How to Give Credit/Close Out Scheduled Offerings

Purpose: Follow the instructions below to:
- Update a roster (mark No-Shows for reporting purposes and ease of giving credit).
- Give users credit for attending a training.
- Close out a scheduled offering to complete the process.

Update the roster of the scheduled offering.
1. Navigate to Admin/Learning/Scheduled Offering and search for the scheduled offering.
2. Click on Registration in the Related area.
3. Hover over the user and click Modify, then change the registration status.
4. 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.
5. Click Save.

6. Add someone who was a walk in by clicking Add Users, and searching for the user.
7. Select the Registration Status ENROLL_ADMIN (Enrolled), checkmark the Add box and click Add.
8. Repeat these steps for all users as appropriate.
Give credit to users who attended.

1. Verify the Admin tab is selected.
2. Navigate to Users > Tools > Record Learning – Multiple.
3. Select the Scheduled Offering option.
4. In the Search & Add 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.
5. 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 a user(s) by clicking the magnifying glass and searching for a user(s). Selected users will appear in the List of Selected Users.
6. 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.
7. Click Next.
8. In the Edit Details section, enter the Completion status: **Course-Complete (complete)-For Credit**.
9. Confirm and/or update the Total Hrs, Credit Hrs and Contact Hrs fields.
10. Click Apply changes.
11. Click Next.
12. Click the plus sign next to the Scheduled Offering ID to see a list of all users. In this view, credit can be updated by individual if necessary. If credit does not need to be individualized do not expand the plus sign. Entering completion at the top level will apply to all users.
13. Click Next.
14. Select **Do Not Assess** in the Change the way competencies are assessed section.
15. Click Submit.
16. Click **Start Over...** to give credit for another offering.
Close out Scheduled Offerings
Once credit has been given, close the Scheduled Offering.

1. Navigate to the scheduled offering (Admin/Learning/Scheduled offering)
2. Select Close the Scheduled Offering from the Actions area.
3. The Scheduled Offering number and closing date are automatically populated. Click Next

4. Click Next to bypass Step 2: Edit Realized Costs.
5. Click Finish to Confirm, and OK to finish.