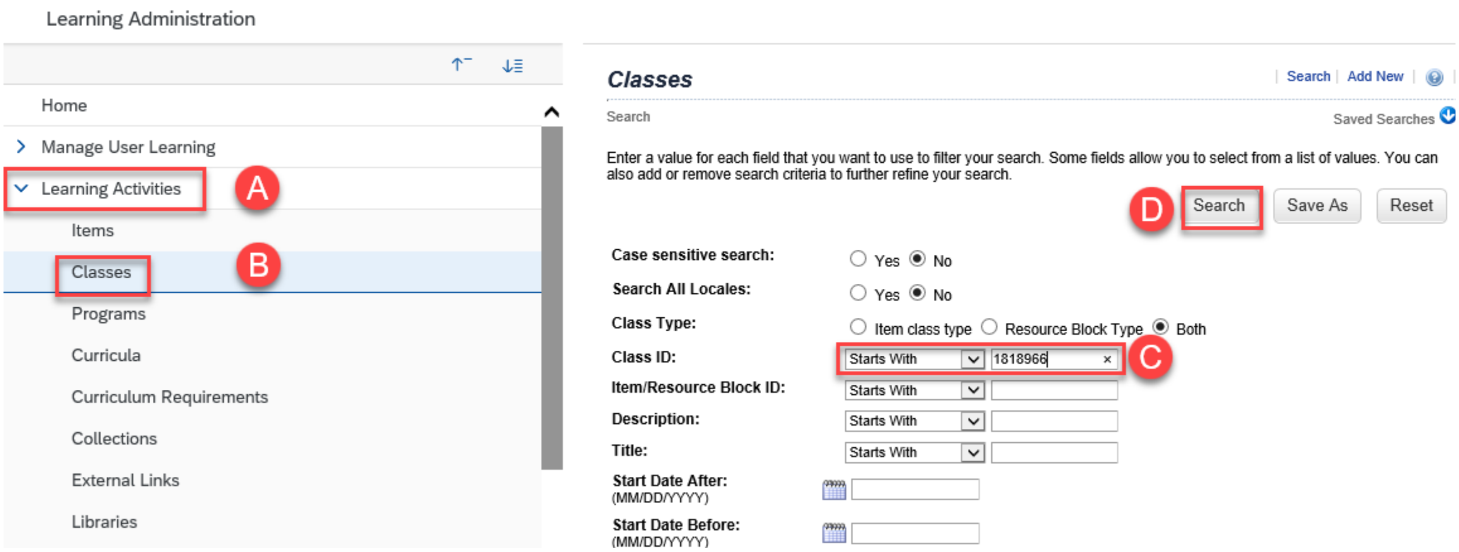
KNOWLEDGELINK

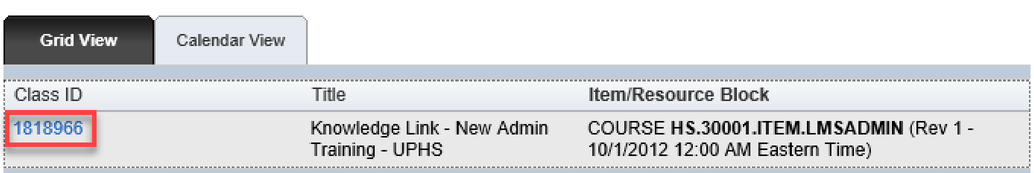
Purpose: Follow the instructions below to **Update a Roster** (mark No Shows and/or Walk-ins for reporting purposes and ease of giving credit), **Give Credit** for attending a training, and **Close Out** a Class to complete the process.

Update the Roster of the Class

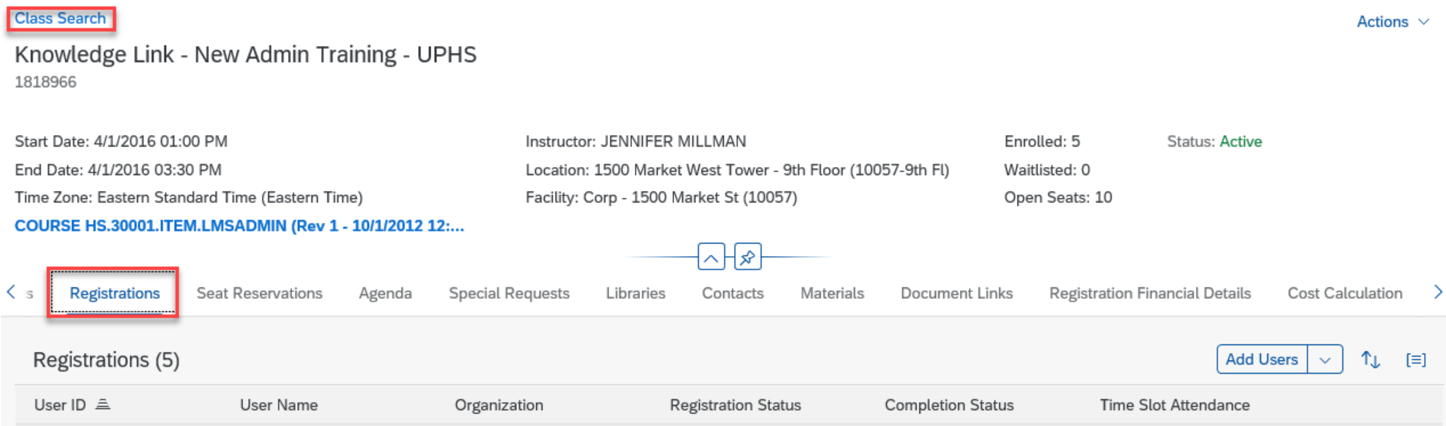
1. From the Learning Administration page, open the Class
   A. Click **Learning Activities**
   B. Click **Classes**
   C. Enter the **Class ID**
   D. Click **Search**



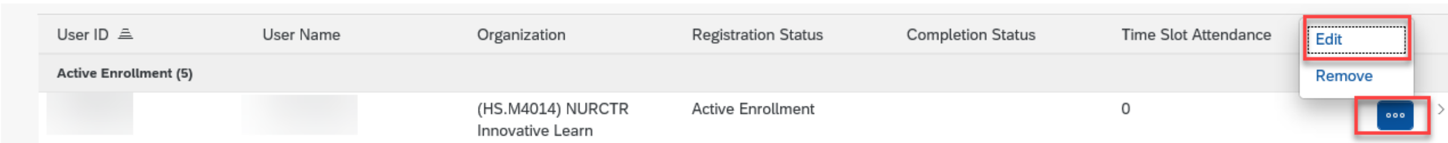
2. Click on the Class ID to open the class



3. Click on **Registration**s in the **Class Search**

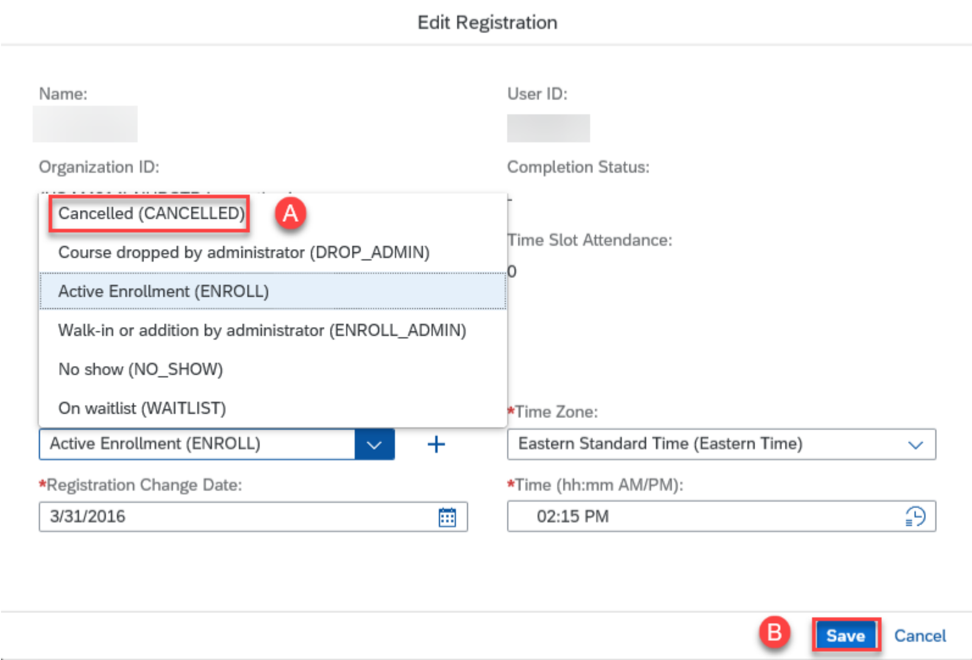


4. To update the Registrations Status, Click the ellipsis to the right of the user and click **Edit**

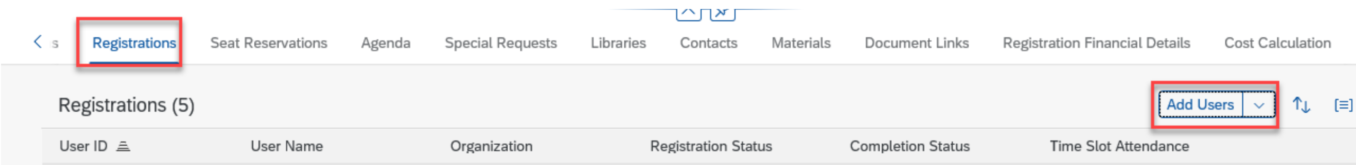


A. Change the registration. If a user does not show for a class, select **No Show**, if the user had communicated they had to cancel before class select **Cancelled**.

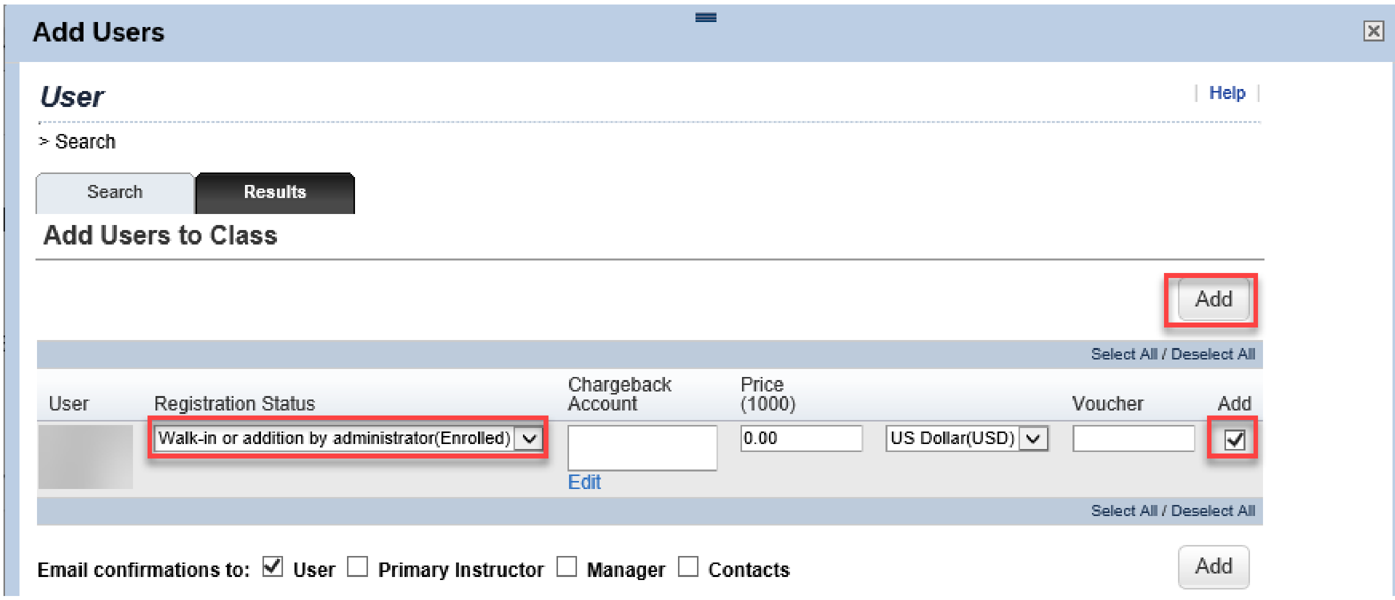
B. Click **Save**.



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



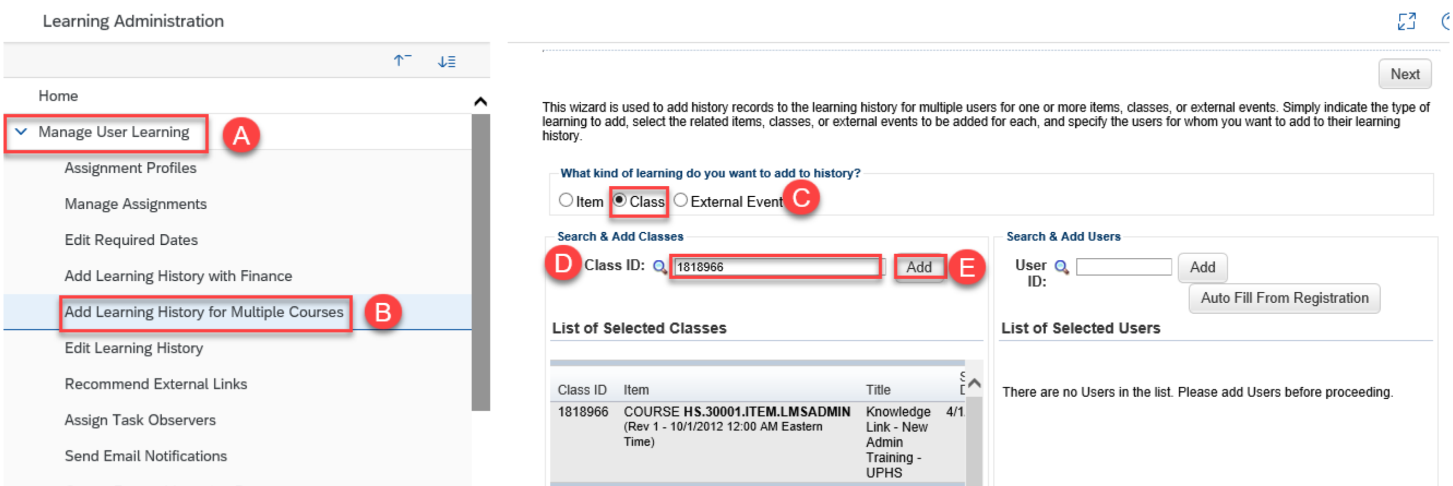
6. Select the **Registration Status** Walk-in or addition by administrator (Enrolled), Checkmark the **Add** box, Click **Add**.



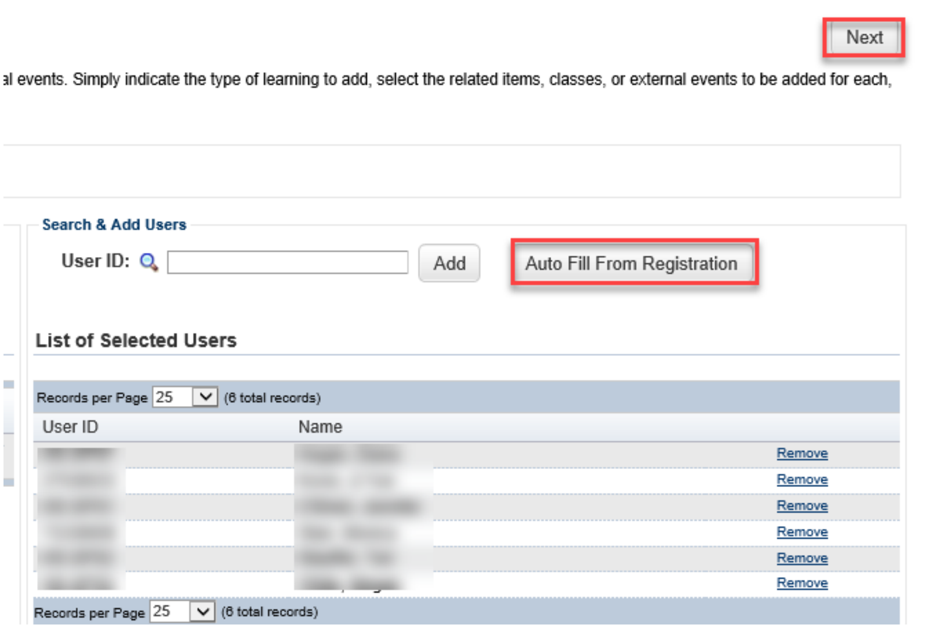
Repeat these steps for all users as appropriate.

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

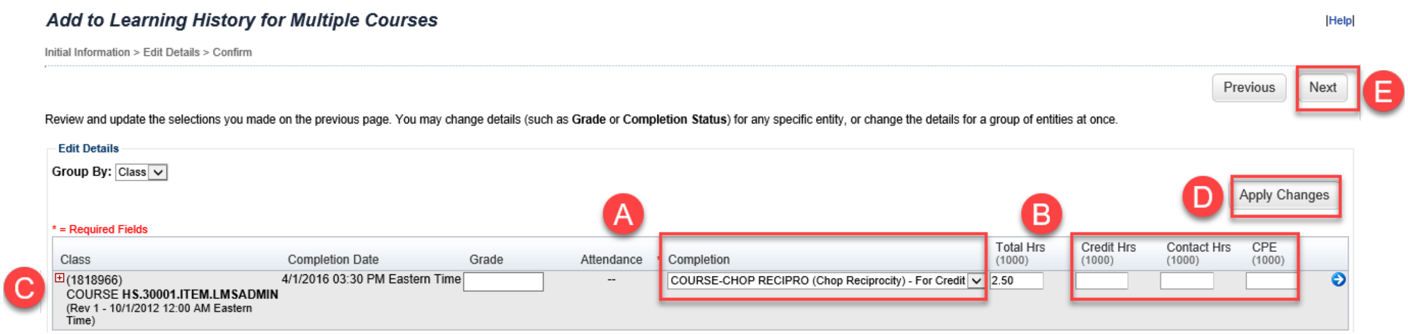
A. Enter the Completion: **COURSE-COMPLETE (Complete) - For Credit**. **Only use this status.**

B. Confirm and/or update the **Credit Hrs** and **Contact Hrs** fields. These fields appear in Learning History and certificates.

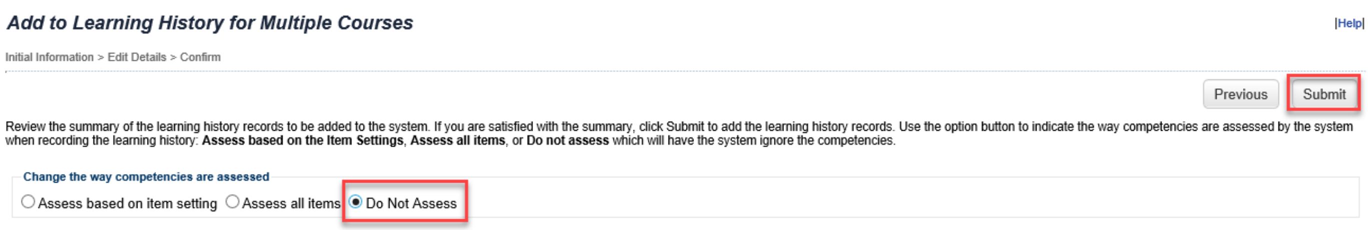
C. Optional: The registration status and hours entered above will be applied to each user. *ONLY if you need to change credit hours for each individual user*, click the plus sign next to the **Scheduled Offering ID** and update the hours for each user. If credit does not need to be individualized, *do not* expand the plus sign.

D. Click **Apply changes**.

E. Click **Next**.



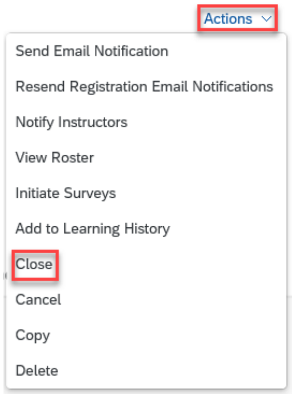
5. Select **Do Not Assess** in the *Change the way competencies are assessed* section, Click **Submit**.



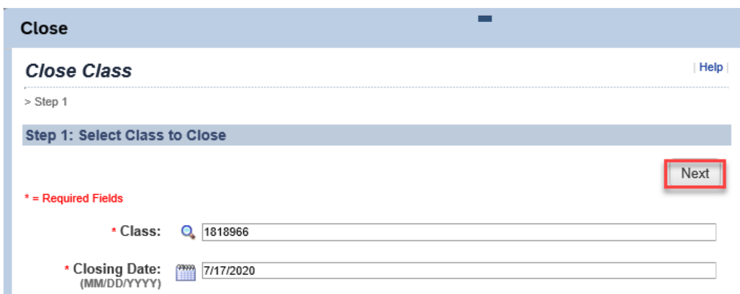
Close out Classes

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

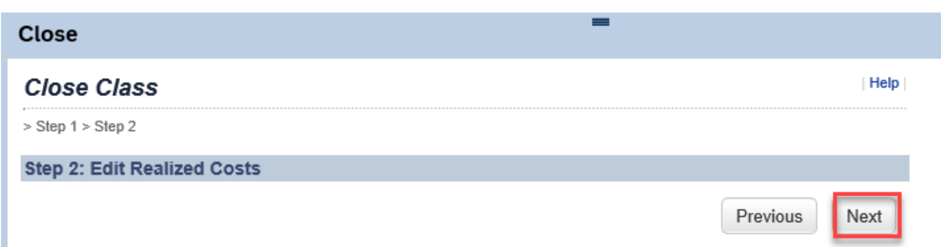
1. Select **Close** from the **Actions** drop down. Only close after all users receive credit.



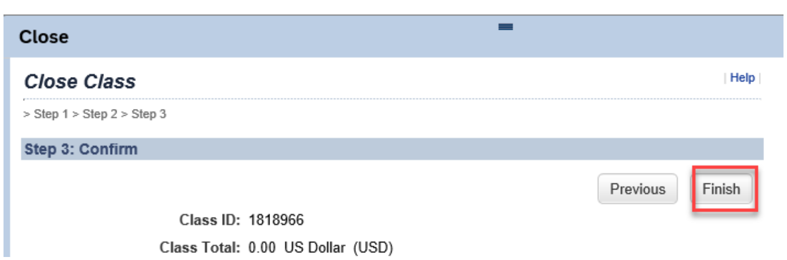
2. The class number and closing date are automatically populated. Click **Next** (no changes on this page).



3. Click **Next**



4. Click **Finish** to Confirm.



5. Click **OK** to finish.