



NCDPS Learning Management System (LMS) Knowledge Base

Title

Basic ILT: Closing Sessions in Approved Status

Overview

LMS sessions are in "Approved" status and should be closed out by changing the status to "Complete". All session information should match the OSDT 1 roster information for each training occurrence.

Resolution

1. Find the locator number beside your name on the report, if not sent via email, you will find report title "sessions – approved status" under Reports/Custom Reports once logged into the LMS.
2. Select ILT Admin /Manage Events & Sessions
3. Enter your locator number in the Locator Number field, click on Search – the session will be found
4. Check the Enrollment column
 - a. If no students are enrolled, add if needed by referencing your OSDT 1 for the training event or click the red "X" under Options to delete the session.
 - b. If you have students in your session continue to # 5
5. Click on the roster icon (looks like people) under Options
6. Click on the Attendance and Scoring tab at the top
 - a. If the status of your students is in "Registered", please check the attendance box of the student; enter Firearm scores if this is a Firearms class. (Remember all pass or fail firearm scores are recorded, if the student score failed, uncheck Pass)
7. Click on Submit Roster

REPEAT STEPS above for each locator number you have listed on the report

Note: Disregard locator numbers for sessions that occur on the present date or thereafter you are making corrections.