

Instructor: Marking Results via the Learning Details: Learning Results page

PART I: Accessing the Learning Details: Learning Results page.

1. Access the instructor roster. If needed access one of the following job aids.
 - “Viewing the Instructor Roster” : **Admin** icon > **Instructor** tab > **Instructor Schedule** hyperlink
 - “Accessing the Roster of other Instructor Classes”: **Admin** icon > **Instructor** tab > **Catalog** hyperlink > Search > Locate instructor offering

Note: Classes occurring before today’s date are located under the **Past Sessions** tab.

2. Find the offering of interest in the results and hover over the **Actions** hyperlink.
3. Click **Mark Results (A) OR View Roster (B)**.
 - A. Click the **Mark Results** link to bypass the Roster and go directly to the **Learning Details: Learning Results** page.

Offering Title	Delivery Type	Session Template	Start Date	Start Time	End Date	End Time	Actions
Debbie's Super Power Course	Instructor-Led	Mon 01:00pm-05:00pm: 4 hrs	03/31/2014	13:00	03/31/2014	17:00	<ul style="list-style-type: none"> View Evaluation Mark Results (A) View Roster (B) Mark Attendance
Debbie's Super Power Course	Instructor-Led	Tue 01:00pm-02:00pm: 1 hr	03/18/2014	13:00	03/18/2014	14:00	
Erik's Test Course for ILT Reg process	Instructor-Led	Thu 01:00am-05:00am: 4 hrs	03/13/2014	01:00	03/13/2014	05:00	Actions

- B. Click the **View Roster** link to open the **Learning Details: Roster** page to mark No-Shows.
 - Follow Instructions on job aid “Instructor: **Marking a No Show**”.
 - After No Shows are marked, click the **Results** link on the top of the Roster to continue to mark results on the **Learning Details: Learning Results** page.

Next Page:

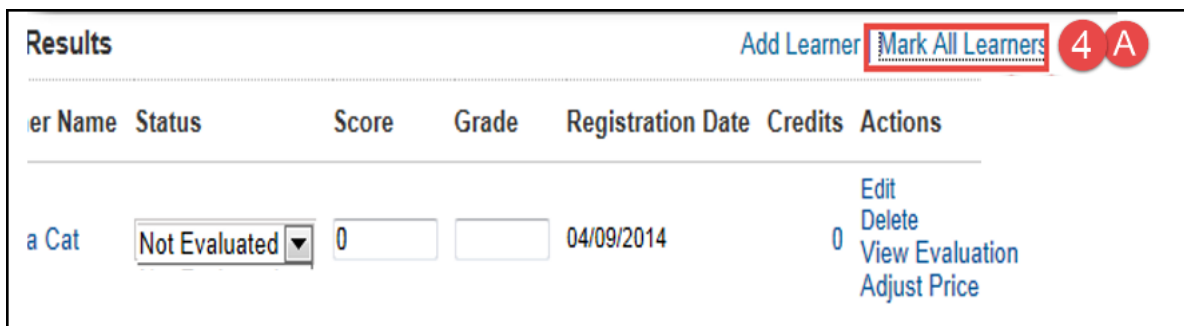
Part II: **Marking Results on the Learning Details: Learning Results page.**

Instructor: Marking Results via the Learning Details: Learning Results page

4. Mark Results on the **Learning Details: Learning Results** page.

A. **Mark All Learners:** Use after marking all No–Show learners and Unsuccessful learners.

1. Click the **Mark All Learners** hyperlink.



2. Pick **Successful** from **Status** drop down box.

3. Click **Save** in the pop-up.

- **Status** update appears across all pages.
- **Successful** learners receive the Assessment (the Course Test)



Note: Entering “Score” and “Grade” **will NOT** mark the learner successful. Also, leave “Also include learners currently marked “unsuccessful” unchecked.

B. **Mark Successful/Unsuccessful individually:**

1. Set results of each learner individually by using the drop down **Status** box next to each learner name.

Note: Entering “Score” and “Grade” at the top of the page **will NOT** mark learners successful.

2. Click **Save** button.

- Selection changes Status to **Successful/Unsuccessful**.
- **Successful** learners receive class Assessment.

3. Repeat for each page of learners.

Note: Avoid the *Clear* and *Cancel* buttons.

See picture on page 3.

Results							Add Learner	Mark All Learners
Learner Name	Status	Score	Grade	Registration Date	Credits	Actions		
Ma Cat	<div style="border: 1px solid black; padding: 2px;"> Not Evaluated Not Evaluated Successful Unsuccessful </div>	0		04/09/2014	0	Edit Delete View Evaluation Adjust Price		
Mr test4	<div style="border: 1px solid black; padding: 2px;"> Not Evaluated Not Evaluated Successful Unsuccessful </div>	0		04/09/2014	0	Edit Delete View Evaluation Adjust Price		

4 B
Save
Clear
Add Offering to Completed Course
Cancel

Part III: Editing Results

- To **Edit** prior to Saving:
 - For one or two individuals: Use individual learner **Status** drop down status boxes.
 - For a full page: Use the **Clear** button at the bottom of the page to remove all entered information.
- To **Edit** after Saving:
 - Use the **Edit** hyperlink under **Actions**.
 - Make status change as needed. Click **Save**.

Learner Name	Status	Score	Registration	Actions
Oliver Owl	Successful	0	03/14/2014	<div style="border: 1px solid black; padding: 2px;"> Edit Delete View Evaluation Print Certificate Adjust Price </div>