Use this SOP to:

1. Manually mark grades and attendance and enter scores for activities and their components;

2. Override any attendance statuses, passing statuses, and scores that have been automatically updated by Sharable Content Object Reference Model (SCORM) or Aircraft Industry Computer Based Training Committee (AICC) compliant content.

*Administrators can override attendance and grades for an activity without changing the attendance and grading information of the activity’s components.

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STEP I: Log into Inspira homepage

1. Click on “Main Menu”
2. Click on “Learning Administration”
3. Click on “Learner Tasks”
4. Click on “Administer Activity Rosters”
STEP II: Find the class/activity

1. Enter the “Activity Code” (in our example we enter “LMS-1090-221”).
2. Click on “Search”
3. The course should appear under Learning Activities, click on the “Roster” button.
STEP III: Mark attendance and set grades

1. **How to mark attendance/set grades for multiple learners by activity component**
   
   If your course has one or several activity components, you can mark attendance/grades for one learner or a group of learners in each component.

   **Activity Roster**

   1. Click on “Activity Component” tab.

   **Activity Components**

   2. Click on “Details” button for sessions, Webex, and Assessment.
2. From column “Required” you can see that activity component “sessions” is optional and activity components “Webex” and “Assessment” are required. Click on “Details” next to required “Webex” component.

You can mark attendance/grades for individuals in this activity component one by one but this function also allows you to mark a group of learners’ attendance/grade in an activity component together. To do so:

3. Tick the learners you select or click on “Select All” to select all the learners.
4. Select “Attended” in “Set Attendance to” field.
5. Click on “Go”.

The “Attendance” column has been updated to “Attended”.

6. Select “Pass” in “Set Grade to” field.
7. Click on “Go”.

5
The “Grade” and “Passing Status” columns have been updated to “Pass”.

8. Click on “Save”.

“Completion Status” for activity component “Webex” shows as “Completed” for both learners.

9. Click on “Return To Previous Page” to return to “Activity Roster” page.

10. Click on “Details” next to the other required activity component “Assessment”.
11. Perform the same as in the “Webex” component, click on “Save”.

12. Click on “Return to Previous Page”.

13. Click on “Activity Roster”.
Under “Activity Roster” table learner’s “Current Status” shows “Completed”, you have successfully marked attendance and set grades for the learners.

ii. How to mark attendance/set grades for an individual by activity component

1. If you want to mark attendance/set grades for a specific learner from a long list of enrolled learners. Please click on “Search Options”.

![Search Options](image1)

2. Enter the learner’s name and click on “Search”.

![Search](image2)

3. Select the activity status and click on “Search”.

![Search](image3)
2. Enter one of the search criteria (in our example “Simiao” in “First Name”).
3. Click on “Search”

4. Under the “Activity Roster” table, click on “Details” next to the learner you would like to mark attendance/set grades for.
On the “Learner Roster” page, the table “Completion Details” shows the completion details at the activity level. The “Grade” field here is informational only and does not affect enrollment status. Therefore it is not necessary to update this field. It is under the “Activity Components” table where you can update learner’s attendance and grades at the activity components level.

5. Select an “Attendance” status for the learner. In our example the activity component “Webex” is set as required in the activity “Completion” page; change the “Attendance” to “Attended”.

*Note: In order to mark a learner as “Completed” for this activity, all activity components that are set as required in the activity “Completion” page must have the “Attendance” marked “Attended”.*
6. Select a “Grade” for the learner. In our example the activity component “Webex” is set as “Passing required” in activity “Completion” page; change the “Grade” to “Pass”. This will update the “Passing Status” column of the “Webex” component automatically. Now the “Passing Status” shows “Pass”.

*Note: In order to mark learner as “Completed” for this activity, all activity components that are set as “Passing required” in activity “Completion” page must have a “Grade” marked “Pass” and a “Passing status” marked “Pass”.

7. You can enter the score of the learner in the “Score” field; the score you entered here will not affect the “Passing Status”.

8. Click on “Save”. The “Completion Status” of “Webex” activity component shows “Completed”.

9. Update the same for activity component “Assessment”

10. Click on “Save”. In the table Completion Details, the Enrollment Status shows as “Completed” and the Passing Status is shown as “Pass”. Note that for “Not Required” components, no action is needed unless desired.
Alternatively, if you would like to update multiple activity components in an activity for an individual at one time:

11. Tick the activity components (in our example tick “Webex” and “Assessment”).
12. Under “For Selected Components” table, select “Attended” in “Set Attendance to” field.
13. Click on “Go”.

14. The “Attendance” field for “Webex” and “Assessment” are changed to “Attended”.
15. Select “Pass” in “Set Grade to” field.
16. Click on “Go”.
16. The “Grade”, “Passing Status” and “Completion Status” have been updated to “Pass” and “Completed”. Click on “Save”. In table “Completion Details”, “Enrollment Status” is shown as “Completed” and “Passing Status” is shown as “Pass”.

17. Click on “Return to Previous Page”.

Under “Activity Roster” table learner’s “Current Status” shows “Completed”, you have successfully marked attendance and set grades for the learner.
iii. How to mark attendance/set grades for individual(s) or multiple learners at activity level

Administrators can override attendance and grades for an activity without changing/specifying the attendance and grading information for the activity’s components.

1. Click on “Grades and Attendance”.

2. Select “Pass” in “Grade” field.
4. Click on “Save”.
5. Click on “Enrollment Status”.

“Current Status” for learner shows as “Completed”.

Under “Activity Roster” table learner’s “Current Status” shows “Completed”, you have successfully marked attendance and set grades for the learner.

6. Click on “Details”.
You can see that the activity has an Enrollment Status of “Completed” while no attendance and grades have been marked for its activity components. From the learner’s view, the activity is marked as completed, but each activity component of the activity has a status of “Not Attempted”.

Even if you have marked attendance and grades for the activity components as in i(a), administrators can override the “Enrollment Status” of each under “Grades and Attendance” section without changing the information in each activity component.

**Alternatively**, if you would like to update activity status for multiple users at one time:

7. Tick the learners (in our example tick “Brian Welkin” and “Simiao Wang”).
8. Select “**Attended**” in “Set Attendance to” field.
9. Click on “Go”.

The “Attendance” column has been updated to “Attended”.

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10. Select “Pass” in “Set Grade to” field.
11. Click on “Go”.
   The “Grade” column has been updated to “Pass”.
12. Click on “Save”.
13. Click on “Enrollment Status”.

Under “Activity Roster” table learner’s “Current Status” shows “Completed”. You have successfully marked attendance and set grades for the learners.