

Manager 10: Adding a Conference or Other Non-UMHS Event to Faculty or Staff Completed Learning

- From the Learner's **Completed Learning/Transcript** page, click the **Add Completed Learning** hyperlink to open the **Add Completed Learning** entry form.
- Complete the fields on the **Add Learning to Completed Course** form.

Note: Enter all numbered fields to have the information appear on the **Transcript/Completed Learning** page. Information entered into the other fields is recorded with the entry but does not appear on the **Transcript/Completed Learning** page.

Add Completed Learning

1	Title/Event Name*	Show Me Your Value		1 Title/Event name: <i>Required</i> - Enter the title of the conference, class or other event
2	Description	International Society for Performance Improvement: Recognizing and communicating <small>Character Limit:1000</small>		2 Description: Enter the Name of the Event Sponsor and one or two descriptive sentences.
3	Offering Start Date			3 Ended/Completed date: Enter the event end date.
3	Ended/Completed On Date	12/12/2014		3 Marked Complete Date: <i>Required</i> - Enter the date the Event was successfully completed.
4	Registration Date			4 Dates could be the same.
4	Marked Complete Date*	12/12/2014		
	Start Time (HH:MM)			
	End Time (HH:MM)			
	Duration (HH:MM)	00:00		
5	Delivery Type	CE - Contact Hours		5 Delivery Type: Use the drop down arrow. To record Continuing Education (CE) credit pick from CEU, CME or Contact Hours. If the event did not award CE credit, pick from Instructor Led or Web Based Training.
6	Course ID*	ddemeest 012215		6 Course ID: <i>Required</i> - enter the Faculty or Staff's username and today's date in a number string such as ddemeest 012215. Important: <i>Course IDs cannot be used twice.</i>
	Location			
	Marked Complete By			
Other Information				
	Last Reviewed			
	Next Review Due			
	Institutional Mandatory	-Select One-		
	Docent Code			

Continuing Education Credits **7** Add Field of Study

No items found.

See the following instructions for these sections	
Learners	Modify Table
Name	Status
Debra Demeester	
Competencies	
Add Competencies	
No items found.	

Save Cancel

Important - Other Fields:

'Offering Start Date'
'Registration Date'
'Start and End Time'
'Duration'
'Location'
'Marked Complete By'
'Other Information'

Information may be entered when known but the fields do not appear on the **Transcript/Completed Learning** page.

- Click the **Add Field of Study** hyperlink to open the pop up box.

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8 Field of Study: Required - populate the field by selecting the type of CE identified as **Delivery Type** on the form.

To populate, click either the Magnifying glass (to result a selection list to chose from) or the Pick List button (to open the selection box on the right).

9 Default Credits: Required - Insert the CE hours earned.

10 Click **Save** to return to the form.

Note: Credits by Job Roles is not currently used.

Selection Box: Click the **Select Box** next to the type of CE credit, then click **Close**.

11. Check the **Continuing Education Credits** fields to assure the **Field of Study** matches the **Delivery Type** and the **Credit Hours** are correct.

12. **Learners** – defaults with user **Name** and **Completion Status** “Successful”

- Insert any score received in the Score field. **If no score, delete the default “0”.**
- Completion Status – defaults to “Successful”.

11 Use the **Edit** hyperlink to edit the **Field of Study** entries prior to saving the form.

12

13 Save

Competencies: Skip - not currently populated for use.

Field of Study	Description	Default Credits	Actions
Contact Hours	Contact Hours	8	Edit Delete

Name	Score	Grade	Completion Status
Debra Demeester			Successful

13. Click **Save** to save the information and populate the **Transcript (Completed Learning)** page.

14. Entered information appears on the **Transcript (Completed Learning)** page.

Title	Course ID	Status	Delivery Type	Credits	Marked Complete By	Ended/Completed On Date	Updated By	Updated On	Actions
Show Me Your Value International Soci... Registration Date: 12/12/2014	DDEMEEST 012215	Successful On: 12/12/2014 Score:	CE - Contact Hours	8		12/12/2014	ddemeest	01/20/2015	Actions

15. Check entry for accuracy.

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- Some entered information may be edited using the Edit hyperlink under Actions.

Completed Learning									
Title	Course ID	Status	Delivery Type	Credits	Marked Complete By	Ended/Completed On Date	Updated By	Updated On	Actions
Show Me Your Value International Soci... Registration Date: 12/12/2014	DDEMEEST 012215	Successful On: 12/12/2014 Score:	CE - Contact Hours	8		12/12/2014	ddemeest	01/20/2015	Actions <div style="border: 1px solid red; padding: 5px; width: fit-content;"> The Actions hyperlink may also be used to delete the entry or to Print a Certificate. </div> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin-top: 5px;"> Actions Edit Delete Print Certificate </div>

Note: Edit page (below) does not allow editing to the **Event Name, Learner Name, Course ID or Description**. To edit those fields, delete the entry in the **Transcript** (using **Actions>Delete**) and return to **Part I: Step 3** to repeat steps.

Completed Courses (Transcript) Details

Transcript Details

Title/Event Name: Show Me Your Value

Learner Name: Debra Demeester

Course ID: DDEMEEST 012215

Description: International Society for Performance Improvement: Recognizing and communicating the value of training to an organization.

Completion Status: Successful

Marked Complete by:

Delivery Type: CE - Contact Hours

Offering Start Date:

Ended/Completed On Date: 12/12/2014

Registration Date:

Marked Complete Date: 12/12/2014

Start Time(HH:MM):

End Time(HH:MM):

Duration(HH:MM): 00:00

Location:

Score:

Grade:

Default Credits: 8