

## Hybrid and Blended Courses Closeout Workflow

Currently, ADVANSYS is only integrating seated time and census date (membership) into Colleague. The following is recommended until adjustments are made to avoid the hours and census date issues.

- Grade and finalize your class in ADVANSYS. This will help to stop the integration.
- Update class hours in Colleague on SOFF to reflect the total class hours.
- Update census date, if membership, in Colleague on SRGD to reflect the correct one.
- Review your XCES for accuracy.
- Print your Grade Roster by adding “No” in the **Show Contact Hours** field.
- Strikethrough the 0.0 hours, add the correct number of hours, initialize and date your Grade Roster.