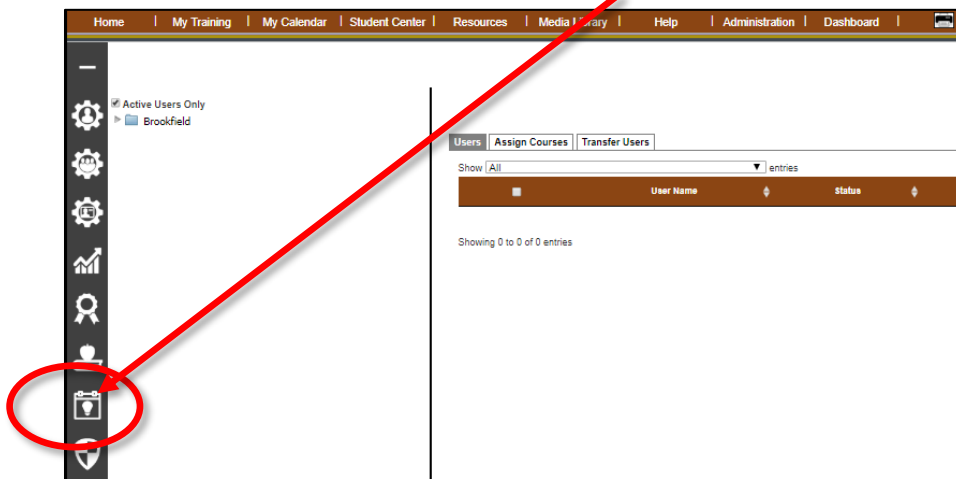


Watch the instructional video here to see how it's done:

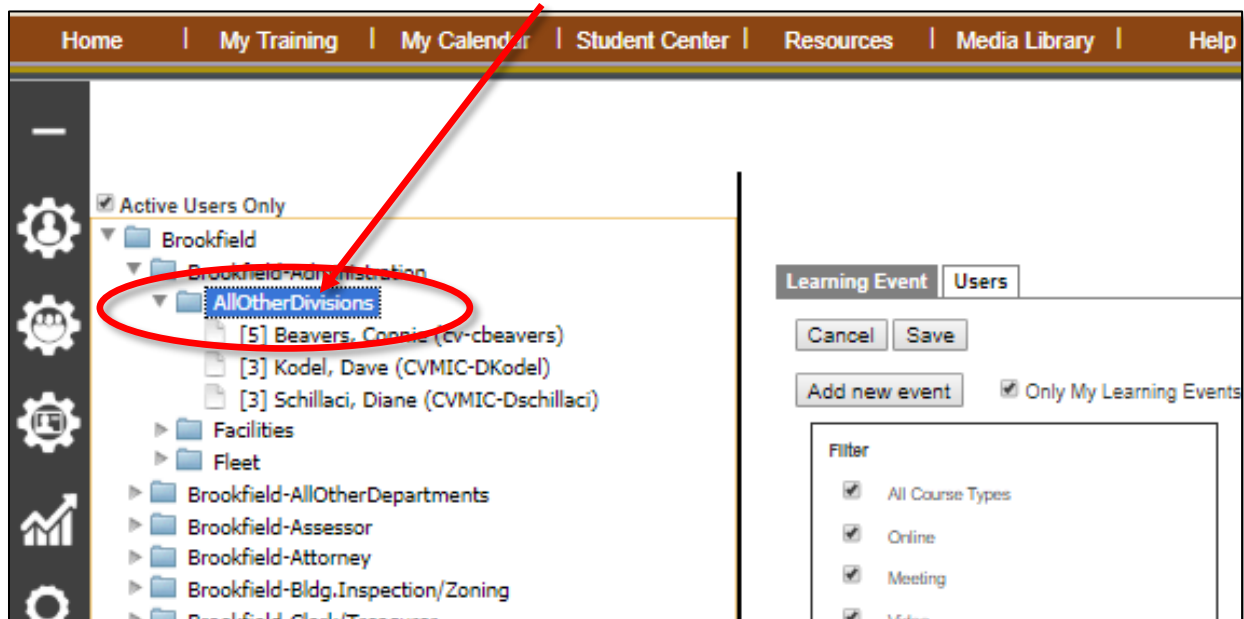
<https://youtu.be/01A7AiPeDb4>

To add records for an **EXISTING** External Learning events OR Online Courses & Webinars taken as a **Group**:

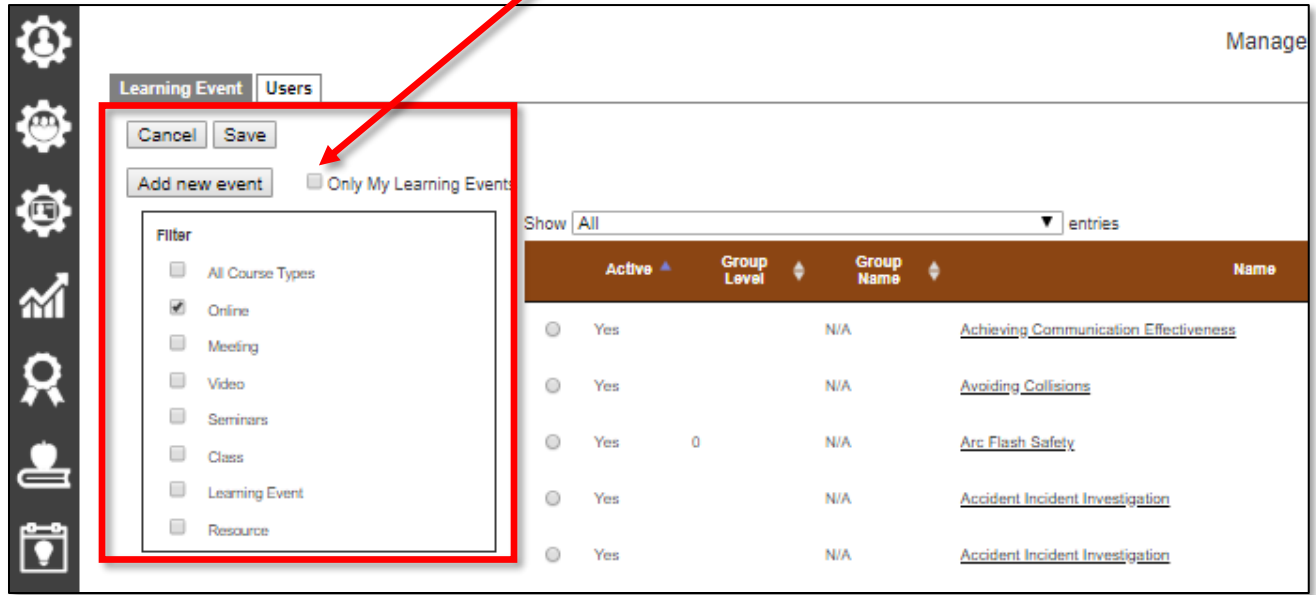
1. From the Administration Tab, select the “Learning Events” icon.



2. From the Hierarchy Tree, select the division and/or department that participated in the external learning.

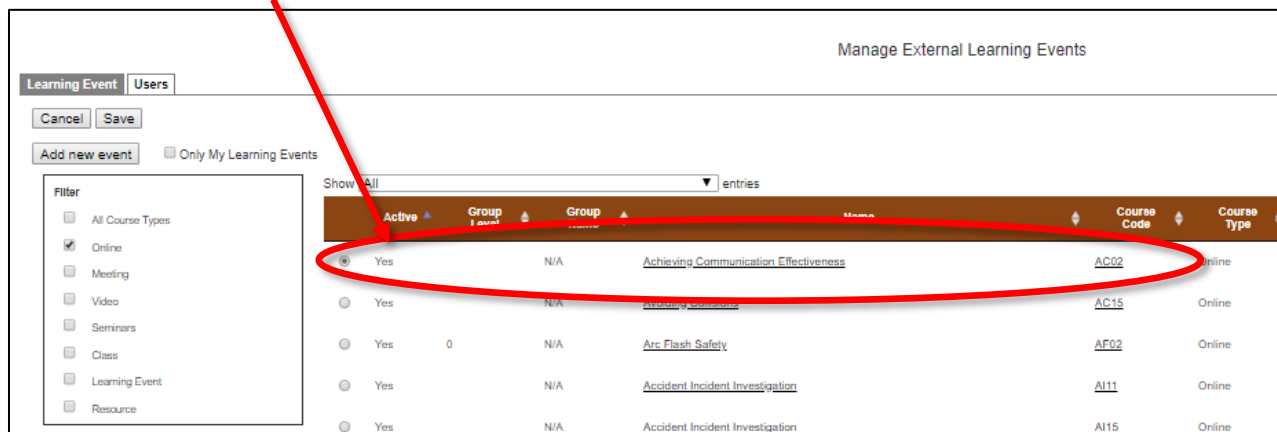


- Use the filters on the Learning Event tab to filter down to the training that was completed. (If you do not see the course you are looking for, uncheck the “Only My Learning Events” box to see Learnings available that were not initially created by you.)



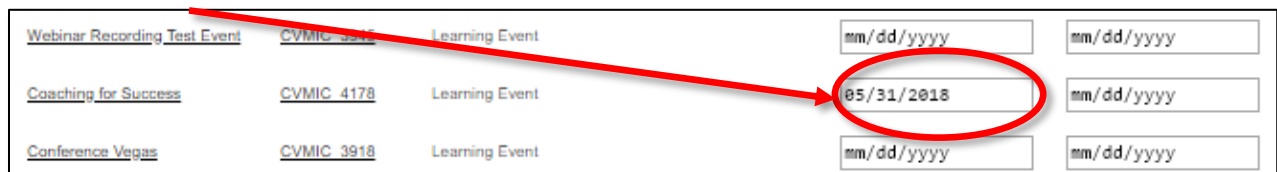
Active	Group Level	Group Name	Name
Yes	N/A		Achieving Communication Effectiveness
Yes	N/A		Avoiding Collisions
Yes	0	N/A	Arc Flash Safety
Yes	N/A		Accident Incident Investigation
Yes	N/A		Accident Incident Investigation

- Choose your Learning Event.



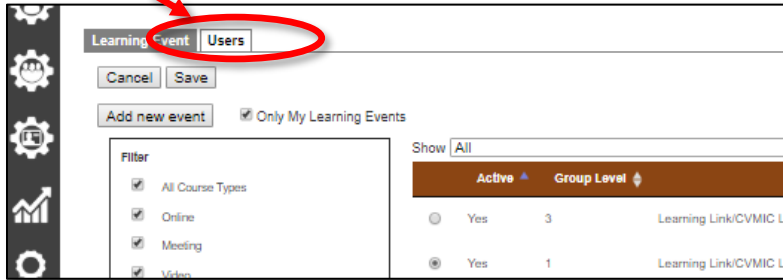
Active	Group Level	Group Name	Name	Course Code	Course Type
Yes	N/A		Achieving Communication Effectiveness	AC02	Online
Yes	N/A		Avoiding Collisions	AC15	Online
Yes	0	N/A	Arc Flash Safety	AF02	Online
Yes	N/A		Accident Incident Investigation	AI11	Online
Yes	N/A		Accident Incident Investigation	AI15	Online

- Enter the event completed date.



Webinar Recording Test Event	CVMIC 3345	Learning Event	mm/dd/yyyy	mm/dd/yyyy
Coaching for Success	CVMIC 4178	Learning Event	05/31/2018	mm/dd/yyyy
Conference Vegas	CVMIC 3918	Learning Event	mm/dd/yyyy	mm/dd/yyyy

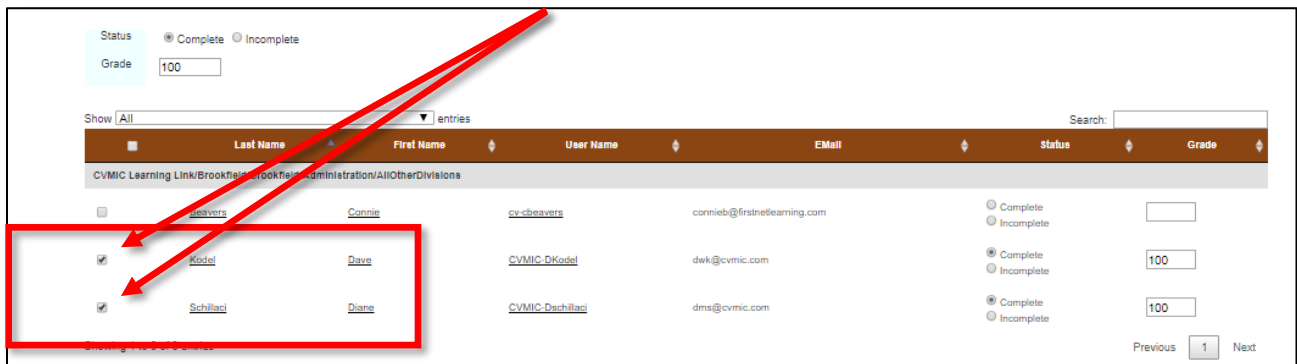
6. Select the “Users” tab.



7. Enter the event Status (Complete or Incomplete) and the Grade for all users that you will be selecting.



8. Select your users by checking the box to the left of each trainee that attended the Learning Event.



9. Once complete, select the “Save” button and then select “Save” from the Confirmation pop-up window.

