

Role: Mark Learner Complete for a Course When Learner is Currently Enrolled

Use this process to mark Learner complete for learning activities they are currently enrolled.

1. Click the **Admin** icon
2. Click **Learning** on the left hand navigation
3. Enter the Learner's identifying information in any search field
4. Click **Search**
5. Click **View Enrollments**

The screenshot shows the MLEARNING interface. In the left navigation menu, 'Learning' is highlighted with a red circle and the number 2. In the search form, the 'Uniquename' field contains 'beckstei' with a red circle and the number 3. The 'Search' button is highlighted with a red circle and the number 4. Below the search form, the 'Search Results' table is displayed with the following data:

Last Name	First Name	Uniquename	Manager Name	Clinician (Y/N)	Patient Care Area (Y/N)	Job Class(es)	Updated by	Updated on	UMHS Employee	View Enrollments
Eckstein	Barbara	BECKSTEI	Barnes,Laurel	N	N	101975.Business Systems Analyst Sr	MIGRATION_ADMIN	05/04/2017	Y	View Enrollments

6. Click **Actions**
7. Click **Mark Complete**

The screenshot shows the 'Current Learning for Eckstein, Barbara' page. The table below lists the current learning activities:

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions
<input type="checkbox"/>	MLRN-10029-2017-3 Debriefing Learners' Skills With the Minute Feedback System	Instructor-Led	05/09/2017	University Hospital - Room: 2C 108		Confirmed	<input type="checkbox"/>	Actions

The 'Actions' dropdown menu is open, showing the following options: View Learning Assignments, Reset Attempts On Content, **Mark Complete** (highlighted with a red circle and the number 7), and Drop. The 'Actions' link in the table is highlighted with a red circle and the number 6.

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8. In pop up, click **Successful**
9. Click **Save**

Saba - Mozilla Firefox

https://trainingportal.med.umich.edu/Saba/Web_wdk/Main/content/contentDetailPopUp.rdf?conte 90%

Progress Report for MLRN-10029-2017-3 Debriefing Learners' Skills With the Minute Feedback System

Offering Name MLRN-10029-2017-3 Debriefing Learners' Skills With the Minute Feedback System

Learner Name Eckstein Barbara

Update Status To Successful **8**
 Not Evaluated
 Unsuccessful

Score

Grade

Comments

9