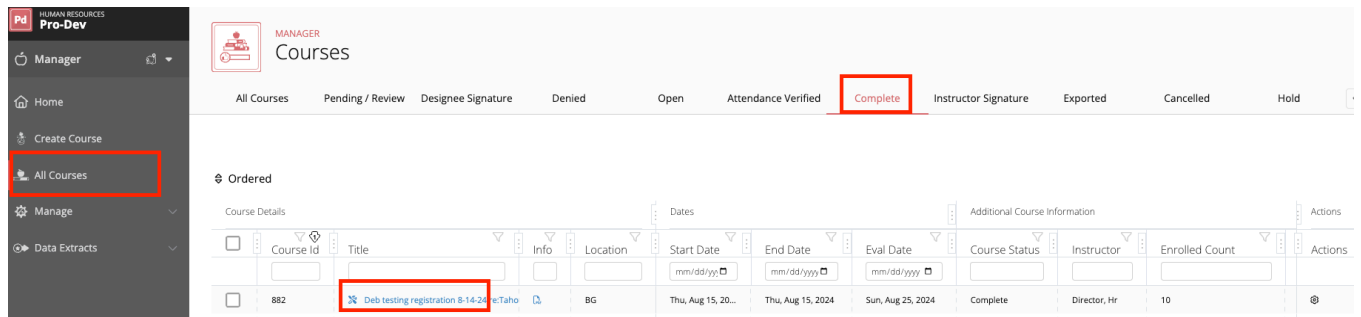


Manager: Posting Credits

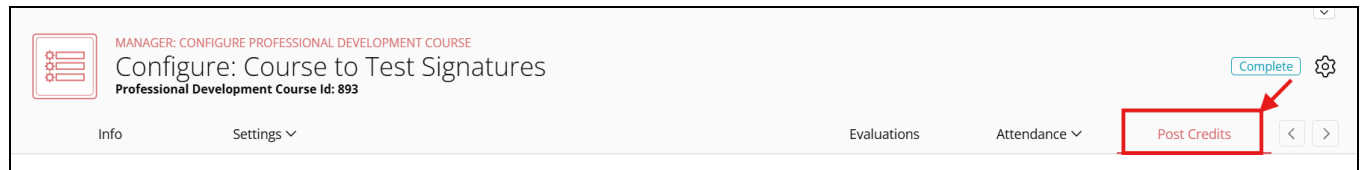
For learners to run reports that verify their attendance (e.g., Clock Hour Reports, Transcript reports), the credits must be posted. Credits cannot be posted until the course status is complete.

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**.



The screenshot shows the 'MANAGER Courses' interface. The left navigation menu has 'All Courses' highlighted. The top navigation bar has 'Complete' highlighted. The main table lists courses with columns for Course Id, Title, Info, Location, Start Date, End Date, Eval Date, Course Status, Instructor, and Enrolled Count. The course '882 Deb testing registration 8-14-24' is highlighted, and its title icon is circled in red.

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



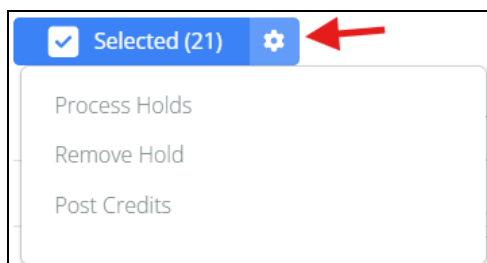
The screenshot shows the 'MANAGER: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE' page for 'Configure: Course to Test Signatures'. The 'Post Credits' tab is highlighted in red. Other tabs include 'Complete', 'Info', 'Settings', 'Evaluations', and 'Attendance'.

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:



The screenshot shows a blue header bar with a checkmark, 'Selected (21)', and a gear icon. A red arrow points to the gear icon. Below the header is a menu with three options: 'Process Holds', 'Remove Hold', and 'Post Credits'.

- 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.

Co...	Learner Information	Learner Information	CLK 10.00							Attendance
	Learner	Position	Location	Credits R...	Credits E...	On Hold	On Hold...	Credits ...	Credits Post...	Attendance Verified
	Dwight Kitty	Math Teacher	HHS	10	10	No		Yes	Wed Dec 3 2025	✓ Yes
	Timothy Mashburn	Teacher	HHS	10	10	No		Yes	Wed Dec 3 2025	✓ Yes
	Deidra McCollum			10		Yes	Attendanc...	No		✗ No
	Torri Naxx	Teacher	HHS	10	10	No		Yes	Wed Dec 3 2025	✓ Yes
	Amelizer Dakata	Math	HHS	10	10	No		Yes	Wed Dec 3 2025	✓ Yes

- 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.

The screenshot shows the 'MANAGER Data Tables' interface. The left sidebar contains a navigation menu with 'Data Tables' highlighted. The main area displays a table of data extracts with columns for 'Data Table', 'Build Data Table and Save', and 'Description'. A red arrow points to the 'Build Data Table and Save' button for the 'Pro Dev Clock Hour Earned Credits (for Data Extracts)' entry.

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

Notifications Dismiss All

- **File Ready to Download**
 The file 'Pro Dev Clock Hour Earned Credits (for Data Extracts).xlsx' is ready to download

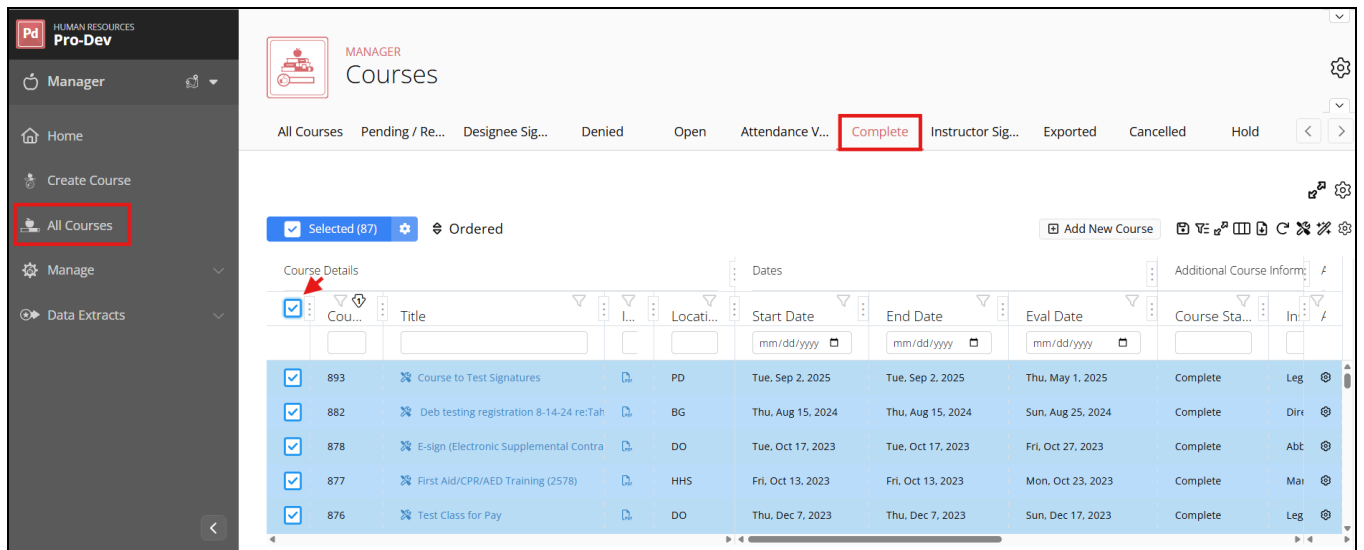
Download File
Dismiss
December 03 2025 10:35 AM

[Notifications History](#)

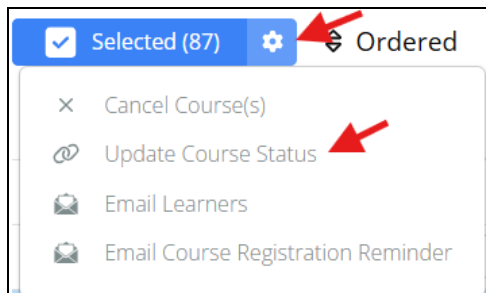
Update Status to Exported (Optional)

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**.

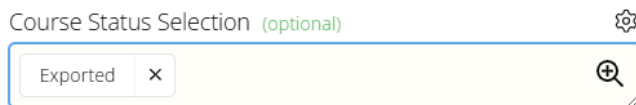
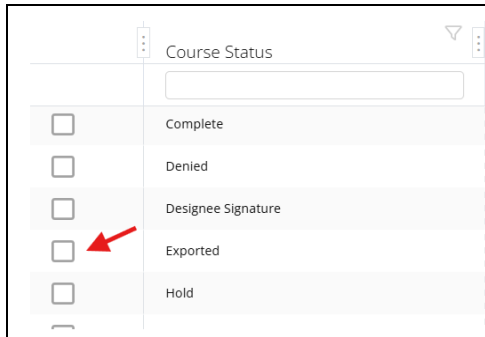


The screenshot shows the 'MANAGER Courses' interface. The left sidebar has 'All Courses' highlighted. The top navigation bar shows various status filters, with 'Complete' selected. Below the navigation, there are buttons for 'Selected (87)' and 'Ordered'. A table of course details is displayed with columns for Course ID, Title, Location, Start Date, End Date, Eval Date, Course Status, and Instructor. Several rows are selected, and a gear icon next to the 'Selected (87)' button is highlighted with a red arrow.



This is a close-up of the gear menu for the selected courses. The menu items are: 'Cancel Course(s)', 'Update Course Status', 'Email Learners', and 'Email Course Registration Reminder'. The 'Update Course Status' option is highlighted with a red arrow.

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.