University of Toronto, LLC
SuccessFactors LMS
Record Completions for Classes

3.3 - Job Aid
This job aid allows learning administrators to mark attendance for classes

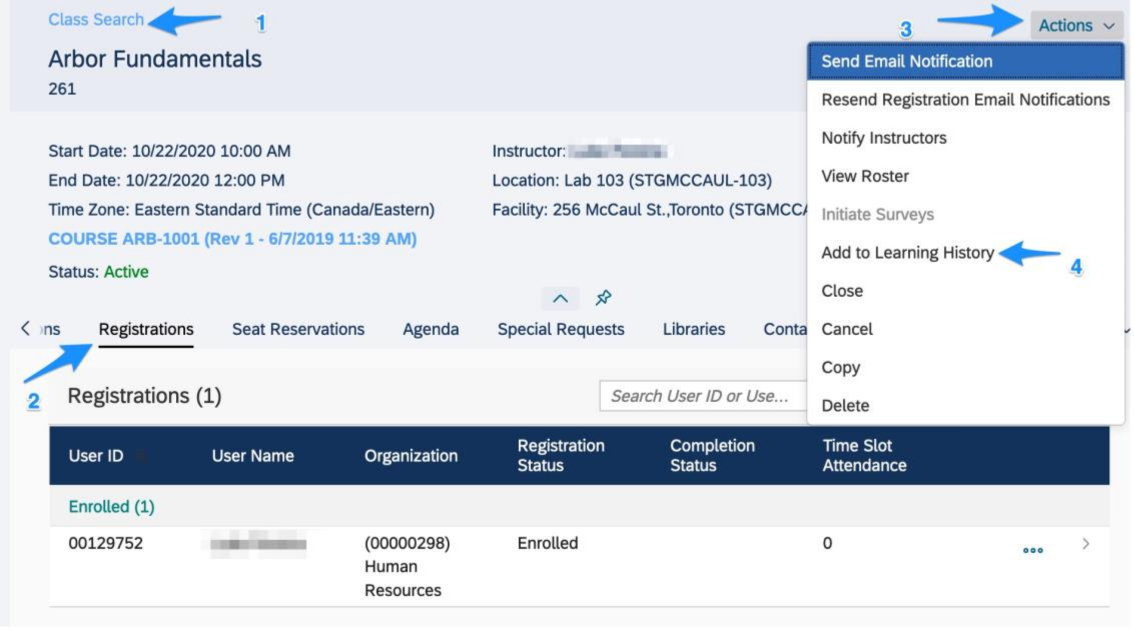
There are a few different ways to manage completion history for classes.

Manually

- Front End – *Instructors only (use for 35 or less registrants)*
    - <u>My Classes Tab</u>
      Go to your learning tile and select **my classes** from the top tab. Select from your current or past classes. Click on users. To record completions:
        - Click **select all** if all in attendance or **select all** and then de-select the no-shows.
        - Click on **record completions** at the bottom and follow the prompts.
        - Apply default status of **attended** or **completed** and click **Apply**. It will propagate to the rest of the users. Click **Next** and **Next** again till the end screen and hit **Finish**.

      Any surveys attached to the item will be sent out to user after you do this step.

- Back End – *Instructors/Admins access*
    - <u>Within the Class details</u>
      Search for the class in the Admin LMS. Click on **Registrations.** Select **Actions** from top right and click on **add to learning history.** To record completions:
        - Select the individuals that did not show using the checkbox, click **apply** to remove them from the list and then select **Next**.
        - Apply default status of **attended** or **completed** and click **Apply**. It will propagate to the rest of the users. Click **Next** and **Next** again till the end screen and hit **Finish**.



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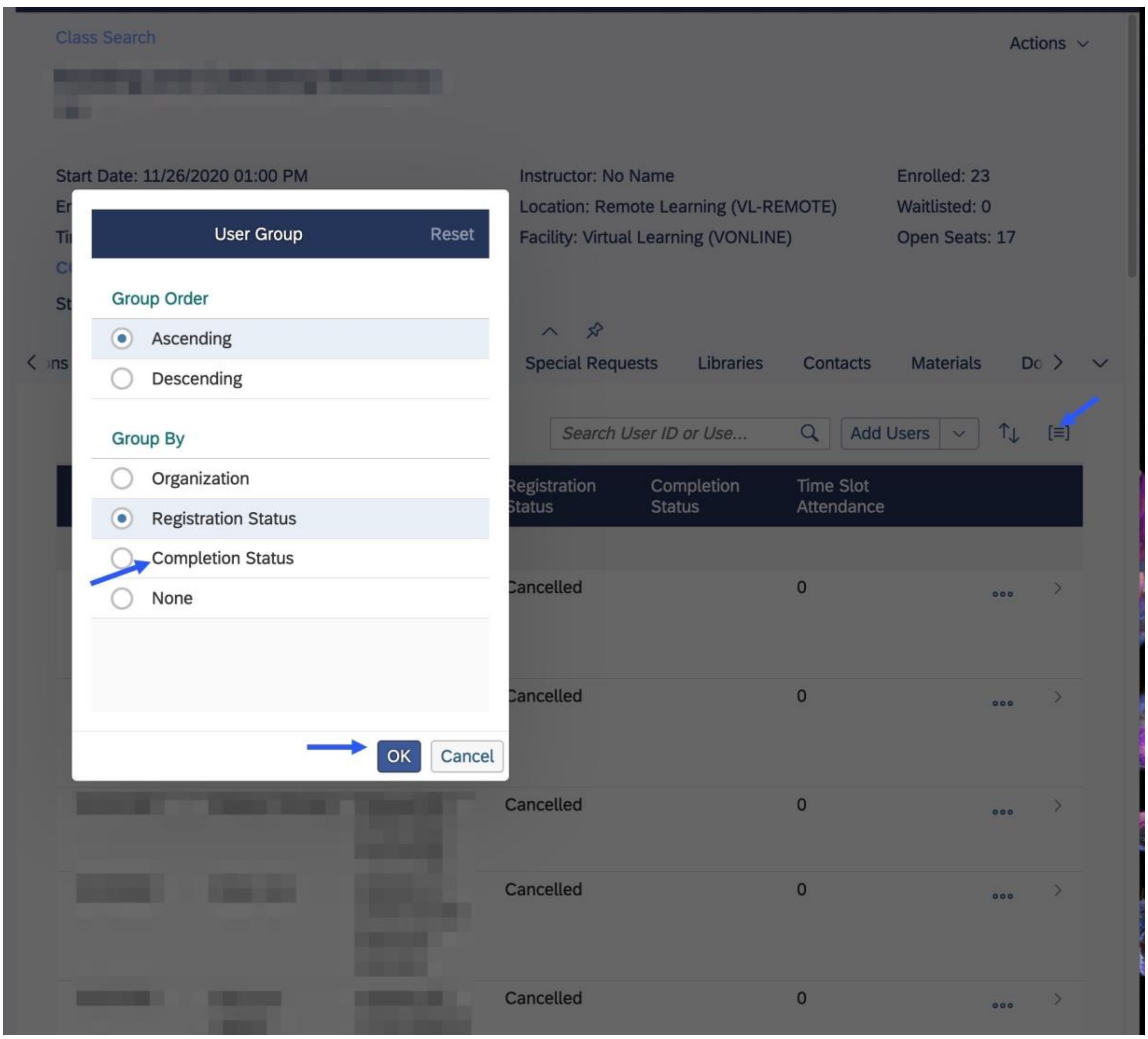
How to check if registrants are marked completed
You can check registrants' completions by going to your class and click on the right-side filter icon. The pop up will allow you to sort by completion status.

Note: If you have a mandatory survey attached to the item, you will only see completion status if the registrant completes the survey. For non-mandatory surveys, this is not the case and you will see completions or marked attendance for the class.



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UNIVERSITY OF TORONTO

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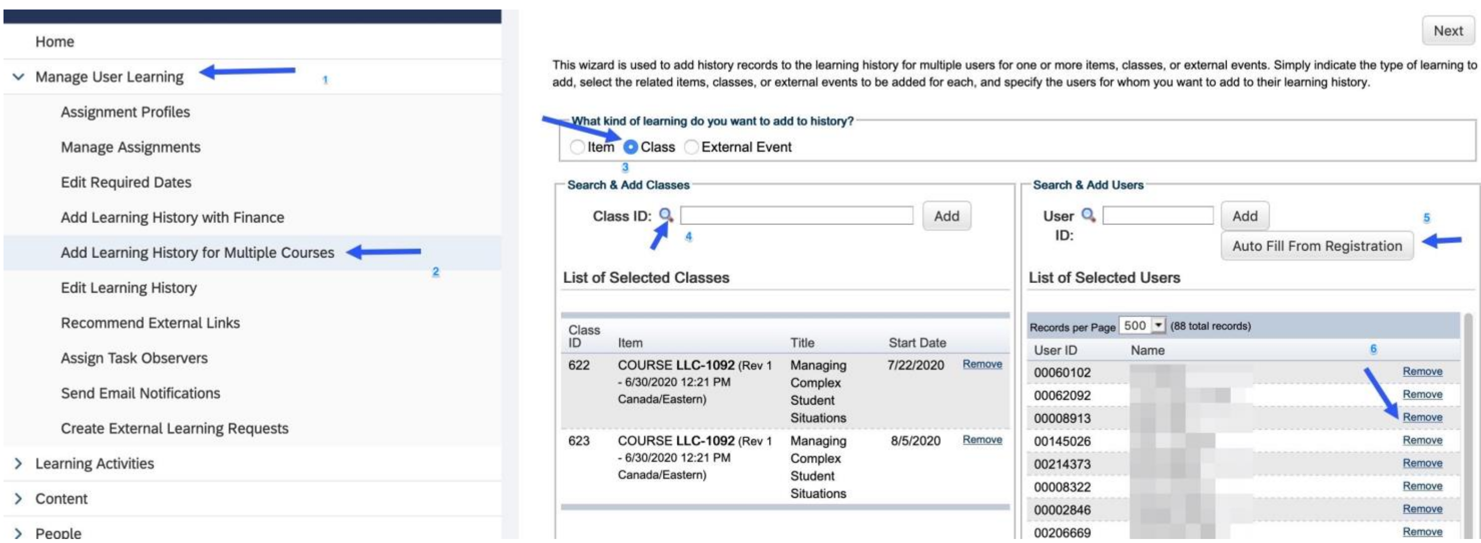
Note: If after you recorded learning for all users in a class but you need to manually add another staff to class and mark completion, you can do it using next step below.

<u>Add to Learning History for Multiple Courses</u>

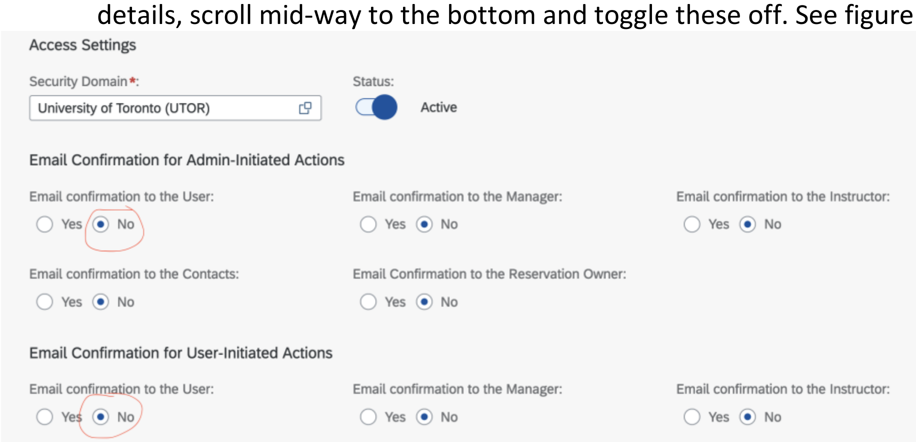
You can add training history for multiple courses using the option highlighted below.

- Go to the **LMS Admin** and select **Manage User Learning** and click on **Add Learning history**.
- On the screen to the right, you can select **by item** or **class**. In this example, multiple classes were selected by typing in the class ID and clicking on Add or you can search for via the magnifying glass.
- Click on **Auto-fill registration** that will populate users from that class into the list. You can remove no-shows if you wish at this time. Click **Next** and follow the format as you have done for recording of history of users.



Marking attendance for those who were on waitlist but did attend the class.

1. For a particular class, you need turn off any notification emails that go out to off for this instance. In the class details, scroll mid-way to the bottom and toggle these off. See figure below.



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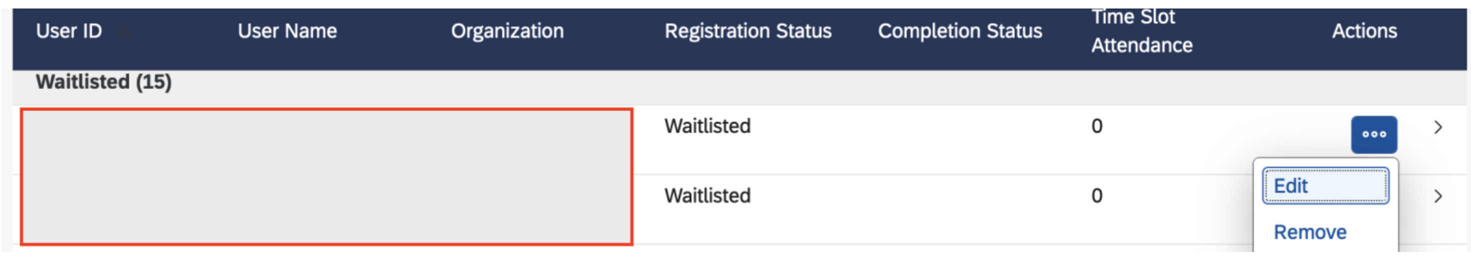
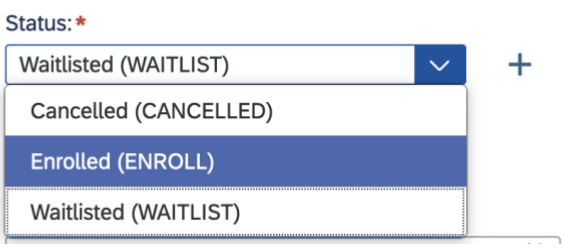
Proceed to the waitlist individuals in the class registration and change the status to enrolled. You can then proceed to mark attendance from the Action tab or from the above steps. **If you are creating a new class, make sure to turn the email notification back on.**

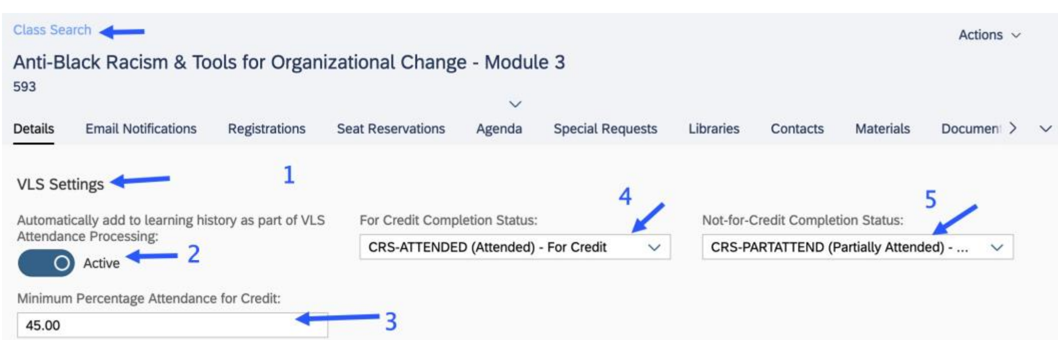




Automatically - *Instructors/Admins access (For Adobe Connect Admins only)*

- Back End using VLS settings– Adobe connect class only. For VLS sessions using adobe connect, you have the option to auto capture attendance based on a few details you set up. When you set up your class, under VLS, click Active and select the percentage attendance.

- The system calculates attendees' participation time by dividing the total time of the session (as determined by when the instructor launched and ended it) into the time that a user spent in the session.
  If you lower the percentage, you are more likely to capture the attendance for those coming in late or need to leave earlier. Leave it between 40-50%. Completion statuses can be kept at **attended** or **partially attended** or **no show**.



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Edit Learning History - *Instructors/Admins access*

- User – Sys Management
  - If you need to edit a user record after recording history, you can use the edit learning history by going to User and system management.
  - Select **class** to display complete recorded for registrants in that class.
  - Click on **edit** and on next page, change **completion status** and click **apply** changes.