

Role: Adding Completed Learning

Open the Add Completed Learning page by following this click path:

1. (1) **Admin Icon** (2) **Learning Link** (3) **Completed Learning Link** (4) Click the **Add to Completed Course** Button

The screenshot shows the MLEARNING interface. The top navigation bar includes 'People', 'HR', 'Learning', 'Collaboration', 'Instructor', 'Registrar', 'Assessment', 'Analytics', and 'System'. The left sidebar has a 'Learning' link circled in red with a '2' and a 'Completed Learning' link circled in red with a '3'. The main content area is titled 'Completed Learning' and contains a search form with fields for UMID, Manager, Last Name, Location, Job, Started On, Terminated After, City, Country, Person Type, Email, Audience Type, Uniqname, First Name, Organization, Job Classification, Started On, Terminated After, Domain, State, Employment Status, Middle Name, and Include All Suborganizations. A 'Search' button is at the bottom right of the form. Below the search results area, the 'Add to Completed Course' button is circled in red with a '4'.

2. (5) Click the **Add Existing Catalog Item** of the Offering (6) Enter the **Course ID** (7) Click **Search** (8) Click the radio button next to the **Title** to make your selection

The screenshot shows the 'Add Completed Learning' page. The 'Add Existing Catalog Item' button is circled in red with a '5'. A search modal is open, showing a search for items to add. The 'Course ID' field is circled in red with a '6'. The 'Search' button is circled in red with a '7'. The 'Search Existing Completed Course Items' radio button is circled in red with an '8'. The modal displays a table of search results for 'PHAR-90051'.

Title	Version	Description	Course ID
PHAR-90051 Revised Kinetics and Pharmaceutical Care Competency	1.0	Course Description: This competency addresses some key points that all pharmacists should know about aminoglycosides and vancomycin. It requires assessment of some short patient cases, as well as estimation of CrCl, appropriate dosing based on CrCl and indication. Target Audience: Pharmacists and Residents. Patient Population: All. Course Requirements: Pass quiz with 80% or better.	PHAR-90051

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- (9) Enter date of completion (use the same date for both fields) (10) Enter your Uniqname using the pen picker (11) Click **Add Learning**

The screenshot shows a form for adding completed learning. The form includes several date pickers and text fields. Annotations include:

- Red box around 'REQUIRED - Completed On Date*' with a red circle '9'.
- Red box around 'Marked Complete Date*' with a red circle '9'.
- Red box around 'Marked Complete By' with a red circle '10'.
- Red box around the 'Add Learners' button with a red circle '11'.

Other information includes: Start Time (HH:MM), End Time (HH:MM), Duration (HH:MM), Delivery Type (-Select One-), Course ID (PHAR-10010), and Location.

Other Information

Learners

No items found.

- (12) Enter **Uniqname** (if searching for an individual) **OR** enter the **Manager** or **Organization** code (if searching for multiple individuals) then select the name (13) **Search**

The screenshot shows the 'Search Person, Internal' form. The form includes several search fields and a search button. Annotations include:

- Red box around 'Uniqname' with a red circle '12'.
- Red box around 'Organization' with a red circle '12'.
- Red box around 'Manager' with a red circle '12'.
- Red box around the 'Search' button with a red circle '13'.

Other information includes: Population* (Internal), Last Name, First Name, UMID, Location, Person Type (-Select One-), and Include All Suborganizations (checkbox).

Use the pen picker to search

Entering the name or Uniqname will yield a result that will need to be selected by clicking on the name.

Uniqname	Name
LABARNES	Barnes, Laurel

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5. (14) Use the radio button to select an individual or all of the individuals (15) Click **Select**

The screenshot shows a web browser window with the URL https://trainingportal.med.umich.edu/Saba/Web_w...searchPeoplePopup.rdf. The page title is "Saba - Mozilla Firefox".

At the top left, there is a "Select" button. Below it, the word "People" is displayed. A red callout bubble points to a "14" icon and a checkbox, with the text "Click header box to select all".

At the top right, there is a pagination control "1 2 3 4 5 ... Next" and "Print | Export" links. A red callout bubble points to the pagination control with the text "If there are multiple pages you will need to click through each page and select all".

The main content is a table with the following columns: First Name, Last Name, Uniqname, Person Type, UMID, Organization, Location, and Manager. The table contains 14 rows of data. A red callout bubble points to a "14" icon and a checkbox in the first row, with the text "Click to select one individual".

At the bottom right, there is a "15" icon, a "Select" button, and a "Close" button.

<input checked="" type="checkbox"/>	First Name	Last Name	Uniqname	Person Type	UMID	Organization	Location	Manager
<input checked="" type="checkbox"/>	Aaron	Smith	ABSMITH		91203076	317530 UMH Microbiol Pathology	University Hospital	JILVALEN
<input checked="" type="checkbox"/>	Aaron	Smith	SMAARON		93609102	315794 UMH Neurosurgery Spine Support	University Hospital	CLOIK
<input checked="" type="checkbox"/>	Adam	Goldsmith	AMGOLD		82240041	252995 Pediatrics- Pulmonary Medicine	Medical Science Research Building II	DANNVOSS
<input checked="" type="checkbox"/>	Adam	Smith	WESTING		81486470	02I UMHS Unclassified (LMS Only)	University Hospital	
<input checked="" type="checkbox"/>	Aja	Smith	AJASMIT		11266412	312190 CW Food Procure/Production	University Hospital	DBRECKLE
<input checked="" type="checkbox"/>	Alan	Smith	ALANJS		57777305	02I UMHS Unclassified (LMS Only)	University Hospital	
<input checked="" type="checkbox"/>	Alana	Smith	ALANAJS		19057516	02I UMHS Unclassified (LMS Only)	University Hospital	
<input checked="" type="checkbox"/>	Alexander	Smith	XANDERAL		26463822	90988 Pharmacy Students P1	University Hospital	
<input checked="" type="checkbox"/>	Alexandra	Smith	ALEXANMA		93050092	244000 Lab Animal Medicine Unit	North Campus Research Complex	
<input checked="" type="checkbox"/>	Alicia	Smith	ALICIASM		23767035	317546 UMH Path I/P Phlebotomy	University Hospital	

6. Scroll to the bottom of the page and (16) click **Save**

Meiselman, Ellen	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Successful	Delete
Gouthro, Kathleen	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Successful	Delete
Branham, Kevin	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Successful	Delete
Leutheuser, Lisa	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Successful	Delete
Reppenhagen, Lisa	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Successful	Delete
Roach, Lovida	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Successful	Delete
Bhat, Prabha	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Successful	Delete
Stevenson-Howard, Tafari	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Successful	Delete

Competencies Add Competencies

No items found.

16 **Save** Cancel

Users will be automatically marked successful.