MAIN INSTRUCTOR STEPS IN PLMS

KEEP THIS GUIDE HANDY TO ENSURE THAT YOU COMPLETE ALL. STEPS WITH "*" ARE REQUIRED.

ADD LEARNERS

ENSURE ALL WHO ATTENDED ARE ON YOUR ROSTER (CAN ADD INDIVIDUALLY OR IN BULK

ATTENDANCE*

THIS IS WHERE YOU LET US KNOW WHO ATTENDED AND WHO DID NOT.

All must be marked as Attended or Not Attended. Do not leave participants unmarked.

AUTOCOMPLETE BASED ON ATTENDANCE

AUTOMATICALLY MARK REGISTRANTS AS COMPLETE BASED ON THEIR ATTENDANCE.

Requires to set threshold of lowest attendance number.

MANAGE MULTIPLE CREDITS

IF NEEDED, ADJUST POINT VALUES (MAINLY FOR MULTI-DAY SECTIONS AND PARTICIPANTS WITH PARTIAL ATTENDANCE).

ROSTER STATUS*

IF THERE ARE PARTICIPANTS WHO ARE STILL MARKED AS "REGISTERED", MARK THEM AS INCOMPLETE (ONCE STEP 3 IS DONE) OR ALL STATUSES CAN BE RECORDED HERE MANUALLY.

Points only appear for those marked as "Complete" regardless of attendance amount. Do not leave any participant as "Registered".

WHEN ALL ARE MARKED COMPLETE/INCOMPLETE, CLICK THE BULK LOCK ICON TO LOCK ROSTER DOWN

THIS CAN BE FOUND IN THE TOP COLUMN OF THE SECTION'S ROSTER