



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**

The screenshot shows the 'Learning Administration' page. On the left, a navigation menu has 'Learning Activities' (A) expanded to show 'Classes' (B). On the right, the 'Classes' search form is visible. The 'Class ID' field is set to '1818966' (C), and the 'Search' button is highlighted (D). Other search criteria include 'Case sensitive search', 'Search All Locales', 'Class Type', 'Description', and 'Title', all with 'Starts With' dropdowns. Date fields for 'Start Date After' and 'Start Date Before' are also present.

2. Click on the Class ID to open the class

Class ID	Title	Item/Resource Block
1818966	Knowledge Link - New Admin Training - UPHS	COURSE HS.30001.ITEM.LMSADMIN (Rev 1 - 10/1/2012 12:00 AM Eastern Time)

3. Click on **Registrations** in the **Class Search**

Class Search Actions ▾

Knowledge Link - New Admin Training - UPHS
1818966

Start Date: 4/1/2016 01:00 PM Instructor: JENNIFER MILLMAN Enrolled: 5 Status: **Active**
End Date: 4/1/2016 03:30 PM Location: 1500 Market West Tower - 9th Floor (10057-9th Fl) Waitlisted: 0
Time Zone: Eastern Standard Time (Eastern Time) Facility: Corp - 1500 Market St (10057) Open Seats: 10

[COURSE HS.30001.ITEM.LMSADMIN \(Rev 1 - 10/1/2012 12:...](#)

Registrations Seat Reservations Agenda Special Requests Libraries Contacts Materials Document Links Registration Financial Details Cost Calculation >

Registrations (5) Add Users ▾ ↑↓ [≡]

User ID	User Name	Organization	Registration Status	Completion Status	Time Slot Attendance
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4. To update the Registrations Status, Click the ellipsis to the right of the user and click **Edit**

User ID	User Name	Organization	Registration Status	Completion Status	Time Slot Attendance	
Active Enrollment (5)						Edit
		(HS.M4014) NURCTR Innovative Learn	Active Enrollment		0	Remove ⋮

- 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**.

Edit Registration

Name: User ID:

Organization ID: Completion Status:

Cancelled (CANCELLED) A

Course dropped by administrator (DROP_ADMIN)

Active Enrollment (ENROLL)

Walk-in or addition by administrator (ENROLL_ADMIN)

No show (NO_SHOW)

On waitlist (WAITLIST)

Active Enrollment (ENROLL) ▾ +

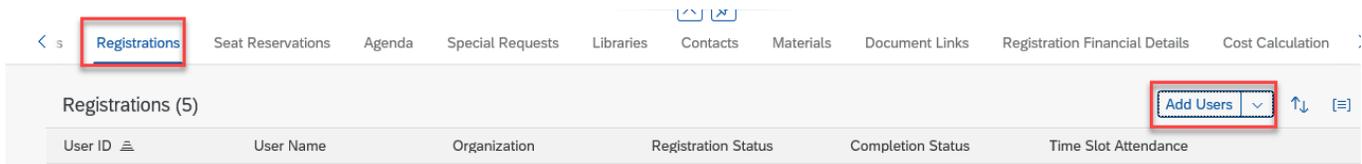
*Registration Change Date:

*Time Zone: Eastern Standard Time (Eastern Time) ▾

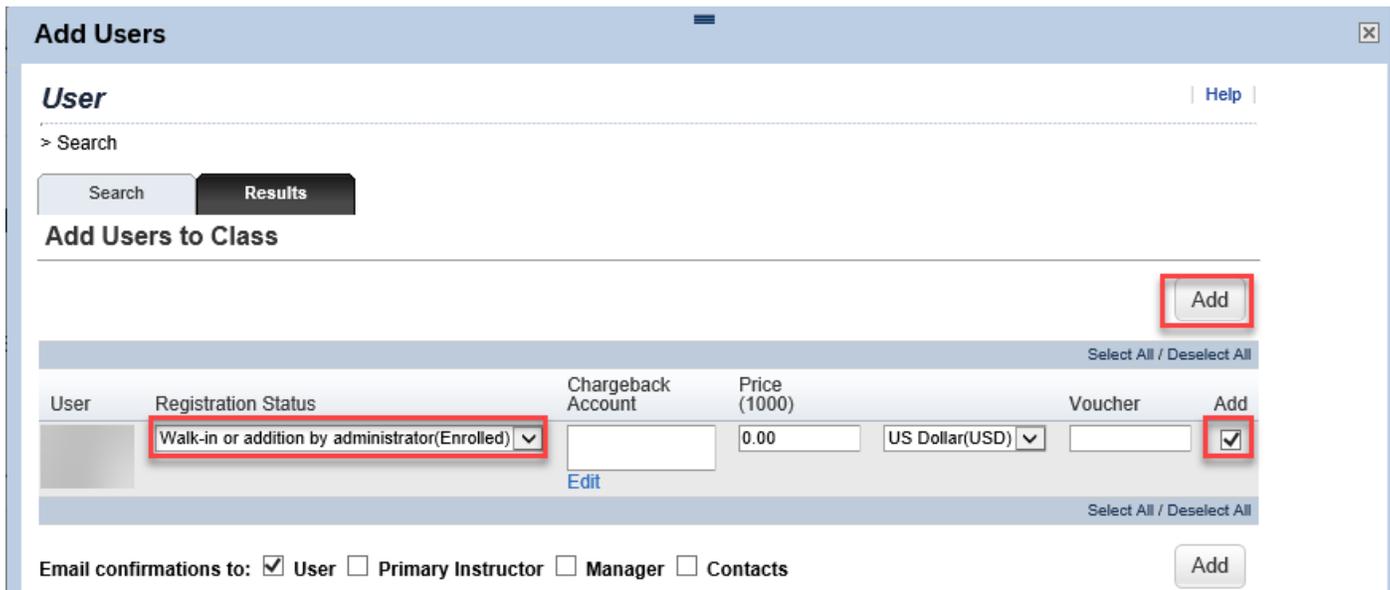
*Time (hh:mm AM/PM):

B Save Cancel

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**

Learning Administration

Home

- Manage User Learning **A**
 - Assignment Profiles
 - Manage Assignments
 - Edit Required Dates
 - Add Learning History with Finance
 - Add Learning History for Multiple Courses **B**
 - Edit Learning History
 - Recommend External Links
 - Assign Task Observers
 - Send Email Notifications

What kind of learning do you want to add to history?

Item Class External Event **C**

Search & Add Classes

Class ID: **D** **E**

List of Selected Classes

Class ID	Item	Title	
1818966	COURSE HS.30001.ITEM.LMSADMIN (Rev 1 - 10/1/2012 12:00 AM Eastern Time)	Knowledge Link - New Admin Training - UPHS	4/1

Search & Add Users

User ID:

List of Selected Users

There are no Users in the list. Please add Users before proceeding.

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**.

Next

al events. Simply indicate the type of learning to add, select the related items, classes, or external events to be added for each,

Search & Add Users

User ID:

List of Selected Users

Records per Page 25 (8 total records)

User ID	Name	
		Remove

Records per Page 25 (8 total records)

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**.

Add to Learning History for Multiple Courses

[Help]

Initial Information > Edit Details > Confirm

Previous **Next** **E**

Review and update the selections you made on the previous page. You may change details (such as **Grade** or **Completion Status**) for any specific entity, or change the details for a group of entities at once.

Edit Details

Group By: **Class**

* - Required Fields

Class	Completion Date	Grade	Attendance	Completion	Total Hrs (1000)	Credit Hrs (1000)	Contact Hrs (1000)	CPE (1000)
C (1818966) COURSE HS.30001.ITEM.LMSADMIN (Rev 1 - 10/1/2012 12:00 AM Eastern Time)	4/1/2016 03:30 PM Eastern Time		--	A COURSE-CHOP RECIPRO (Chop Reciprocity) - For Credit	B 2.50			

D **Apply Changes**

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

Add to Learning History for Multiple Courses

[Help]

Initial Information > Edit Details > Confirm

Previous **Submit**

Review the summary of the learning history records to be added to the system. If you are satisfied with the summary, click **Submit** to add the learning history records. Use the option button to indicate the way competencies are assessed by the system when recording the learning history. **Assess based on the Item Settings**, **Assess all items**, or **Do not assess** which will have the system ignore the competencies.

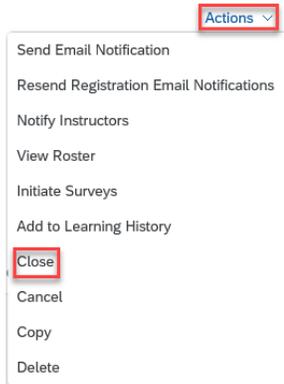
Change the way competencies are assessed

Assess based on item setting Assess all items **Do Not Assess**

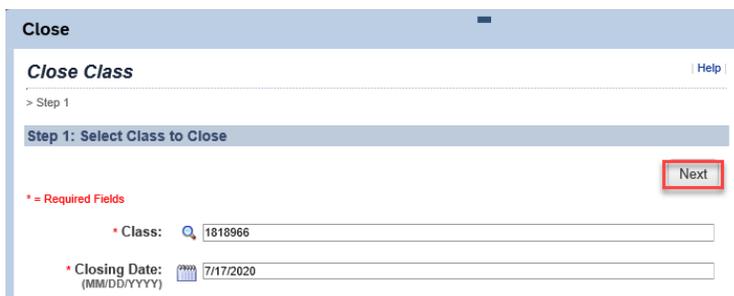
Close out Classes

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.