1. **Login (via UCLC website):** [https://hr.ucmerced.edu/uclc](https://hr.ucmerced.edu/uclc)

2. **Instructor Schedule**
   a. Select: .................Self/Learning/Instructor Schedule

   ![Image of UCLC Interface]

   **NOTE:** may need to use scroll bar to see instructor schedule.

3. **Input Attendance**
   a. Change the VIEW dropdown to PREVIOUS ACTIVITIES.
   b. Click the START DATE column heading to sort in ascending or descending order by date.
   c. Locate the class & date you wish to mark attendance for.
   d. Click the roster icon.

   ![Image of Input Attendance]

   **NOTES:** VIEW dropdown (see above image “a”)
   - *Previous Activities* .................displays past individual classes
   - (default) *Current Activities* ......this view is blank for security purposes
   - *Upcoming Activities*.................displays future individual classes
   - *Pending Requests* .................this view is blank
   - *Calendar*..............................displays calendar view of classes

   continued on next page
CONTINUED: Input Attendance

e. Change SHOW RECORDS dropdown to 250 to display more users (upper-right corner; default display is 10).
f. Change FILTER BY STATUS dropdown to REGISTERED to view only registered users.
g. Change STATUS dropdown to ATTENDED; no need to edit STATUS DATE; change PASSED & COMPLETED to YES.
h. Select users you wish to mark as Attended.
i. Click APPLY.

NOTE:
To mark Cancelled or No Show, follow above step f, then select the corresponding STATUS dropdown for step g. You will leave the PASSED & COMPLETED dropdowns blank.

j. To email users.......................select users you wish to email; then select SEND EMAIL
k. To add users.........................select ADD

k1.... select class to add user to
k2.... select CONTINUE
k3.... select SELECT VIEWABLE USERS
k4.... select NEXT (you will search & select each user to add to roster)
k5.... select users to add
k6.... click the arrow (to move users to REGISTRATION)
k7.... verify users are correct (under REGISTRATION)
k8.... click SUBMIT

l. To exit roster .......................click CANCEL to return to Instructor Schedule

NOTES:
• Filter by Status dropdown ........displays users by All, Registered, Cancelled, or Attended
• View dropdown.....................displays more (such as waiting list, etc.)
CONTINUED: Input Attendance

**BATCH REGISTRATION**
You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or waiting list. If you are unable to proceed the batch of users or activity is required, click Purchase.

**NEW EMPLOYEE ORIENTATION**

**AVAILABLE USERS**
- Add
- Select All
- Clear All
- Users not in allocation

**REGISTRATION**
- Available users
- Selected users
- Users pending approval

**WAITING LIST**
- Records
- Available users
- Users pending approval

**SELECT USERS**
- Select users by domain
- Select users by organization
- Select users by job
- Select users by manager
- Select newly created users

**AVAILABILITY**
- Available users
- Selected users
- Users not in allocation

**REGISTRATION**
- Available users
- Selected users
- Users pending approval

**WAITING LIST**
- Available users
- Selected users
- Users pending approval
4. **View Upcoming Class Registrations**
   a. Change VIEW dropdown to UPCOMING ACTIVITIES.
   b. Locate the class & date you wish to mark attendance for (refer to section 3b & 3c).
   c. Click the VIEW ROSTER icon.
   d. NOTE: to print a sign-in sheet, click the VIEW/PRINT SIGN-IN SHEET icon.

   ![INSTRUCTOR SCHEDULE](image)

   e. Change SHOW RECORDS dropdown to display more users (upper-right corner; default is 10 users).
   f. Change FILTER BY STATUS dropdown to REGISTERED to display only registered users.
   g. Change VIEW dropdown to WAITING LIST to display wait-listed users. You may choose to move users to roster.

   ![ACTIVITY ROSTER](image)