**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 Class to complete the process.

### Update the Roster of the Class

1. From the Learning Administration page, open the Class
   - A. Click *Learning Activities*
   - B. Click *Classes*
   - C. Enter the *Class ID*
   - D. Click *Search*

2. Click on the Class ID to open the class
3. Click on **Registrations** in the **Class Search**

![Class Search](image)

Knowledge Link - New Admin Training - UPHS
1811996

Start Date: 4/1/2016 01:00 PM
End Date: 4/1/2016 03:30 PM
Time Zone: Eastern Standard Time (Eastern Time)

**COURSE: HS30001_ITEM.LMSADMIN (Rev 1 - 10/1/2012 12:00 AM)**

<table>
<thead>
<tr>
<th>Registrations (5)</th>
<th>Add Users</th>
<th>[X]</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>User Name</td>
<td>Organization</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

4. To update the Registrations Status, Click the ellipsis to the right of the user and click **Edit**

![Edit](image)

- **A.** Change the registration. 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**.
- **B.** 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), Checkmark the Add box, Click Add.

Repeat these steps for all users as appropriate.
Give Credit to Users Who Attended
1. From the Learning Administration page,
   A. Navigate to Manage User Learning
   B. Add Learning History for Multiple Courses
   C. Select Class
   D. Enter the Class ID
   E. Click Add

2. In the Search & Add Users section, select Auto Fill From Registration to add the list of users who were registered for the class. You may also add users by clicking the magnifying glass and searching. Selected users will appear in the List of Selected Users. Click Next.

3. 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.
4. In the **Edit Details** section
   A. Enter the Completion: **COURSE-COMPLETE (Complete) - For Credit. Only use this status.**
   B. Confirm and/or update the **Credit Hrs** and **Contact Hrs** fields. These fields appear in Learning History and certificates.
   C. 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.
   D. Click **Apply changes**.
   E. Click **Next**.

5. Select **Do Not Assess** in the **Change the way competencies are assessed** section, Click **Submit**.
Close out Classes

Once credit has been given, close the Class. From the Learning Administration page, open the class

1. Select Close from the Actions drop down. Only close after all users receive credit.

2. The class number and closing date are automatically populated. Click Next (no changes on this page).

3. Click Next

4. Click Finish to Confirm.

5. Click OK to finish.