



How to give credit to instructor led courses attendees

Go to LMS Admin – Catalog

Catalog ?

Active Team: All Members Q

Learning Catalog ^

- My Catalog
 - Instructor Led Courses

Open up folders and subfolders until you find the course you rostered by clicking on the  symbol.

Learning Catalog

- My Catalog
 - Instructor Led Courses
 - Coach Instructor Led Courses
 - 10U Field Session Only
 - VIP Volunteer Training
 - VIP Buddy Training and Certification
 - Webinar-Coach Administrator
 - Coach Administrator Training
 - 6U Coach
 - 201701651 - U-6 Coach - 1/H/1200 Cathedral City CA - 09/23/2017 08:00 AM PDT
 - Liberty 6U Coach - Saturday Option - 10/A/0359 Bakersfield CA - 09/16/2017 08:00 AM PDT
 - 6U Coach / Schoolyard Coach Training - 12/C/0319 Clovis NM - 09/14/2017 06:00 PM MDT
 - 6U Coach Training - 10/09/09/2017 03:00 PM PDT
 - 6U Coach Course - 1/R/09/09/2017 09:00 AM PDT
 - Area 3/T 6U Coach Course - Mt. Pleasant Town Hall, 1 Town Hall Plaza, Valhalla, NY 10595 - Use Police entrance in back of the building - 09/09/2017 09:30 AM EDT



Left Click on the course you want to return and click Session Roster:

Learning Catalog

- ▲ My Catalog
 - ▲ Instructor Led Courses
 - ▲ Coach Instructor Led Courses
 - ▶  10U Field Session Only
 - ▶  VIP Volunteer Training
 - ▶  VIP Buddy Training and Certification
 - ▶  Webinar-Coach Administrator
 - ▶  Coach Administrator Training
 - ▲  6U Coach
 -  201701651 - U-6 Coach - 1/H/1200 Cathedral City CA - 09/23/2017 08:00 AM PDT
 -  Liberty 6U Coach - Saturday Option - 10/A/0359 Bakersfield CA - 09/16/2017 08:00 AM PDT
 -  6U Coach / Schoolyard Coach Training - 12/C/0319 Clovis NM - 09/14/2017 06:00 PM MDT
 -  6U Coach Training - 10/ / [Session Details](#) / Obispo - 09/09/2017 03:00 PM PDT
 -  6U Coach Course - 1/R/ / [Session Roster](#) / 09/09/2017 09:00 AM PDT
 -  Area 3/T 6U Coach Course - Mt. Pleasant Town Hall, 1 Town Hall Plaza, Valhalla, NY 10595 - Use Police entrance in back of the building - 09/09/2017 09:30 AM EDT



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ONLINE LEARNING RESOURCES

Home My Courses Free Content Live Courses Resources Transcripts eCommerce LMS Admin

Webinar Session - Corporate Headquarters - 27 May 2017, 03:00 PM - 04:00 PM

Registered: 0 Registration: -
Max Class: Unlimited Waitlist: No

Refresh Bulk Update **Save Data** Include Available Candidates Include Clipboard Candidates

6

Username	First Name	Last Name	Authorised	Status	Peer	Absent	Score	Pass/Fail
<input type="checkbox"/>	John		All	All	All			
<input checked="" type="checkbox"/>	123456789	John	Sanders	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>		
<input type="checkbox"/>	124563848	John	Simpson	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>		
<input type="checkbox"/>	185976238	John	Shinto	<input checked="" type="checkbox"/>	Registered	<input type="checkbox"/>		
<input type="checkbox"/>	132675072	John	Smith	<input checked="" type="checkbox"/>	Completed	<input type="checkbox"/>		
<input type="checkbox"/>				In Progress				
<input type="checkbox"/>				Available				

Granting an attendee credit is a two-step process:

First, make sure that the attendee is selected.

Next, click on the **Status** filter and change their status to **Completed**.

Click on **Save Data** to apply your changes.



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Webinar Session - Corporate Headquarters - 27 May 2017, 03:00 PM - 04:00 PM

Registered: 1 Max Class: Unlimited Registration: - Waitlist: No

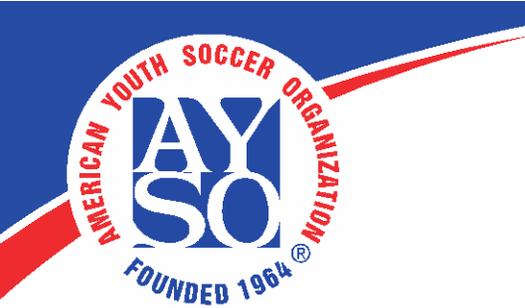
Refresh Bulk Update **Save Data** Include Available Candidates Include Clipboard Candidates

Drag a column header and drop it here to group by that column

Username	First Name	Last Name	Authorised	Status	Peer	Absent	Score	Pass/Fail	
<input type="checkbox"/>	John		All	All	All	All		All	
<input checked="" type="checkbox"/>	123456789	John	Sanders	<input checked="" type="checkbox"/>	Completed	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	124563848	John C	Simpson	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	185976238	John	Shinto	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	132675072	John	Smith	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>	<input type="checkbox"/>		

Next, click on the **Score** filter and select the status to **Passed**.

Click on **Save Data** to apply your changes.



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Home My Courses Free Content Live Courses Resources Transcripts eCommerce LMS Admin Store Admin

Webinar Session - Corporate Headquarters - 27 May 2017, 03:00 PM - 04:00 PM

Registered: 2 Max Class: Unlimited Registration: - Waitlist: No

Refresh Bulk Update Save Data Include Available Candidates Include Clipboard Candidates

Drag a column header and drop it here to group by that column

Username	First Name	Last Name	Authorised	Status	Peer	Absent	Score	Pass/Fail
<input type="checkbox"/>	John		All	All	All			All
<input type="checkbox"/>	123456789	John Sanders	<input checked="" type="checkbox"/>	Completed	<input type="checkbox"/>	<input type="checkbox"/>		Passed

Page Size: 20

Refresh Bulk Update Save Data Include Available Candidates Include Clipboard Candidates

Return

Return to your **Session Roster** to view your enrolled learner.

You will see that the attendee's **Status** has changed to **Completed** and they have **Passed** the In Person course.

Click **Return** to go back to the **Course Catalog**.

Congratulations! You have successfully enrolled a learner to an Instructor Led Training Course Session!

The learner will now receive the appropriate certification under their Transcripts page.