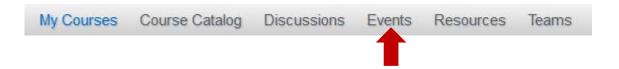
### **EVENTS**

### **EVENTS**

**After-Event Reporting** 



From the main menu across the top of the page, click on Events.





Note – before the event the organizer can log in, open the event, and send the list of invitees with their responses to Excel to use as a sign in sheet.

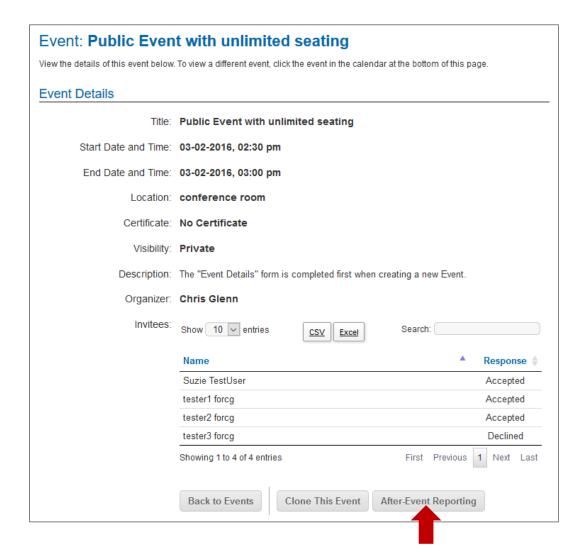


When the Event is completed, it will change to a different color in the calendar. To start using the After-Event Reporting tool, log in, click on the Events tab and click on the Event in the calendar to open it.



In the Event Details section, a new button will be shown: After-Event Reporting

Click that to begin recording the results of the Event. You can revisit the After-Event Reporting section as many times as you need to.





#### After-Event Reporting: Public Event with unlimited seating

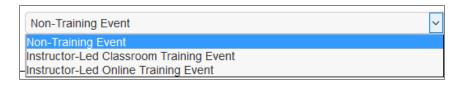
To report invitees' attendance for this event (and grade their performance, if applicable), please follow the instructions below.

## Reporting and Grading Settings

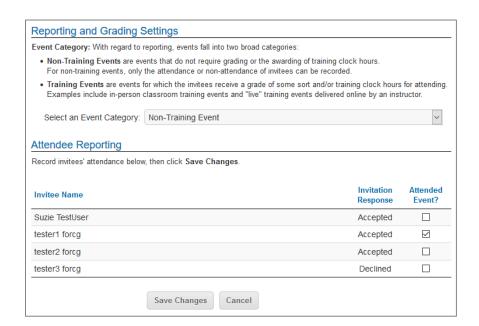
After clicking on the After-Event Reporting button, the next page will have the heading you see at the left.

Next the Event Details form will be repeated (pictured on page 3).

In the Reporting and Grading Settings section, there are 3 choices for an Event Category – all 3 choices will be shown in these instructions, starting with a Non-Training Event.



#### **Non-Training Event**



Non-Training Events have a simple form for you to check a box next to an invitee's name to mark them as having attended. When done, click the Save Changes button.

Non-Training Events do not get included in Transcripts as it is assumed that grades and clock hours do not apply to this category.



Instructor-Led Classroom Training Event
Instructor-Led Online Training Event

# Reporting and Grading Settings

For the next 2 Event Category selections, the same form will open.

## Instructor-Led Classroom Training Event Instructor-Led Online Training Event

the minimum passing grade armer for this event, it learner has complete is the number of hou 2.25, 4, etc. duration, but can be it ill be given to all invited in the minimum passing are duration, for a limited	e. if applicable. ed the event. urs awarded for adjusted as nee	eded. arked as
arner for this event, i learner has complete is the number of hou 2.25, 4, etc. duration, but can be	if applicable. ed the event. urs awarded for adjusted as nee	eded. arked as
arner for this event, i learner has complete is the number of hou 2.25, 4, etc. duration, but can be	if applicable. ed the event. urs awarded for adjusted as nee	eded. arked as
learner has complete is the number of hou 2.25, 4, etc. duration, but can be	ed the event.  urs awarded for the adjusted as need the event.	eded. arked as
is the number of hou 2.25, 4, etc. duration, but can be	adjusted as nee	eded. arked as
2.25, 4, etc. duration, but can be	adjusted as nee	eded. arked as
duration, but can be	tees who are ma	arked as
ill be given to all invit	tees who are ma	arked as
porting section that	t follows, if nece	essary.
<i>i</i> ng individual grades	s to specific use	rs.
Completion Status	Score	Clock Hours
Complete	•	0.5
Not Applicable ~	•	
	Completion Status  Complete	Status Score  Complete

Then you have the option to set Default Grades, which is optional.

This would be used if you want all attendees and non-attendees to receive the same thing for Completion Status, Score and Clock Hours. If you do this, simply checking the boxes next to names in the list below this form will populate the default information into the records of your attendees/non-attendees.

To complete the process, click the Apply Default Grading button before moving on.

See sample on next page.

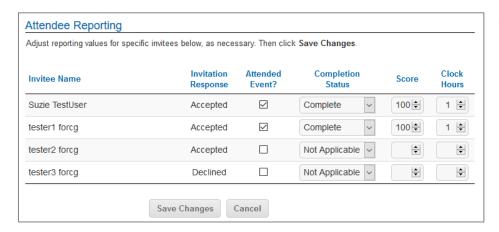


# Reporting and Grading Settings

### Sample: settings have been entered:

Attendance Status	Completion Status	Score	Clock Hours
Attended This Event	Complete	100🖨	1 🖨
Did Not Attend This Event	Not Applicable V		

### Sample: attendee Reporting section after checking boxes:



The results of the Attendee Reporting statuses will be seen on Transcripts after you have clicked the Save Changes button at the bottom of the Attendee Reporting section.

### Sample: Transcript entry:

Course, Lesson, Or Learning Event Title	\$ Type Of Event	First_ Access	Last Acces₹	CEU	Event Status	Score	Mastery Score	Cert. Given
Public Event with unlimited seating	Instructor- Led Classroom	Mar 2, 2016	Mar 2, 2016	NA	Complete	100	-	NA

