LEARNING MANAGEMENT SYSTEM (LMS)

HOW TO CLOSE AN OFFERING FOR A COURSE

Offerings remain in learners' Current Learning until they are closed. Closing an offering for a course in the LMS is a three-step process.

1. Record the Offering attendance
2. Record the completion status
3. Mark the Offering as Delivered

Follow the steps in the order below to successfully mark attendance, completion status, and update the offering status to Delivered. This moves the offering to learners' Completed Learning.

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.

Navigate to the Offering

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

Figure 1 – Admin icon

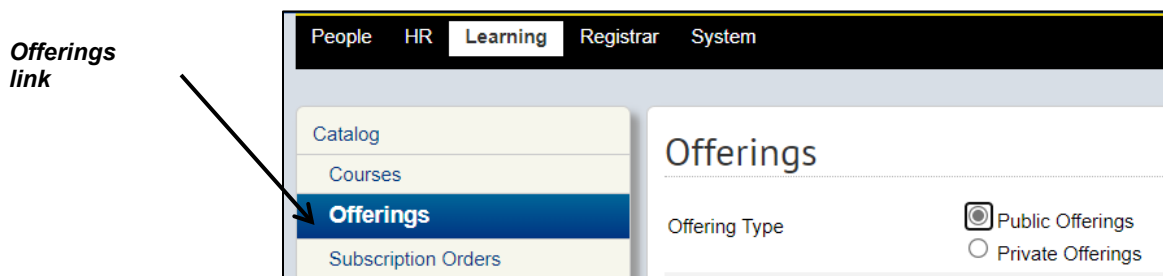2. Click the **Offerings** link in the left navigation menu.

Figure 2 – Offerings link

3. Use the **Title, ID, Domain, Start Date, End Date**, and/or **Course ID** fields to locate the Offering to manage. Click **Search**.

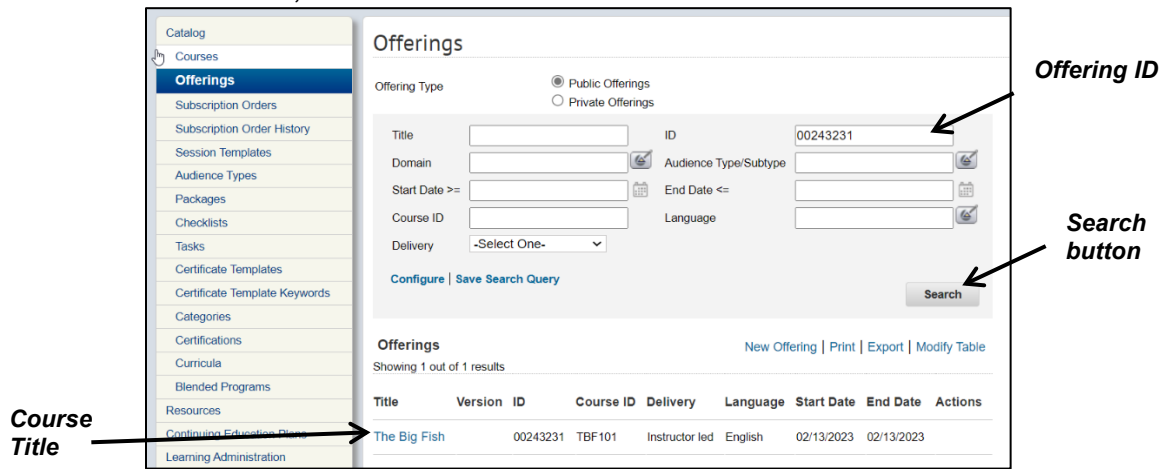4. In the Search results, click on the **course title** link.

Figure 3 – Search Results

Record the Offering Attendance

5. Scroll to the bottom of the Offering Details page. Click the **Roster** button to view the roster for that specific Offering.
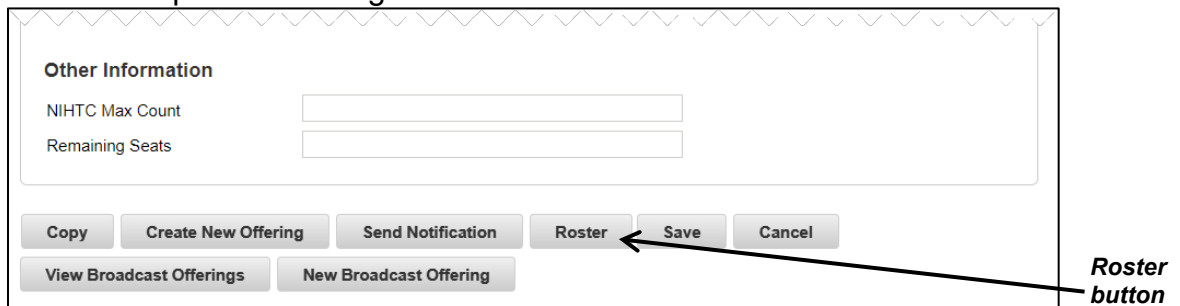

Figure 4 – Offering Details Page

6. At this point, if needed, you can cancel any Learner that was a no-show or was offered a seat and didn't accept, by clicking on the corresponding **Confirmed** or **Offered** link for the specific learner in the Registration Status column.
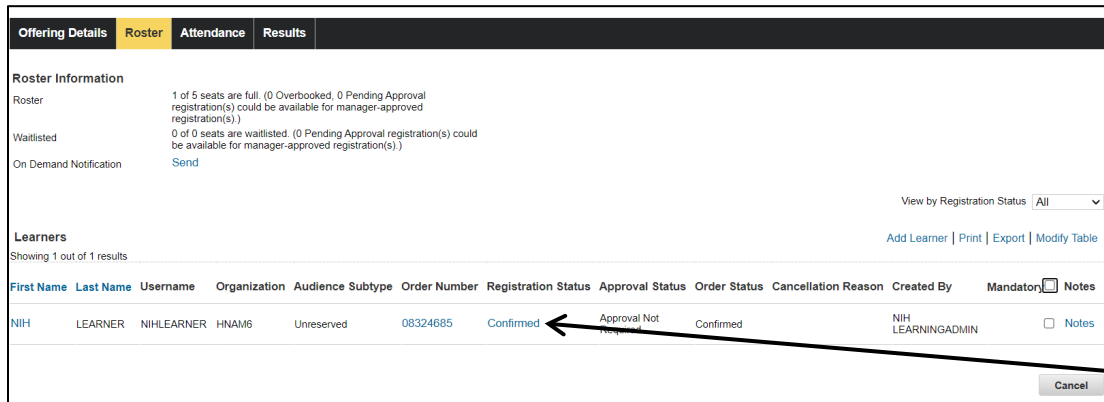

Figure 5 – Roster Tab

7. Select the **Attendance** tab.

   For a single-day Offering:
8. Enter the hours and minutes for the Offering in the **HH:MM** field.

9. Select the **Save** button.

   For a multiple-day Offering:
10. Use the **Week** and **Day** pull-down menus to select the specific session for the Offering.

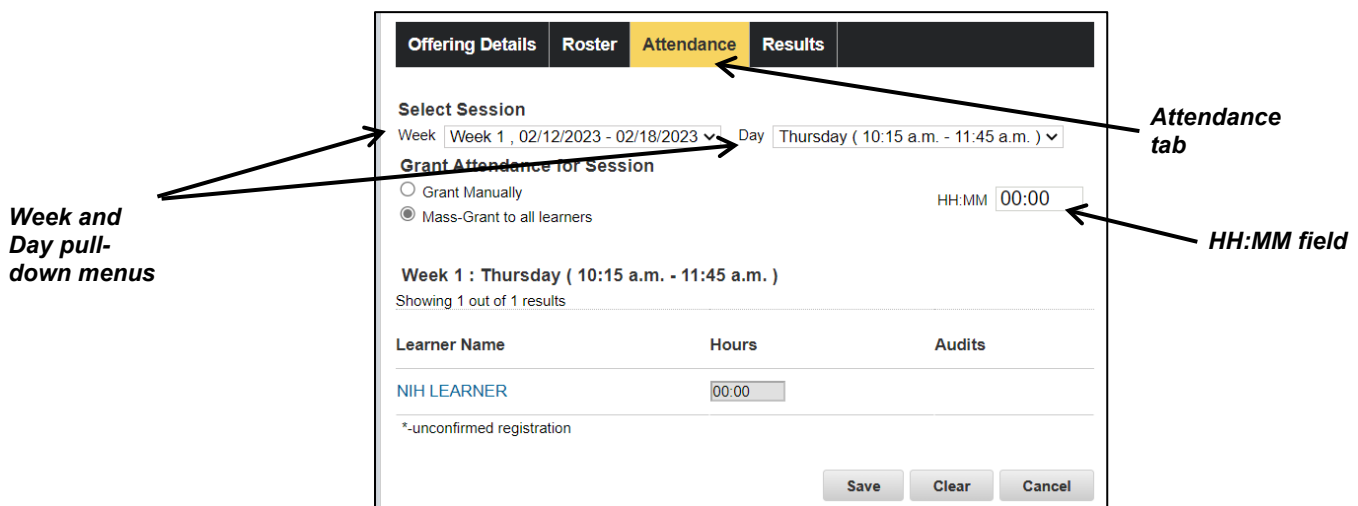11. Repeat Steps 7–8 for each Day and Week in the Offering.

Figure 6 – Attendance Tab

How to Close an Offering for a Couse

Record Completion Status, Scores, and Grades

12. Select the **Results** tab.

13. Select **Successful** from the Status pull-down menu and then select the **Apply to All** link to the right.

14. Enter a value in the **Score** field and then select the **Apply to All** link to the right (if applicable).

15. Enter a value in the **Grade** field and then select the **Apply to All** link to the right (if applicable).

16. 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 (if applicable).

17. Select **Save**.

Figure 7 – Results Tab

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

Mark the Offering as Delivered

18. In the Offering Information section at the top of the screen, select the **Open – Normal** link for the Status.

Figure 8 – Learning Details Page

19. 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.

20. Select the **Save** button.

Figure 9 – Offering Status Window

For additional information about this process, please refer to pages 150-157 in the Learning Administrator User Manual.

If you experience trouble with this process, please refer to the LMS Support Page.