Instructor-Led and Blended Offerings - Post-Event Workflow Tips

**Option – Record No Shows** through the View Roster and click Registration Status. Removes the course from their transcript. Do not need to grade or mark Unsuccessful (which can be easier for very large groups).

**Option – Mark Attendance** by Mass Grant to everyone remaining on list. You can then change the few unique times. If there were a lot of unique times you can do them all individually.
Option – Tasks can be graded through Approval InBox.

Tasks can also be graded through Instructor Desk. Access each learner individually by clicking the Edit button.

Required - Mark Results by Mass grant or individually if the remaining learners have exceptions in grades or status
Required Last – Close the Offering.

After you have completed all roster changes, all no-show and walk-in changes, and all grading changes, for all sessions (if multiple meet times); mark the entire offering delivered. Use the last session day as the final Delivery Date. The offering cannot be re-opened again.