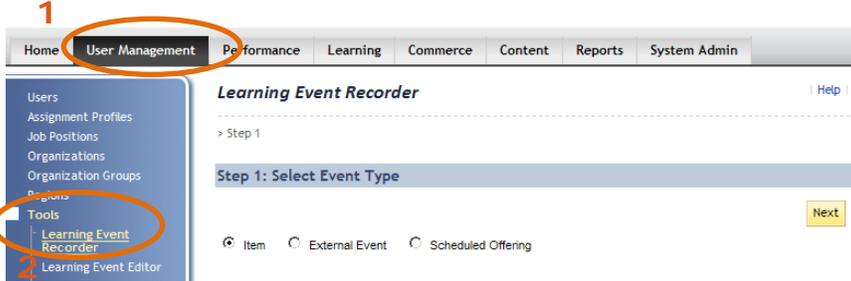


**Recording Completions for a  
Scheduled Offering**

<p><b>Before You Start:</b></p>		<p><b>IMPORTANT:</b> All registrations, no-shows and cancellations must be made on the <b>Scheduled Offering</b> before you record completions. If you modify registrations after you record completions, those changes do not modify the completions you already recorded.</p> <p>Make sure you know the correct <b>Scheduled Offering ID</b> before you begin. The ID should be on your <b>Scheduled Offering Worksheet</b>.</p>
<p><b>1.</b></p>	<p>Select <b>User Management</b> in the top menu.</p>	
<p><b>2.</b></p>	<p>Select <b>Tools</b>, in the side menu and then <b>Learning Event Recorder</b>.</p>	
<p><b>3.</b></p> <p><b>4.</b></p>	<p>Select the <b>Scheduled Offering</b> radio button.</p> <p>Click on <b>Next</b>.</p>	
<p><b>5.</b></p> <p><b>6.</b></p>	<p>Enter your <b>Scheduled Offering ID</b>.</p> <p>Click on <b>Next</b>.</p>	<p>* = Required Fields</p> <p>* Scheduled Offering ID: 196</p>

**Recording Completions for a  
Scheduled Offering**

<p><b>7.</b></p> <p>The Item, Title, Instructor, Hours and Completion Date will default from the Scheduled Offering.</p> <p><b>8.</b></p> <p>Select the <b>Completion Status</b> you want to record against.</p> <p>Click on <b>Next</b>.</p> <p><b>Tip:</b> If you have users in the class with different completion statuses, you will get to change them individually in step 11. Just choose the most common status for the class at this point.</p>	<p>The Item, Title, Instructor, Hours and Completion Date will default from the Scheduled Offering.</p> <p>Select the <b>Completion Status</b> you want to record against.</p> <p>Click on <b>Next</b>.</p> <p><b>Tip:</b> If you have users in the class with different completion statuses, you will get to change them individually in step 11. Just choose the most common status for the class at this point.</p>	<p><b>8</b></p> <p>* = Required Fields</p> <p>Item: COURSE ITEU-CS-0001 (Rev 7/25/2005 11:00 PM America/New York)</p> <p>Item Title: LMS for Training Coordinators</p> <p>Instructor ID: <input type="text"/></p> <p>Instructor Name: <input type="text"/></p> <p>Default Grade: <input type="text"/></p> <p>* Default Completion Status: <b>COURSE-PASSED (Completed - Passed Exam) - For Credit</b></p> <p>Completion Date: 1/7/2005 12:00 PM America/New York</p>																								
<p><b>9.</b></p> <p>A list of all registered users will appear.</p> <p>Click on <b>Next</b>.</p> <p><b>IMPORTANT:</b> You should not be Adding or Removing users in this step. If you are missing users or someone is listed who did not attend, then you must go back to the scheduled offering and adjust the registrations. <b>The Add and Remove functions should never be used when recording against a scheduled offering.</b></p>	<p>A list of all registered users will appear.</p> <p>Click on <b>Next</b>.</p> <p><b>IMPORTANT:</b> You should not be Adding or Removing users in this step. If you are missing users or someone is listed who did not attend, then you must go back to the scheduled offering and adjust the registrations. <b>The Add and Remove functions should never be used when recording against a scheduled offering.</b></p>	<p><b>9</b></p> <p>* = Required Fields</p> <p>Step 4: Select Users</p> <p>Add Users</p> <p>Enter User ID or add one or more from list</p> <p>* User ID: <input type="text"/></p> <p>Add</p> <p>Edit Selected Users</p> <p>Apply Changes</p> <p>Select All / Deselect All</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>CABAKER</td> <td>Baker, Carol A</td> <td><input type="checkbox"/></td> </tr> <tr> <td>MJBINKER</td> <td>Brinker, Marilyn J</td> <td><input type="checkbox"/></td> </tr> <tr> <td>NACHRISFIELD</td> <td>Chrisfield, Nancy Ann</td> <td><input type="checkbox"/></td> </tr> <tr> <td>NACHRISFIE</td> <td>Chrisfield, Nancy Ann</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	User ID	Name	Remove	CABAKER	Baker, Carol A	<input type="checkbox"/>	MJBINKER	Brinker, Marilyn J	<input type="checkbox"/>	NACHRISFIELD	Chrisfield, Nancy Ann	<input type="checkbox"/>	NACHRISFIE	Chrisfield, Nancy Ann	<input type="checkbox"/>									
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<p><b>10.</b></p> <p>Review your list of registrants and add any <b>Comments</b> or change the completion <b>Status</b> for a user as needed then click <b>Next</b>.</p>	<p>Review your list of registrants and add any <b>Comments</b> or change the completion <b>Status</b> for a user as needed then click <b>Next</b>.</p>	<p><b>10</b></p> <p>* = Required Fields</p> <p>Step 5: Edit User Event Information</p> <p>Previous Next</p> <table border="1"> <thead> <tr> <th>User</th> <th>Comments</th> <th>Grade</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>AGSMIT2947 (Smith, Aaron G)</td> <td></td> <td></td> <td>COURSE-REMEDIAL (Completed - Passed Remedial) - For Credit</td> </tr> <tr> <td>ASMIT1665 (Smith, Alyshia )</td> <td>Did not attend</td> <td></td> <td>COURSE-FAIL (Failed/Removed) - Not For Credit</td> </tr> <tr> <td>ANSMIT6562 (Smith, Alyshia N)</td> <td></td> <td></td> <td>COURSE-COMPLETED (Completed - No Exam) - For Credit</td> </tr> <tr> <td>ARSMITH (Smith, Andrea )</td> <td>Active military</td> <td></td> <td>COURSE-TMPMIL (Temporary Deferral - Military) - Not For Credit</td> </tr> <tr> <td>ANDREW.SMITH3@USDOJ.GOV (Smith, Andrew A)</td> <td></td> <td></td> <td>COURSE-REMEDIAL (Completed - Passed Remedial) - For Credit</td> </tr> </tbody> </table>	User	Comments	Grade	Status	AGSMIT2947 (Smith, Aaron G)			COURSE-REMEDIAL (Completed - Passed Remedial) - For Credit	ASMIT1665 (Smith, Alyshia )	Did not attend		COURSE-FAIL (Failed/Removed) - Not For Credit	ANSMIT6562 (Smith, Alyshia N)			COURSE-COMPLETED (Completed - No Exam) - For Credit	ARSMITH (Smith, Andrea )	Active military		COURSE-TMPMIL (Temporary Deferral - Military) - Not For Credit	ANDREW.SMITH3@USDOJ.GOV (Smith, Andrew A)			COURSE-REMEDIAL (Completed - Passed Remedial) - For Credit
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**Recording Completions for a  
Scheduled Offering**

**11.**

Do not make any changes on the **Edit User Financial Information** screen. Click **Next**.

**Step 6: Edit User Event Financial Information** **11**

[Previous](#) [Next](#)

For each User you may either enter the Price and Cost and Profit Centers or you may enter an order ticket.

User	Price (1000)	Currency	Cost Center Account Codes	Profit Center Account Codes	Order Ticket
AGSMIT2947 (Smith, Aaron G)	0.00	US Dollar (USD)			

[Edit](#)

All Costs below are in: US Dollar (USD)

Tuition	
Books_Materials	
Travel	
PerDiem	
NonGovtContribution	

**12.**

Review the final screen for accuracy. If you need to make changes, click on **Previous**. If everything is correct, click on **Finish**.

**Step 7: Record Event** **12**

[Previous](#) [Finish](#)

Scheduled Offering ID: 123

Item: COURSE USOF-CS-0031 (Rev 7/5/2005 02:50 PM EST)

Item Title: CQC Refresher Training 8 Hour

Instructor:

Completion Date: 7/27/2005 03:30 PM EST    Total Hours: 8.00    Default Tuition: 0.00

Contact Hours: 8.00    CPE:    Credit Hours:

Automatically Assess Related Competencies:

User	Status	Grade	Price	Cost Centers	Profit Centers	Order Ticket
BDBLAIR (Blair, Billy D )	COURSE-COMPLETED (Completed - No Exam)		0.00 US Dollar (USD)			
JRSCOOPER (Cooper, John R )	COURSE-COMPLETED (Completed - No Exam)		0.00 US Dollar (USD)			

Comments: