

## Admin Center – Steps to Finalize a Customer Workshop

### Step 1 – Change participants Status in the admin center – (sends email)

- I. Go to the class roster for the class you would like to close
- II. Hold down the ctrl key and left click on your mouse each individual that did not show up for the class, change their status to an **N (No Show)** status
- III. For those that did not complete 100% of the attendance requirements, give each of those individual a **K (Incomplete)** status
- IV. For those that completed the attendance portion of the class give all of those participants an **A (Attended)** status.
- V. Now change the status for the class Instructor, Admin or Auditor from active to finished

**This will send out each of the class emails that are associated with those statuses. You must now Finalize the Content.**

### Step 2 – Finalize the Instructor-Led content in the admin center – (opens test)

- I. While in the class roster, under Status: click on the drop down box, filter by - A (Attended) only those with an A-Attended status will show up
- II. Click on the Finalize Content tab
- III. Click on the binoculars of the Content Object Name:
- IV. Click on Instructor-Led Workshop, then hit the select button
- V. In the Earned Points: box type 0
- VI. In the Content Object Status: drop down box select Completed
- VII. Click on the Select All button
- VIII. Click on the Set Selected button
- IX. Then click on the Save button
- X. Then click on the Close button

**This will unlock the test for each participant that you give a “Completed” status. You are now finished**