

Instructor: Marking a Test or a Performance Based Demo Complete Using the Certification

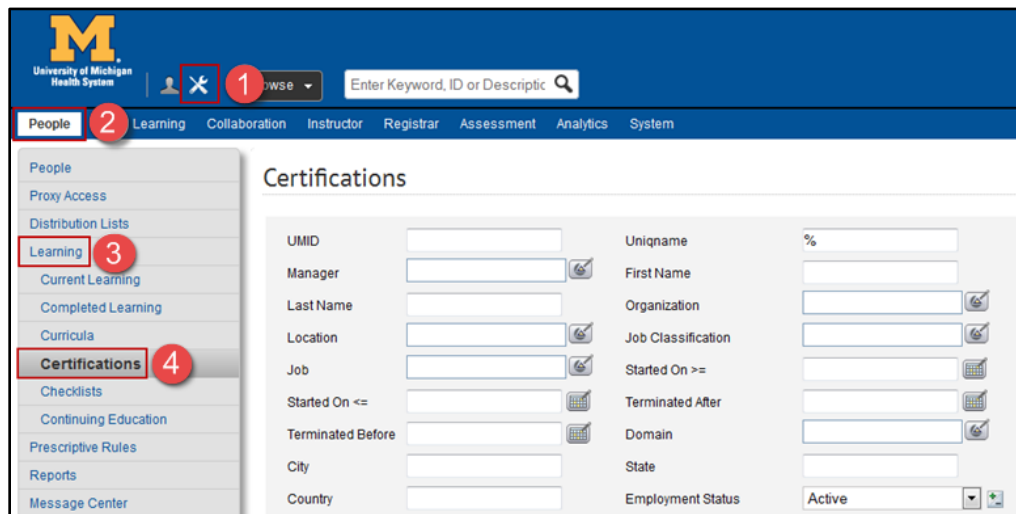
Perform this process only after marking the Roster complete. Use it to:

- Mark Performed Based Demonstrations complete (complete = successful).
- Mark Tests/Assessments complete when a paper test is used (complete = successful).

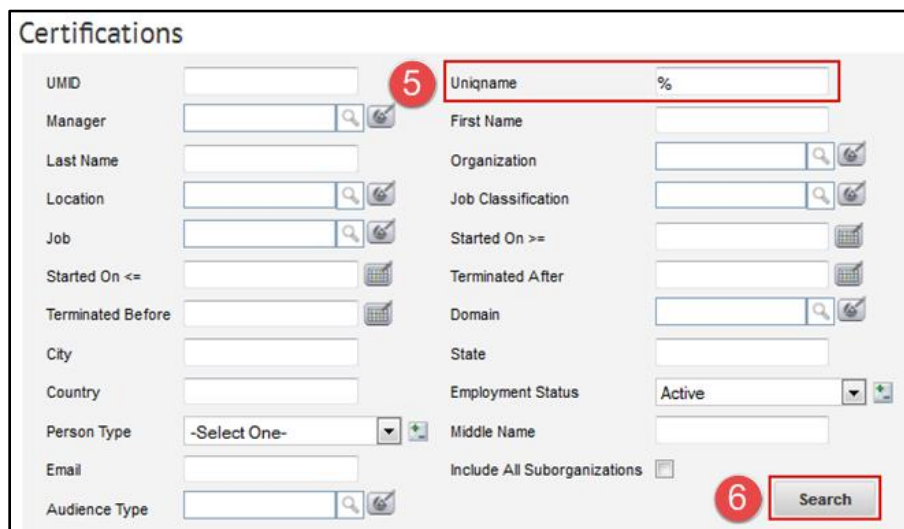
Prerequisite: Mark the Course complete via the Roster. See job aid **Marking Results via the Learning Details Page**.

Open the Learner's Certification page:

1. **Admin** Icon
2. **People** Tab
3. **Learning**
4. **Certifications**



5. Enter **Uniqname** or identifier for learner
6. Click **Search**



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- Click **View Certificate**.

Search Results						Print Export Modify Table
Last Name	First Name	Uniqname	Manager Name	Job Level	Person Type	View Certifications
Butterfly	Brent	TEST8	Allison Armadillo			7 View Certifications

- Click the **Certification Title**.

Internal Certifications									Grant Certifications Add Certifications Print Export Modify Table
Name	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Due Date	Assigned On Date	Acquired On Date	Actions	
IntraOp Surgical Nurse - MiChart Certification (MC-OR80001A)	8 <input type="text"/> <small>IntraOp Surgical Nurse - 0% Completed</small>	N/A	Assigned	Lana Campbell	06/03/2014			Actions	

- Locate the Course Name in **Required Courses and Tests**.
- Assure a check mark appears next to the course name.
- Hover over the link for the Demonstration or the Test.
- Click **Mark Complete**.

Sections

Required Courses and Tests (Required)

Completion Requirement: 12 of 12 Learning Items Required
 Status: Not Completed
 Progress: 1 of 12 Learning Items Completed

MC-RV1001C Introduction to Hospital Billing Course (Completed)

MC-RV1001D Introduction to Hospital Billing Performance Based Demonstration

MC-RV1001T Introduction to Hospital Billing Test

MC-RV1001D Introduction to Hospital Billing Performance Based Demonstration

ID: MC-RV1001D

Offered As:

[View Details](#) 12

[Mark Complete](#)

[Register for Course](#)

MC-RV1001D Introduction to Hospital Billing Performance Based Demonstration

Register

- Note: There may be a **Mark Complete** link under the Register button. Use either link!

- Place the completion date in the **Completion Date** field in the pop up box.
- Click **Save**.

https://trainingportal.med.umich.edu/?name=MC-RV1001D%20Introduction%20to...

Mark Complete: MC-RV1001D Introduction to Hospital Billing Performance Based Demonstration

required

Completion Date* 13

Score

Grade

14

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15. Assure a green check mark appears next to the link clicked (either the Demo or the Test).

Required Courses and Tests (Required)

Completion Requirement: 12 of 12 Learning Items Required
 Status: **Not Completed**
 Progress: 2 of 12 Learning Items Completed

	MC-RV1001C Introduction to Hospital Billing Course (Completed)	Course	Go to My Transcript Register
15	MC-RV1001D Introduction to Hospital Billing Performance Based Demonstration (Completed)	Course	Go to My Transcript Register
	MC-RV1001T Introduction to Hospital Billing Test	Course	Register

16. Completion appears in Learner's Transcript (Completed Learning).

Home
Learning
Transcript
Search

Completed Learning

View courses that you completed. For suggestions about additional courses that you can complete, see [recommendations](#).

[Add Completed Learning](#)

Item Name	Course No	Status	Marked Complete By	Offering End Date	Offering Start Date	Ended/Date	Updated By	Upd
MC-RV1001C Introduction to Hospital Billing Course This instructor-le...	MC-RV1001C	Successful On: 10/17/2014 Score:	Debra Demeester				ddemeest	10/1
MC-RV1001D Introduction to Hospital Billing Performance Based Demonstration Demonstration - No ...	MC-RV1001D	Successful On: 10/17/2014 Score:	Debra Demeester				ddemeest	10/1