

EVENTS

After-Event Reporting

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



Invitees: Show entries

Search:

Name	Response
Suzie TestUser	Accepted
tester1 forcg	Accepted
tester2 forcg	Accepted
tester3 forcg	Declined

Showing 1 to 4 of 4 entries

First Previous Next Last

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.

Events Calendar

Today < >

March 2016

Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
			2:30p Public Ever			

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.

Event: Public Event with unlimited seating
View the details of this event below. To view a different event, click the event in the calendar at the bottom of this page.

Event Details

Title: Public Event with unlimited seating

Start Date and Time: 03-02-2016, 02:30 pm

End Date and Time: 03-02-2016, 03:00 pm

Location: conference room

Certificate: No Certificate

Visibility: Private

Description: The "Event Details" form is completed first when creating a new Event.

Organizer: Chris Glenn

Invitees: Show entries Search:

Name	Response
Suzie TestUser	Accepted
tester1 forcg	Accepted
tester2 forcg	Accepted
tester3 forcg	Declined

Showing 1 to 4 of 4 entries First Previous 1 Next Last

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.

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.

Non-Training Event

Non-Training Event

Instructor-Led Classroom Training Event

Instructor-Led Online Training Event

Non-Training Event

Reporting and Grading Settings

Event Category: With regard to reporting, events fall into two broad categories:

- **Non-Training Events** are events that do not require grading or the awarding of training clock hours. For non-training events, only the attendance or non-attendance of invitees can be recorded.
- **Training Events** are events for which the invitees receive a grade of some sort and/or training clock hours for attending. Examples include in-person classroom training events and "live" training events delivered online by an instructor.

Select an Event Category: Non-Training Event

Attendee Reporting

Record invitees' attendance below, then click **Save Changes**.

Invitee Name	Invitation Response	Attended Event?
Suzie TestUser	Accepted	<input type="checkbox"/>
tester1 forcg	Accepted	<input checked="" type="checkbox"/>
tester2 forcg	Accepted	<input type="checkbox"/>
tester3 forcg	Declined	<input type="checkbox"/>

Save Changes

Cancel

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.

Reporting and Grading Settings

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

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.

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

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

Mastery Score (optional): (Numerical value representing the **minimum** passing grade.)

Grading Terms:

Mastery Score: For graded training events, this is the minimum score needed for a passing grade.

Score: This is the actual, individual score achieved by or assigned to each learner for this event, if applicable.

Completion Status: This setting is used to report the degree to which each learner has completed the event.

Clock Hours: If attendees receive training credit in terms of clock hours, this is the number of hours awarded for this event.

- Clock hours are assigned as a numerical value in hours only: 0.5, 1, 1.5, 2.25, 4, etc.
- Under **Default Grading** below, clock hours default to the event's actual duration, but can be adjusted as needed.

Default Grading

To save time and effort, you may provide default reporting values below that will be given to all invitees who are marked as having attended this event. (You may also provide defaults for invitees who did not attend, if applicable.) Select and/or enter your default values, then click **Apply Default Grading**.

You may then enter different values for specific attendees in the **Attendee Reporting** section that follows, if necessary.

WARNING: Please set and apply your default reporting values **first**, before giving individual grades to specific users. Applying defaults later will override any individually-set grading.

Attendance Status	Completion Status	Score	Clock Hours
Attended This Event	Complete	<input type="text"/>	0.5
Did Not Attend This Event	Not Applicable	<input type="text"/>	<input type="text"/>

Apply Default Grading

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		

Sample: attendee Reporting section after checking boxes:

Attendee Reporting

Adjust reporting values for specific invitees below, as necessary. Then click **Save Changes**.

Invitee Name	Invitation Response	Attended Event?	Completion Status	Score	Clock Hours
Suzie TestUser	Accepted	<input checked="" type="checkbox"/>	Complete	100	1
tester1 forcg	Accepted	<input checked="" type="checkbox"/>	Complete	100	1
tester2 forcg	Accepted	<input type="checkbox"/>	Not Applicable		
tester3 forcg	Declined	<input type="checkbox"/>	Not Applicable		

Save Changes **Cancel**

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 Access	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