**Purpose:** Follow the instructions below to **Update a Roster** (mark No Shows and/or Walk-ins for reporting purposes and ease of giving credit), **Give Credit** for attending a training, and **Close Out** a Scheduled Offering to complete the process.

**Update the Roster of the Scheduled Offering**

From the Learning Administration page, open the Scheduled Offering.

1. Click on **Registration** in the Related section.
2. Hover over the user and click **Modify**, then change the registration status.
3. If a user does not show for a class, select **No Show**, if the user had communicated they had to cancel before class select **Cancelled**.
4. Click **Save**.

5. Add someone who was a walk in by clicking **Add Users**, and searching for the user.

6. Select the **Registration Status** Walk-in or addition by administrator (Enrolled).
7. Checkmark the **Add** box.
8. Click **Add**.

Repeat these steps for all users as appropriate.
How to Give Credit/Close Out Scheduled Offerings

Give Credit to Users Who Attended

1. From the Learning Administration page, Navigate to Users > Tools > Record Learning – Multiple.
2. Select the Scheduled Offering option.
3. In the Search & Add Scheduled Offerings section, enter the scheduled offering number and click Add. Or click the magnifying glass icon to search for and select the scheduled offering. Once the scheduled offering is selected it will appear in the List of Scheduled Offerings.
4. In the Search & Add Users section, select Auto Fill From Registration to add the list of users who were registered for the offering. You may also add users by clicking the magnifying glass and searching. Selected users will appear in the List of Selected Users.
5. If there are more than 25 records per page select 500 from the Records per Page drop down. If not, the select will only auto fill the first 25 users.
6. Click Next.

7. In the Edit Details section, enter the status: COURSE-COMPLETE (Complete) - For Credit. Only use this status.
8. Confirm and/or update the Credit Hrs and Contact Hrs fields. These fields appear in Learning History and certificates.
9. Optional: The registration status and hours entered above will be applied to each user. ONLY if you need to change credit hours for each individual user, click the plus sign next to the Scheduled Offering ID and update the hours for each user. If credit does not need to be individualized, do not expand the plus sign.
10. Click Apply changes.
11. Click Next.
12. Select **Do Not Assess** in the *Change the way competencies are assessed* section.

13. Click **Submit**.

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**Close out Scheduled Offerings**

Once credit has been given, close the Scheduled Offering. From the Learning Administration page, open the scheduled offering.

1. Select **Close the Scheduled Offering** from the Actions area. *Only close after all users receive credit.*
2. Click **Next**. The Scheduled Offering number and closing date are automatically populated.
3. Click **Next** (no changes on this page).
4. Click **Finish** to Confirm.
5. Click **OK** to finish.