

LEARNING MANAGEMENT SYSTEM (LMS)

HOW TO CLOSE AN OFFERING FOR A COURSE

Closing an Offering for a Course in the LMS is a three-step process that consists of recording the attendance, recording the Completion Status, Scores, and Grades for Learners (Scores and Grades are not mandatory fields), and then marking the Offering as Delivered.

NOTE: Do not close an Offering for a Course for which you are not the Course Owner unless you have been given permission by the Course Owner.

Recording Attendance

1. After logging into the LMS, select the **Admin** icon.



2. In the left navigation menu, select the **Offerings** link under the Catalog menu. You may need to select the Learning tab if you have more than one Administrator role in the LMS.
3. Select the Delivery pull-down menu and select the **Instructor led** option. Then after the screen refreshes, use the **Title, ID, Domain, Start Date, End Date,** and/or **Course ID** fields to locate the Offering to manage.
4. In the Search results, select the **Roster** link for a specific Offering.
5. At this point, you can cancel any Learner that was a no-show by clicking on the **Confirmed** link in the Registration Status column.
6. Select the **Attendance** tab.

For a single-day Offering:

7. Enter the hours and minutes for the Offering in the **HH:MM** field.
8. Select the **Save** button.

For a multiple-day Offering:

9. Use the **Week** and **Day** pull-down menus to select the specific session for the Offering.

10. Repeat Steps 7–8 for each Day and Week in the Offering.

Record Completion Status, Scores, and Grades

1. Select the **Results** tab.
2. Select **Successful** from the Status pull-down menu and then select the **Apply to All** link to the right.
3. Enter a value in the **Score** field and then select the **Apply to All** link to the right (if applicable).
4. Enter a value in the **Grade** field and then select the **Apply to All** link to the right (if applicable).
5. In the Learning Results section, you can change the Status for any Learners who did not successfully complete the Offering to **Unsuccessful**, clear the **Score** and **Grade** fields, and then select the **Save** button (if applicable).

NOTE: This information will be recorded in the Learner's Completed Learning section.

Marking an Offering as Delivered

1. In the Offering Information section at the top of the screen, select the **Open – Normal** link for the Status.
2. Enter the date of the Offering in the **Delivery Date** field in MM/DD/YYYY format or use the **Delivery Date** pick icon to select the correct date.
3. Select the **Save** button.

For screenshots of this process and additional information about this process, please refer to page 154 in the [Learning Administrator User Manual](#).

If you experience trouble with this process, please submit a helpdesk ticket at:
<http://intrahr.od.nih.gov/helpdeskform.htm>