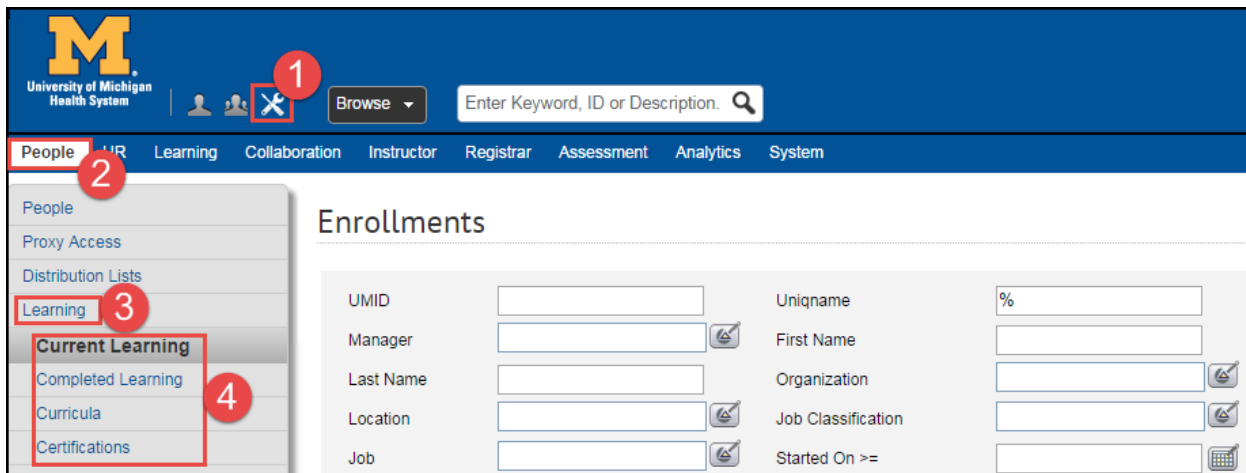
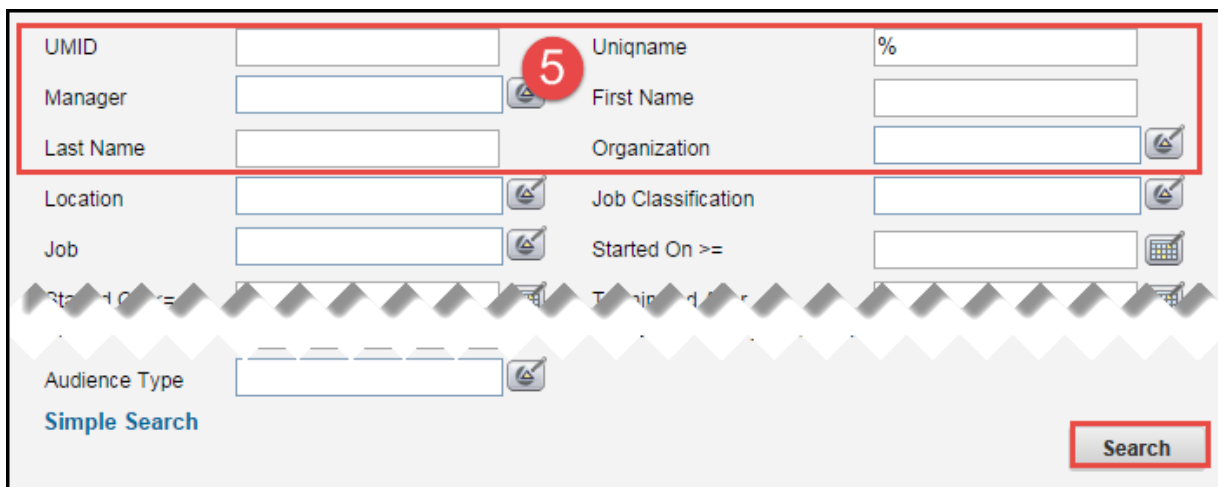


1. **Admin** icon
2. **People** tab
3. Click **Learning** in the left hand navigation
4. Click either **Current Learning**, **Completed Learning** (Transcript) or **Certifications** to review results for that category.



5. Enter Search Criteria into the page **Search Fields**.
 - Enter Last name, first name OR UMID into appropriate Search Fields to **bring up an individual**
 - Enter Manager name or Organization Code into the Search Fields to **bring up an associated list**



6. Click the resulting **Hyperlink** next to the name.
 - **View Enrollments:** Current Learning (page 2)
 - **View Completed Learning:** Transcript (page 3)
 - **View Certifications** (page 4)

Current Learning: To view current enrollments of the selected Faculty or Staff member.

Learning

- Current Learning**
- Completed Learning
- Curricula
- Certifications

Search Results Print | Export | Modify Table

Last Name	First Name	Uniqname	Manager Name	Job Level	Person Type	View Enrollments
Demeester	Debra	DDEMEEST	Barbara Eckstein			View Enrollments

Current Learning (Enrollments) page.

Current Learning Print | Export | Modify Table

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions	Package
<input type="checkbox"/>	Assigning Staff and Resources Part 1 eLearning	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Erik's Test Course for ILT Reg process	Instructor-Led	07/22/2014	North Campus Administrative Complex - Room: 1209		Confirmed	<input type="checkbox"/>	Actions	
<input type="checkbox"/>	Overview of Hyperspace eLearning-Clinical View Only Users	Web Based Training				Confirmed	<input type="checkbox"/>	Actions	

7. Check the Titles of the educational offering under the Title column
8. Check each row for the delivery type and date and location for ILTs

Completed Learning: To view the selected Transcript.

View Completed Learning page:

Completed Learning (Transcript) Add Completed Learning | Print | EModify Table

Item Name 7	Course No	Status 8	Marked Complete By	Offering Start	Ended/Completed Date	Updated By	Updated On	Actions
Identifying Today's Patients eLearning Learn how to deter... Registration Date: 10/02/2014	MC-AC016E	Successful On: 10/02/2014 Score: 0			10/02/2014	admin	10/02/2014	Actions
Introduction to MiChart for Research eLearning Log in to MiChart ... Registration Date: 08/28/2014	MC-RE1000E	Successful On: 08/28/2014 Score: 0			08/28/2014	admin	08/28/2014	Actions
TSH Test Course 1 Registration Date: 07/07/2014	TSH1	Successful On: 07/10/2014 Score: 0	Tafari Stevenson-Howard	07/07/2014	07/07/2014	tafarish	07/10/2014	Actions
TSH Test Course 1 Registration Date: 07/07/2014	TSH1	Successful On: 07/10/2014 Score: 0	Tafari Stevenson-Howard	07/07/2014	07/07/2014	tafarish	07/10/2014	Actions

7. Check the **Item Name** column to find the Certification.
8. Check the **Status** column for a Successful or Not Successful status.

Certifications: To view the status of selected Certifications.

Search Results Print | Export | Modify Table

Last Name	First Name	Uniqname	Manager Name	Job Level	Person Type	View Enrollments
Demeester	Debra	DDEMEEST	Barbara Eckstein			View Certifications

View Certifications 6

View Certifications page:

Internal Certifications 11 Add Certifications | Print | Export | Modify Table

Name	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Due Date	Assigned On Date	Acquired On Date	Actions
Inpatient Nurse - MiChart Certification (MC-IP80001A)	<div style="width: 100%; background-color: green;">100% Completed</div>	N/A	Acquired	Quinta Quail		05/28/2014	06/13/2014	View Certification History View Progress for All Paths Delete
Inpatient Unit Clerk - MiChart Certification (MC-IP10001A)	<div style="width: 0%; background-color: green;">0% Completed</div>	N/A	Assigned	Quinta Quail		06/05/2014		Actions
Inpatient HOD Nurse - MiChart Certification (MC-HD80001A)	<div style="width: 81%; background-color: green;">81% Completed</div>	N/A	In Progress	Quinta Quail		05/30/2014		Actions

9. Click the **Name** of the Certification to open the specific Certification Details page to view progress on Required and Optional eLearnings and Required Courses and Tests.
10. Check the **Status** column for the Certification status.
11. Check the **Acquired On** column for date of Certification acquisition.
12. Click the **Actions** button to view more information on the Certification
13. Click **Add Certifications** to add (Assign) a certification to a learner's plan.
 - See Job Aid: **Assigning Certifications to Faculty and Staff**