

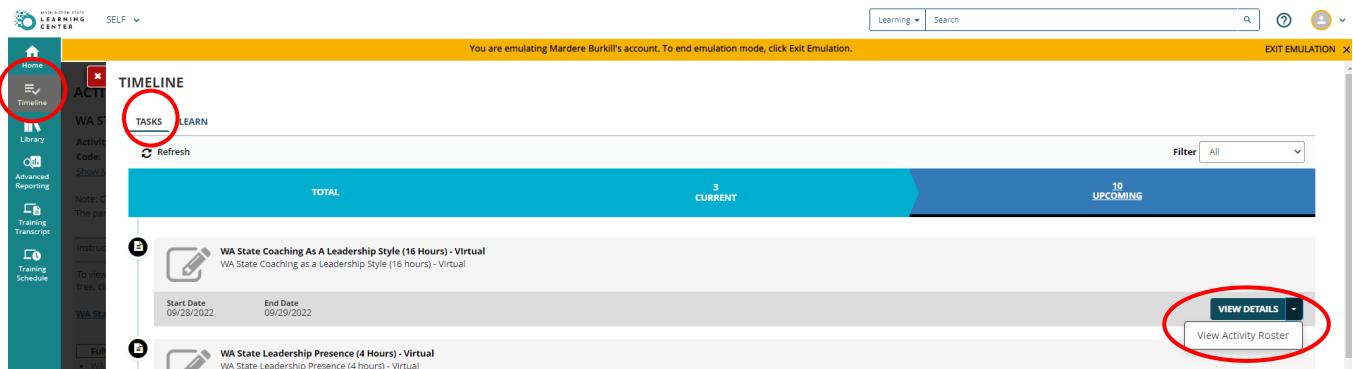
Open the Washington State Learning Center (WSLC) in a Chrome or Edge browser: [Home - SumTotal](#). Log in using the Secure Access Washington (SAW) method and credentials.

## ACTIVITY ROSTERS

To review upcoming class rosters, click the **Timeline** button in the left margin; then click **TASKS**.

- **TOTAL** lists **all** Active courses and classes assigned to the vendor/instructor in the WSLC
- **CURRENT** lists all courses and any activity occurring on that date
- **UPCOMING** lists all scheduled activities with dates that have not yet arrived

Each activity has a *View Details* button with a dropdown arrow to open the option to **View Activity Roster**.



You can print the Activity (class/session) roster by clicking “Activity Sign-in Sheet” under **REPORTS** in the left margin. Ensure that the **Show Records** field on the right is set to view all records in the desired activity.

To contact learners: click the box in front of each learner desired for contact, then click **SEND E-MAIL**. The WSLC will populate an email with each learner’s address in the **TO** field. To select the entire roster simultaneously, click the **NAME** button atop the row. \*

### **NOTE:**

- It is important to make sure that your “Show Records” drop down is changed to “50”. This way, you’ll see everyone on one screen.
- Please be sure to uncheck any learners that may have a *Cancelled* status and are no longer registered.

SELF

Learning Search

You are emulating Mardere Burkill's account. To end emulation mode, click Exit Emulation. EXIT EMULATION

### ACTIVITY ROSTER

**WA STATE COACHING AS A LEADERSHIP STYLE (16 HOURS) - VIRTUAL (12/14/2022 - 12/15/2022)**

Activity Type: ILT Class Location: # VIRTUAL TRAINING:VIRTUAL TRAINING:  
 Code: DES 2261-11057 Instructor: Mardere Burkill:  
 Vendor: DES Sage & Summit Consulting:

Note: Completion information that comes directly from the content can override manual roster changes for some online activities. The parent activity's status is calculated based on the statuses of its child activities. For example, if one child activity is "Attended" and another is "Registered," the parent activity's status is "In Progress."

Instructions: To view the roster of other activities in the tree, click the corresponding link.

Search: Help ADVANCED... Filter by Status: All View: Completion information Show Records: 100

Selected Items: 0 | Records: 4

Name	Username	Status	Status Date	Score	Duration Hrs Min	Pass/Fail	Completed	Signature Status
<input type="checkbox"/> Rebecca F Jabbar	20152005	Registered	10/19/2022 4:10:37 PM PDT					
<input type="checkbox"/> Jasmine EBONIQUE Jones	20103701	Registered	11/10/2022 3:40:09 PM PST					
<input type="checkbox"/> Shantel A Wight	20148512	Registered	8/23/2022 7:43:06 AM PDT					
<input type="checkbox"/> Chrissy Wilson	20035597	Registered	11/14/2022 11:17:27 AM PST					

OK CANCEL APPLY APPLY TO ALL SEND E-MAIL

## LEARNER EVALUATIONS

You can locate your previous activities by navigating from the SELF button at the top left of the screen.  
**SELF > Learning > Instructor Schedule**

SELF

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Menu Quick Find

- Dashboards > Learner Approvals
- Learning > Learning Activity Evaluations
- Development > Messages
- Reporting > Self-Reported Training
- Instructor Schedule
- Playlists
- Training Requests
- Completion Requests

ANNOUNCEMENTS

MY TRAINING

MY TRANSCRIPT

QUICK LINKS

The **Instructor Schedule** landing page lists Current activities (each of the the **Courses** you are associated with, and any **Class or Session** taking place that day).

SELF

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### INSTRUCTOR SCHEDULE

This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, previous activities, your pending requests, and a calendar view of all confirmed activities.

Search: Help

View: **Current activities** Records: 3

Activity	Code	Region	Requested By	Start Date	End Date	Conflict check
<input type="checkbox"/> ILT Course: WA State Coaching as a Leadership Style (16 hours)	DES 2261		Rachael L Stich			No conflicts found.
<input type="checkbox"/> ILT Course: WA State Leadership Presence (4 hours)	DES 2262		Rachael L Stich			No conflicts found.
<input type="checkbox"/> ILT Course: WA State Respect in the Workplace (4 hours)	DES 2263		Rachael L Stich			No conflicts found.

Delivery Method Legend

Change the View dropdown to review **Upcoming activities** (rosters are not accessible from this page).

The screenshot shows the 'INSTRUCTOR SCHEDULE' page. At the top right, a 'View:' dropdown menu is highlighted with a red circle, showing 'Upcoming activities' selected. Below the search bar, a table lists activities with columns for Activity, Code, Region, Requested By, Start Date, End Date, and Conflict check. The table contains 7 records.

Activity	Code	Region	Requested By	Start Date	End Date	Conflict check
ILT Class: WA State Coaching as a Leadership Style (16 hours) - Virtual	DES 2261-11057		Christopher J Cope	12/14/2022	12/15/2022	No conflicts found.
ILT Class: WA State Coaching as a Leadership Style (16 hours) - Virtual	DES 2261-11058		Christopher J Cope	3/22/2023	3/23/2023	No conflicts found.
ILT Class: WA State Coaching as a Leadership Style (16 hours) - Virtual	DES 2261-11059		Christopher J Cope	6/21/2023	6/22/2023	No conflicts found.
ILT Class: WA State Leadership Presence (4 hours) - Virtual	DES 2262-11061		Christopher J Cope	1/18/2023	1/18/2023	No conflicts found.
ILT Class: WA State Leadership Presence (4 hours) - Virtual	DES 2262-11062		Christopher J Cope	4/12/2023	4/12/2023	No conflicts found.
ILT Class: WA State Respect in the Workplace (4 hours) - Virtual	DES 2263-11064		Christopher J Cope	2/14/2023	2/14/2023	No conflicts found.
ILT Class: WA State Respect in the Workplace (4 hours) - Virtual	DES 2263-11065		Christopher J Cope	5/17/2023	5/17/2023	No conflicts found.

To locate completed learner evaluations, select **Previous Activities** from the View dropdown. Classes from the previous month will appear in this list. Click the icon next to a class title to access its evaluation report.

The screenshot shows the 'INSTRUCTOR SCHEDULE' page with the 'View:' dropdown set to 'Previous activities'. The table now shows 2 records. The icon next to the second record, 'ILT Class: WA State Leadership Presence (4 hours) - Virtual', is highlighted with a red circle.

Activity	Code	Region	Requested By	Start Date	End Date
ILT Class: ECY/WCC SAA WA State Respect in the Workplace - Randle	DES 2263-11271		Christopher J Cope	10/27/2022	10/27/2022
ILT Class: WA State Leadership Presence (4 hours) - Virtual	DES 2262-11060		Christopher J Cope	10/19/2022	10/19/2022

Click the START button to open the evaluation report for the class.

The screenshot shows the 'EVALUATION REPORT' page. A 'START' button is highlighted with a red circle. The table below shows the evaluation details for the selected activity.

Evaluation Name	Activity Name	Code
ES Enterprise Course Evaluation	WA State Leadership Presence (4 hours) - Virtual	DES 2262-11060

You can review evaluations in the browser, or print/save the report in its entirety.

- Home
- Timeline
- Library
- Advanced Reporting
- Training Transcript
- Training Schedule

### EVALUATION SUMMARY REPORT

#### WA STATE LEADERSHIP PRESENCE (4 HOURS) - VIRTUAL

#### DES ENTERPRISE COURSE EVALUATION



Filter records that you view on the Evaluation Summary Report.

Filter Criteria:

Attempt Start Date

Start Date:

End Date:

APPLY RESET