail                     | Completed                        |
|---------------------------------------|--|--------------|---|-------------------------------|----------------------------------|
| <input type="text" value="Attended"/> | <input type="text" value="1/4/2024 9:50:00 AM CST"/> |              | <input type="text" value=""/> (Clear Value) | <input type="text" value=""/> | <input type="text" value="Yes"/> |

If you have any questions on marking a learner complete, please reach out to Learning & Development at [training@metrolibrary.org](mailto:training@metrolibrary.org).