

Adding students to course which has been approved and started.

To add course attendees, click on “Attendees”

Click on “+ Add Attendee” as shown

Course Details Credit Hours Prerequisites **Attendees** Documents Tests Skill Exams

Export to Excel + Add Attendee

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Search: [ ] CLEAR

Name	Registered	Status	Completed Date	PDF	Attendee Number	Attendee Primary Certification Status	Attendee Primary
No Records							

Bulk Actions | Records 0-0 of 0 | First | Previous | Next | Last | Page 1 | Per Page 50

Enter the last name of the attendee in the find field and click the box to the left of their name to select as shown.

Please bulk select the users to add them to this course:

\*test Search Select Age Group Select Service Select Certification Level CLEAR

Name	Email	Primary Certification Number	Primary Certification Level	Primary Certification Status	Primary Certification Expiration Date
<input type="checkbox"/> *SUPPORT, IMAGETREND	chovda@test.test	991601027	Paramedic	Current	08/20/2022
<input type="checkbox"/> *TEST, AEMT		992200561	AEMT		
<input type="checkbox"/> *TEST, EMR		992200559	EMR	Current	12/31/2021
<input checked="" type="checkbox"/> *TEST, EMT		992200560	EMT	Expired	12/31/2021
<input type="checkbox"/> *TEST, PARAMEDIC		992200562	Paramedic		07/31/2022

Select “+ Add to Course” and continue this process until all students are listed on your roster. Then finally click “Close”

+ Add to Course Records 1-50 of 30449 | First | Previous | Next | Last | Page 1 | Per Page 50

Close

Return to your full roster. Click on the box next to the word “Name” and all students will be selected as shown.

Search:  CLEAR

All 1 Record Selected. Clear Selection

<input checked="" type="checkbox"/>	Name	Registered	Status	Completed Date	PDF	Attendee Number	Attendee Primary Certification Status	Attendee Print
<input checked="" type="checkbox"/>	*TEST, EMT (992200560)	8/24/2022 4:39 PM				793276	Expired	EMT

Bulk Actions ▾ | Records 1-1 of 1 | First | Previous | Next | Last | Page 1 | Per Page 50 ▾

Select "Bulk Actions" and select "Enrolled" as shown and then select "Update".

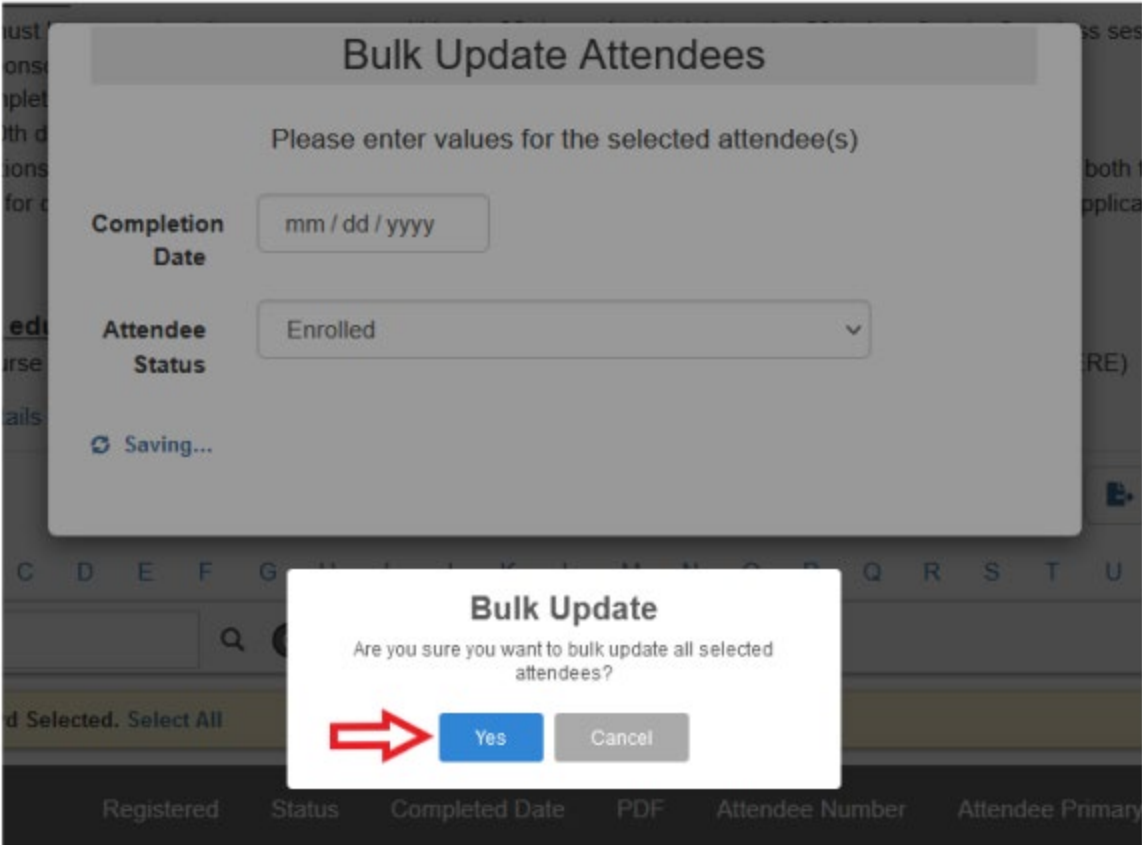
### Bulk Update Attendees

Please enter values for the selected attendee(s)

**Completion Date**

**Attendee Status**

Now Confirm Update "YES"



Your roster will now show your students as “Enrolled”

0 of 1 Record Selected. [Select All](#)

Name	Registered	Status	Completed Date	PDF	Attendee Number	Attendee Primary Certification Status	Attendee Prin
<input type="checkbox"/> *TEST, EMT (992200560)	8/24/2022 4:39 PM	Enrolled			793276	Expired	EMT

Bulk Actions | Records 1-1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Page 1 | Per Page 50

# Your course roster is now completed

**Course: EMT**  
Number: IC2022-466  
Date: 8/1/2022 4:00 PM - 12/16/2022  
Location: 9991 - KBEMS Test location  
Instructor: SPARROW, JACK  
Attendees: 1 total  
Credited: 0

Details Credit Hours Prerequisites **Attendees** Documents Tests Skill Exams

Export to Excel + Add Attendee

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

0 of 1 Record Selected. Select All

<input type="checkbox"/>	Name	Registered	Status	Completed Date	PDF	Attendee Number	Attendee Primary Certification Status	Attendee Primary Certification Level	Attendee Primary Certification
<input type="checkbox"/>	*TEST, EMT (992200560)	8/24/2022 4:39 PM	Enrolled			793276	Expired	EMT	992200560

Bulk Actions ▾ Records 1-1 of 1 | First | Previous | Next | Last | Page 1 | Per Page 50 ▾