Cornerstone Training Guide
Manage a Roster

Introduction
In this scenario, Instructors will manage a roster for an ILT session.

1. On the Cornerstone Tool Bar, hover your cursor over ILT and click on View Your Sessions.

2. Select an ILT session.
3. Copy or take note of the five-digit **session number**. Then click the X.

4. Hover your cursor over ILT and click **Manage Events and Sessions**.

5. Paste or type in the session number into the **search for sessions directly** box. Then click **Search**.
6. The session should now show up. Click the **people icon** to view the roster.

![Roster Screen]

7. Select **Add Users** to register participants into the session or add users to the roster. A new window will open to allow you to search for participants.

![Add Users Window]

8. Search for participants by entering their Name, Manager’s Name, User Name or UCLA ID number. Then click **Search**.

![Search Window]
9. Click the + icon next to each name to add participants.

10. Click to the next page to find additional participants if necessary.
11. Click **Done** after selecting participants.

12. Review the users that you just added to the roster and click **Add Pending Users to Roster**.

Note: Users will remain pending until you click Add Pending Users to Roster.
13. Click **Print Sign-in Sheet**.

14. Session **Sign-in Sheet** will download to an Excel file.