The role of Course Administrator allows access to a variety of functions such as adding sessions or editing rosters. **HR Learning and Development asks that you only use Course Administrator access to view attendance and print rosters as shown below.**

### Accessing the Course Manager

Log in to Skillport at [https://uahr.skillport.com](https://uahr.skillport.com) or from the Skillport link on the HR Learning and Development website at [http://hr.ua.edu/](http://hr.ua.edu/). For problems logging in, contact HR Learning and Development at 205-348-9700 or [HRLearningandDevelopment@ua.edu](mailto:HRLearningandDevelopment@ua.edu).

From the home page, select the **Admin** link in the upper-right menu.

![Admin link in Skillport interface]

Next, select **Content > ILT > Course and Session Manager**.

![Course and Session Manager page in Skillport]

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The ILT Course and Session Manager displays. Select the **Course Manager** tab.

![Course Manager Tab](image)

You should then see the courses to which you are assigned. In the example above, PCard Policies & Procedures and PCard Works Training are the assigned courses.

To view details for a specific session, first select the course ID. In the example above, the course ID for the PCard Policies & Procedures course is ilt_TECH040.

Next, select the **Sessions** tab. Scroll down to find and select the Session ID of the desired session.

![Sessions Tab](image)
View Enrollment of Learners in a Session and Print a Roster

Once you’ve clicked on the Session ID you wish to view, the View Session window displays.

Click the Roster tab. The list of learners enrolled in the session appears.
Click **Attendance Sheet**. The attendance sheet opens in a new window.

![Attendance Sheet](image)

This sheet contains the following details:

- **Instructor**: Name of the Instructor.
- **Session ID**: ID of the session that the Learner has enrolled for.
- **Course ID**: ID of the course which contains the session.
- **Title**: Title of the session.
- **Facility**: Facility which the session is conducted in.
- **Classroom**: Classroom which the session is conducted in.
- **Start**: Date and time that the session starts.
- **End**: Date and time that the session ends.
- **Name**: Name of the Learner.
- **User Name**: User name of the Learner
- **Email**: Email address of the Learner
- **Student Signature**: Space for signature of the student.

Click **Print** to print out the attendance sheet, or click **Close** to close the window.

![Attendance Sheet](image)

To Return to the Home Page (MY PLAN, MY PROGRESS, CATALOG) click on **Exit to Skillport** in the upper-right menu. Do **NOT** click on the **Close** button as it will close the session and learners will not be able to enroll.