

NRP Learning Platform

Finalizing a Roster and Grading an Instructor-Led Event

To finalize a roster and grade an event, the instructor would need to log into the NRP Learning Platform and click on the events tab.

They can search for an event by name, their organization, a date range.

Instructors can click on the three dots under the “Action” tab and select “finalize roster”.

They will then see a screen that shows the students on the roster. From here, they can add students who attended without signing up or remove students if they did not attend the course.

Once the roster is finalized, the instructor would select finalized roster and grade and confirm the roster is finalized. Once the roster is finalized, it can no longer be modified.

Now that the roster has been finalized, the grading can occur.

The instructor would select a learner or multiple learners and select whether they passed, failed, or didn't attend.

Once selecting pass, fail, or didn't attend for each learner, the course roster has been finalized and the grading has been completed.

The instructor should select “submit” to finalize and submit the grades.