## Putting the Pieces Together

Tracking Event Attendance & Course Credit is the final step of offering training through Learning Space. This process will ensure that learners receive credit on their transcript for completing training, and will provide more detailed reporting to Training Coordinators regarding their course/event.

## Roles and Responsibilities

In order to complete these steps, you must have Training Coordinator access within Learning Space.

## Which Outcome to Expect

The steps in this guide outline how to track Event Attendance and Course Credit after a training event has ended.

## Where to Find Additional Resources

For step-by-step guides on how to complete other tasks within Learning Space, check out the Learning Space Resource Center on The Commons.

## Who to Contact

For questions about this process, please contact BIS at ProductionSupport_BIS@dpsk12.org.
• From the upper-left of the Learning Space home page, click on the Learner (a) dropdown under your name, then select Administrator (b).

• From administrator view, click Courses (a) on the left.

• Using the course filter (b), locate the course for the event you are tracking attendance/credit for, then click Apply. Once you’ve found the course, click on the course (c) to open it.
From the **Users (a)** tab, select **Edit Event Attendance (b)**.

- Using the **Please Select an Event (a)** dropdown, select the event that you are tracking attendance/credit for.
  - This will populate a list of all registered users.
- Using the radio buttons next to each user (b), you can select whether each user attended the full session, a partial session, or not at all. If selecting partial session, you'll be able to enter how many hours & minutes each user attended. If all users attended the full session, you can use the **Mark All Full Session (b)** button instead of marking each user individually.
- Click the **Update (c)** button to save all selections.
- A message will appear indicating the event attendance has been **Updated Successfully (d)**.
Once you are finished recording attendance, there are 2 different scenarios in which you can assign course credit:

1. Assigning course credit manually based on completion, where no there is no test associated with the course. (pg. 4-5)

2. Assigning an External Test Score (with an associated passing score) which enables the LS to automatically assign course credit upon a passing test score being entered. (pg. 6-8)

Scenario 1—Assigning course credit manually based on completion, where no there is no test associated with the course.

- From administrator view, click **Courses** (a) on the left.
- Using the course filter (b), locate the course for the event you are tracking attendance/credit for, then click Apply. Once you’ve found the course, click on the course (c) to open it.

- From the **Users** (a) tab, select **Manage Course Credit** (b).
- Using the **Please Select an Event (a)** dropdown, select the event that you are tracking attendance/credit for.
- Click the **Show All (b)** button. This will populate a list of all registered users.
- Using the checkboxes below (c), place a checkmark next to each user that should receive credit, and adjust the date/time credit was earned, if needed. If you are granting credit to all users at once, use the **Select All (c)** button.
- Click the **Update (d)** button.
- A message will appear indicating the selected users have been **Updated Successfully (e)**.

**Which Outcome to Expect**
- Users will see the course move to a completed status in Learning Space immediately after receiving credit, however, it takes up to 24 hours for credit to appear on their DPS Transcript after being granted in Learning Space.
Make a Choice

- Scenario 2—Assigning an External Test Score (with an associated passing score) which enables the LS to automatically assign course credit upon a passing test score being entered.

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- If you are using the Schoology interface to pass back completion credit to Learning Space, those completions will come over automatically as External Test scores. In this case, the interface will create the External Test for you; and scores will be translated to 100’s (for passes) and 0’s (for fails). You can always edit those scores directly in Learning Space after the pass back has occurred by following the steps on page 8.
- If you have an eLearning (SCORM) course that has pass/fail settings based on a quiz score in the course, those scores will also come back automatically to Learning Space as External Test scores. In this case, the External Test will be created for you; and actual scores will come over.

From administrator view, click Courses (a) on the left.

Using the course filter (b), locate the course for the event you are tracking attendance/course credit for, then click Apply. Once you’ve found the course, click on the course (c) to open it.
• If you need to create a new external test, from the **External Tests (a)** tab, select **Add External Test (b)**.

• Using the **Please Select an Event (a)** dropdown, select the event that you are tracking attendance/credit for.

• Enter a **Test Name & Passing Score** for the external test, and select Post-Assessment in the **Assessment** field (b).

• Click the **Add (c)** button.

• A message will appear indicating the test has been **Added Successfully (d)**.
To edit users test scores, from the **External Tests (a)** tab, select **Edit External Test Score (b)**.

- Using the **Please Select an Event & Please Select a Test (a)** dropdowns, select the event and test that you are updating.
- Click the **Show All (b)** button. This will populate a list of all registered users.
- Using the checkboxes below (c), place a checkmark next to each user that completed the test and enter their scores on the right.
- Click the **Update (d)** button.
- A message will appear at the top of the screen indicating the test scores have been **Updated Successfully**.

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- If the user received a passing score, their transcript will be updated automatically with credit for the course.
- If the user did not receive a passing score, their transcript will indicate that the course was failed, and the system will not assign course credit.