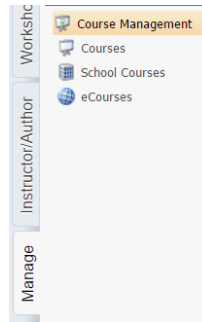


Eduphoria: Workshop

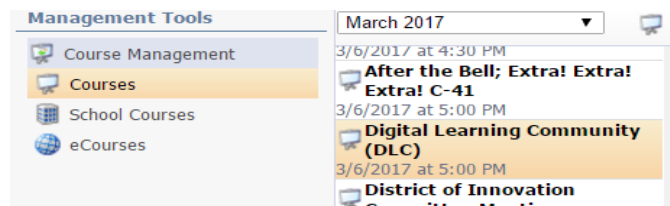
Closing Courses

When a training has taken place, the course in Eduphoria must be completed.

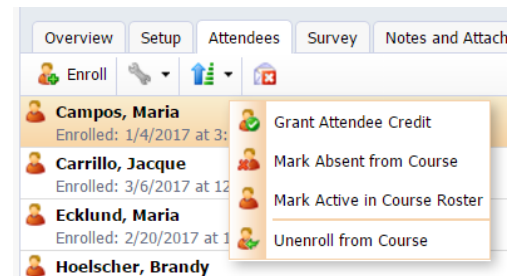
1. Once you have logged in to Eduphoria, click the **Workshop** link.
2. Click the **Manage** tab on the left of the screen.
3. Under Course Management, select either Courses or School Courses depending on where the course is located.



4. After selecting Courses or School Courses as is appropriate, locate your course in the list and select it.



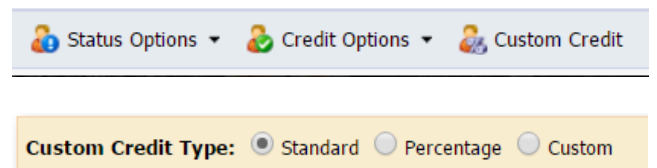
5. Select the **Attendees** tab. All registered attendees will be listed below. If necessary, enroll any attendees not on the list.
6. Right-click on each attendee to **Grant Attendee Credit** or **Mark Absent from Course**.



****Do not unenroll an attendee unless they emailed or called you and told you they would not be attending. ****

If an attendee is present for only part of the training, custom credit can be given.

7. Select the attendee. Three options will appear at the bottom of the screen. Select **Custom Credit**.
 - **Percentage:** If they were there, 75% of the time then enter that.
 - **Custom:** If the total credit for the course is 6 credits and the attendee was there for 1/3 of the time, you can put 2 credits.



8. Click **Save**.
9. When attendance is completed, select **Mark Completed** at the top of the window.



Once you mark a course complete, you cannot modify the course, only attendance. Brandi Ferrer will approve the course once it has been marked completed.