Training Administrator Actions Checklist

**Pre-Course**

1. Refer to shared training calendar to help inform a training date.
2. Complete and submit the Course Request Form.
3. Put session dates in shared trainingadmin calendar

The course is created and registration will open.
4. Create an Outlook appointment from your departmental inbox to send to participants once they have registered in the system (best practice).
5. Training requests are approved by TA.
6. Send participant the Outlook appointment.
7. Manage cancelations as they come in by changing participant’s status.
8. Run query for course rosters, or any other reporting needs.
9. Be sure that everyone signs the sign-in sheet at the training session.

**Post-Course**

1. Use sign in sheet to enter attendance data (No Show, Canceled, or Completed).*
2. Inform the lead training administrator (HR) that the course has been completed, and the attendance has been entered.
3. The course session will then be marked as complete.

*Use No Show if participant does not give notice of absence.
*Use Canceled if participant gives notice of absence.
*Use Completed if participant completes all course requirements.

Note: If additional sessions need to be added then please use the **Additional Course Sessions Form**

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