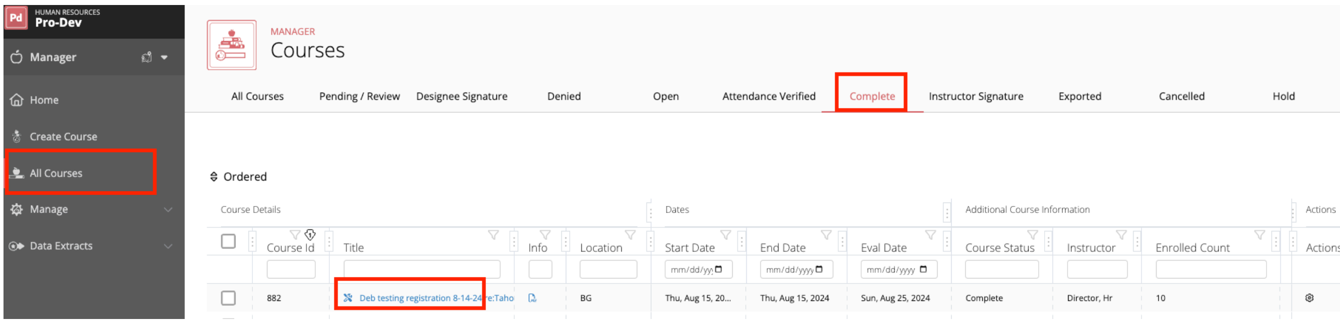
Manager: Posting Credits

For learners to run reports that verify their attendance (e.g., Clock Hour Reports, Transcript reports), the credits must be posted. Credits cannot be posted until the course status is complete.

1. Start under **"All Courses"** in the left navigation menu.

2. Click the **Complete subpage (tab)** at the top of the page.

3. Locate the course and click the **Course Title icon** in the **Course Title column**.



4. Click the **Post Credits tab** to the far right.

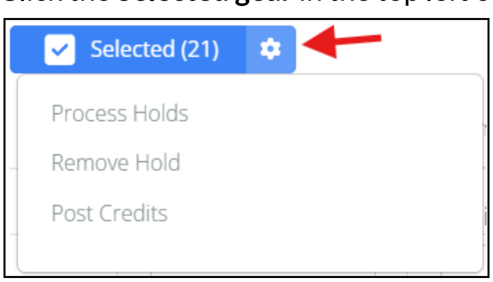
5. You will see a table of learners and credits.

* Note: If you require evaluations to receive credit, it is very important not to post credits until after the evaluation due date has passed; otherwise, you may have to return and repost the course later.

4. Click the **Row Action Gear** to the far right and choose the following actions individually.

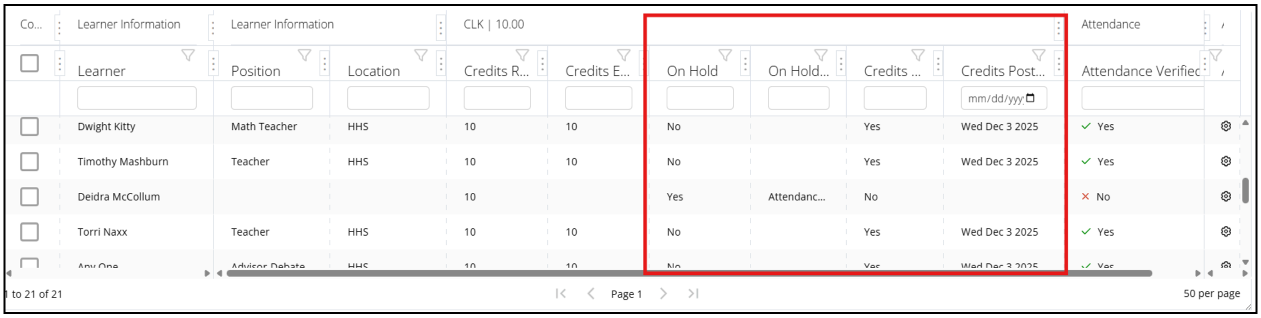
5. Or for **mass selection**, click one or more **checkboxes** to the left of the learners or click the top box to select all.

   a. Click the **Selected gear** in the top left of the table, and choose the following:

   b. **Step 1 - Process Hold:** The system will check all records and place a hold on any learner records that do not meet the established conditions for earning credit.

c. **Step 2 - Post Credits:** The system will add a post date and mark 'yes' that the credits were posted for any records not on hold. The course will be added to the learner's transcript report and to the credit load data table.

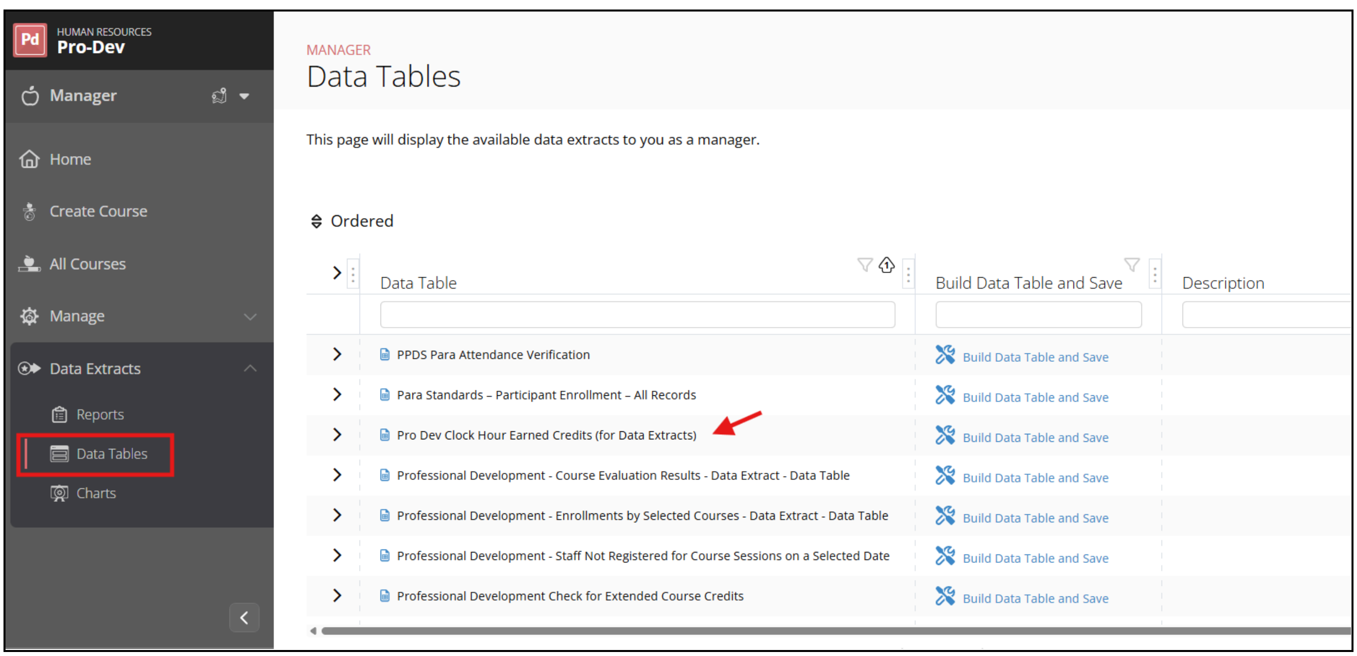


d. **Remove Hold:** This option clears records on hold if the process needs to start over.

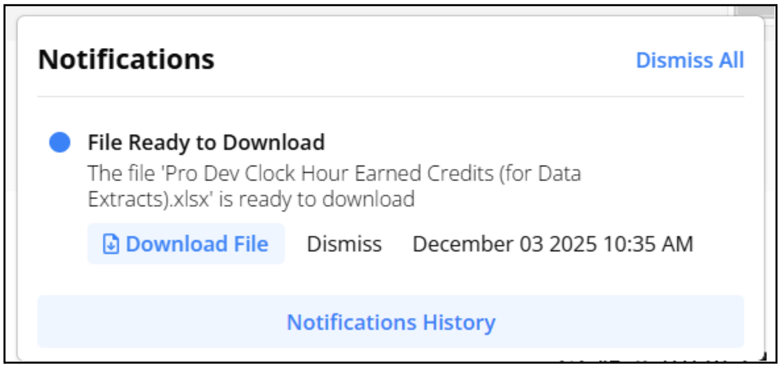
Export and Upload Credits (Optional)

After the course has been posted and all persons responsible for documentation are satisfied that the system information is correct, clients should export the data from the ProDev system and upload it to another system, such as the client's fiscal system.

1. Start under **Data Extracts** in the left navigation and select **Data Tables**.
2. You will see a data table of available data extracts.
3. Locate and click the **Pro Dev Clock Hour Earned Credits (for Data Extracts) icon** in the **Data Table column.**



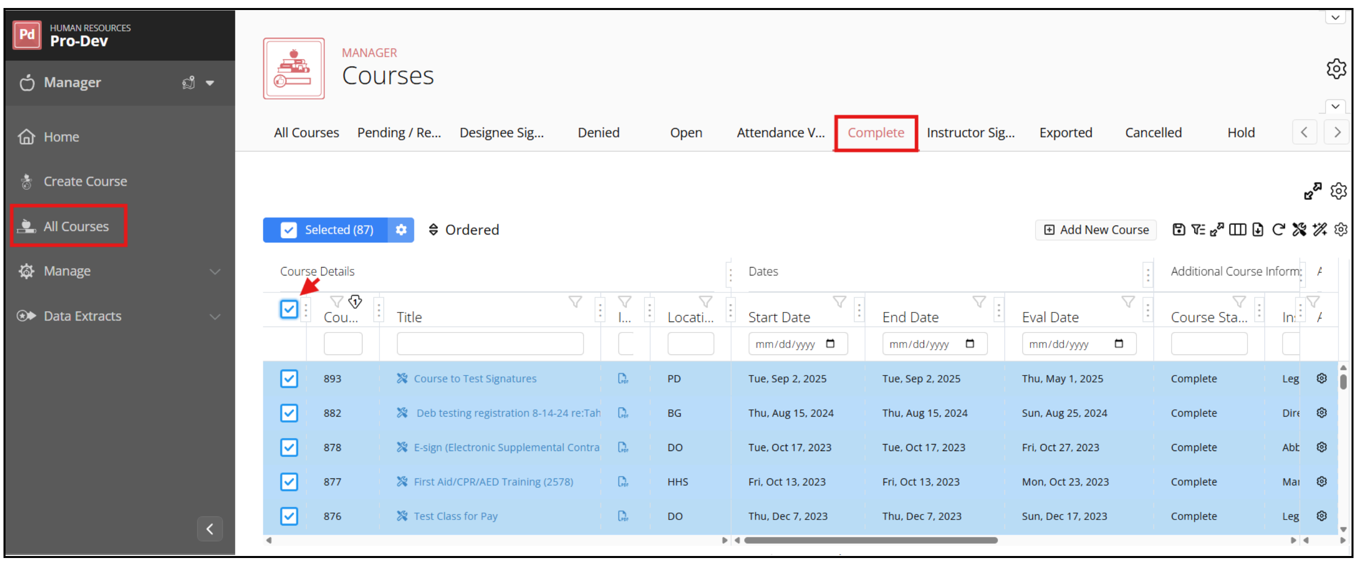
4. The file will be generated and downloaded. Open and prepare the file to import into another system.

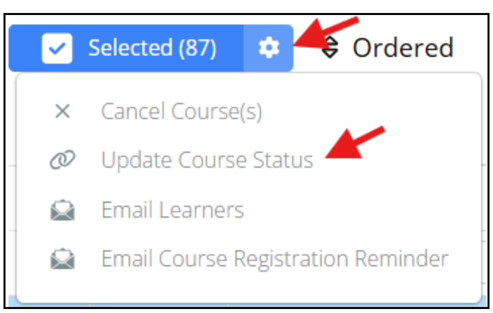


Update Status to Exported (Optional)

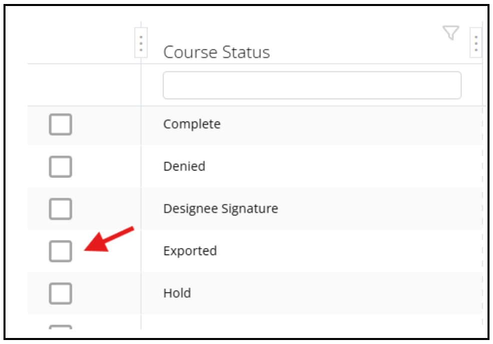
After exporting and uploading the course data to another system, the status of the courses exported needs to be updated from Complete to Exported. This will remove the course data from the Credit Load data extracts.

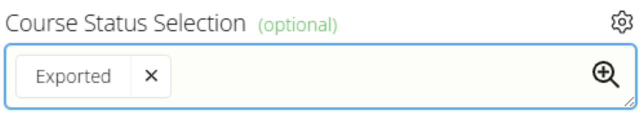
1. Start under **"All Courses"** in the left navigation menu.
2. Click the **Complete subpage (tab)** at the top of the page.
3. Click one or more checkboxes to the left of the course IDs you want to update the status for.
4. Click the **Selected gear** and choose **Update Course Status**.





5. Click the **magnifying glass** in the **Course Status Selection** field and click the **checkbox** to the left of the **Exported** status.





6. Click **Save**. The statuses will be updated for all selected courses, and the credit data will be removed from the Credit Load data extracts.