

How to enroll and mark complete learners in a tracking module: TWO METHODS!

Method 1. Enrolling attendees and marking them complete in one step (after the training has occurred). Start in Supervisor Role!!

Step 1. Find the tracking module for the training for which you have attendees to record and click on the Enrollee Icon.

The screenshot shows the 'Module List' interface. On the left sidebar, 'Module List' is highlighted with a red circle and a red arrow labeled '1'. In the main content area, the search bar contains 'PA - Severe' with a red arrow labeled '2' pointing to it. Below the search bar, there are filter options for 'Module Type', 'Owner', and 'Certificate', all set to 'All'. A red arrow labeled '3' points to the 'Enrolled' column header in the table below. The table has one row with the following data: Title: 'PA - Severe Critical Incident Reporting Requirements PATRK_SCIRR', Type: 'Requirements Tracker', Approved: '✓', and Enrolled: '0'. A small green icon with a plus sign is visible in the 'Enrolled' cell.

Step 2. Go to the Enrollment tab

The screenshot shows the 'Module Enrollment' interface for the module 'PA - Severe Critical Incident Reporting Requirements'. At the top, there is a disclaimer: 'Customers are expressly prohibited from loading any Protected Health Information or other information which is covered under HIPAA. Relias is not responsible for any damages you incur due to non-compliance with HIPAA requirements.' Below this, there is a 'Back to Module List' link. The main heading is 'Module Enrollment: PA - Severe Critical Incident Reporting Requirements'. Underneath, there is a 'PROPERTIES' section with 'Requirements Tracker' and '0.75 Credit Hours' listed, and a 'Modify' button. Below the properties, there are two tabs: 'CURRENTLY ENROLLED' and 'ENROLLMENT', with 'ENROLLMENT' selected. At the bottom, there is a 'LEARNERS ENROLLED' section with a search bar and a 'Filter By' dropdown set to 'A - Z'. Below the filter, there are buttons for 'Unenroll', 'Change Due Date', 'Mark as Complete', and 'Email Learners'.

Step 3. In the Enrollments tab, check the box next to the learners who attended and click on Enroll & Mark Complete button.

Pathways Learning And Development

Administrator

OVERVIEW

- Dashboard
- SOLUTIONS
- Learning
- Training Plans
- Modules
- Module List
- Module Search Filters
- Exam Question Pool
- Evaluation Templates
- BrainSparks Management
- Course Updates

Back to Module List

Module Enrollment: PA - Severe Critical Incident Reporting Requirements

PROPERTIES
Requirements Tracker | 0.75 Credit Hours | + SHOW DETAILS

CURRENTLY ENROLLED | ENROLLMENT

Due Date: Assign date to all

6 Click on the Enroll & Mark Complete

5 Select learners from the list who attended.

Available Learner(s) (Learners NOT already enrolled)

Filter By: A - Z

	Enroll	Enroll & Mark Complete	Name & Username	Hierarchy	Job Titles	Hire Date
<input checked="" type="checkbox"/>			Abair, Rebecca Rebecca Abair	Wasco	Direct Service	1/2/2019
<input checked="" type="checkbox"/>			Abbott, Samantha Samantha Abbott	Louisiana	Direct Service	4/27/2015
<input checked="" type="checkbox"/>			Aboyte, Maria Maria Aboyte	Wasco	Admin	1/2/2019
<input type="checkbox"/>			Maureen			

Step 4. Enter the date the learner attended/completed the training and click Enroll & Mark Complete top right (this completes the process)

ENROLL & MARK COMPLETE

Learners marked complete for any accredited course will not receive the accreditation.

Grade: [Optional]

Due Date: [Optional]

Completed *: [Enter Date Learner Attended/Completed Training]

7

Check a learner transcript to see if what the completed tracking module looks like.

Another Test's Training

TRANSCRIPT | CURRENT | LICENSE/CERTIFICATION | ATTENDANCE RECORD

TRANSCRIPT EDIT USER | ADD EXTERNAL COURSE | EXPORT | PRINT TRANSCRIPT

Filter By: All Types | Show All Trainings | Completed on R... | All Licenses & C... | BrainSparks Op...

Specify Dates... [] - [] Apply Clear

Show Unmet Skills Checklists

Learners marked complete for any accredited course will not receive the accreditation.

Delete | Restore Deleted | Change Due Date | Mark as Complete

	Title	Type	Grade	Last Access	Available	Due Date	Completed	BrainSparks
<input checked="" type="checkbox"/>	PA - Severe Critical Incident Reporting Requirements PATRK_SCIRR 0.75 hours	Requirements Tracker	100%				2/18/2019	
<input checked="" type="checkbox"/>	VRT HR Series: Diversity and Inclusion - PLAD Teleclass - 1/16/2019 2:00:00 PM PLADTC_HR-DAI	Live Event	100%	1/16/2019			1/16/2019	

This is an example of what the completed course will look like in a learner's transcript.

Method 2. Marking an Attendee complete from their learning Transcript. Start in Supervisor Role!

Step 1. Search for the learner in **Users>User List** who's tracking module needs to be marked complete, and click on their bluebook icon to open their transcript.

Pathways Learning And Development

Supervisor

USER LIST EXPORT USERS

Rhett Davis

Filter By A - Z Active Pathways

Activate On Leave Deactivate New User

1-1 of 1

	User	Hierarchy	Role	Active
<input type="checkbox"/>	Davis, Rhett Rhett Davis	Pathways		✓

Active Users: 5386 (Contract Limit: 5600)
Restricted Users: 0 (Contract Limit: 0)

Step 2. Find the requirement Tracker module on the transcript and select it, then click Mark as Complete.

Back to User List

Rhett Davis's Training

TRANSCRIPT CURRENT LICENSE/CERTIFICATION ATTENDANCE RECORD

TRANSCRIPT EDIT USER ADD EXTERNAL COURSE EXPORT PRINT TRANSCRIPT

Filter By Requirements T... Show All Trainings Completed on R... All Licenses & C... BrainSparks Opt...

Specify Dates... Apply Clear

Show Unmet Skills Checklists
Only trainings that are set to 'All'

Delete Restore Deleted Change Due Date Mark as Complete

	Title	Type	Group	Last Access	Available	Due Date
<input type="checkbox"/>	Be Mentive: All Language Matters! Using Trauma Sensitive Language PATRK_UTSL 1 hour	Requirements Tracker	100%			
<input checked="" type="checkbox"/>	PA TSS Orientation Day 1 PATRK_TSSORIENTD1-v2 8 hours	Requirements Tracker		8/5/2019		8/1/2019

4 Find the Tracking Module for the requirement and check the box next to it.

5 If you want to upload a certificate or training attended form you should do so now by clicking the document upload icon. This is optional. It is up to your state process whether or not this should be done.

6 click the Mark As Complete button

Step 3. Complete the Mark As Complete pop up window and click button.

The screenshot shows a 'MARK AS COMPLETE' dialog box. A red box highlights the text: "Grade is optional. use only if live class contained an exam". Another red box with the number '7' points to the 'Completed *' date field, which contains '04/17/2019'. A third red box with the number '8' points to the 'Mark as Complete' button in the top right corner of the dialog.

Step 4. Check transcript to make sure course is Marked complete for the correct completion date.

The screenshot shows a table of training records. A red box highlights the text: "Training shows completed on transcript for date taken". Two other red boxes highlight the 'Completed' date for the second row, which is '4/17/2019'.

	Title	Type	Grade	Due Date	Completed	BrainSparks
<input type="checkbox"/>	Be Attentive: All Language Matters! Using Trauma FLTRK_UTSL 1 hour	Requirements Tracker	100%		4/20/2017	
<input type="checkbox"/>	PA TSS Orientation Day 1 PATRK_TSSORIENTD1-v2 8 hours	Requirements Tracker	100%	8/1/2019	4/17/2019	

End process