

Job Aid: Record Learning**Course: Learning Needs Management**

Lab 17: Record a Learning Event for Item(s) Completion

Course: Scheduling Management

Lab 9: Record a Learning Event for a Scheduled Offering

Description

The purpose of this job aid is to guide administrators through the step-by-step process of using the Learning Event Recorder. Related terminology is provided.

Tasks

- A. Use Learning Event Recorder to Record Completion of Item
- B. Use Learning Event Recorder to Record Completion of Scheduled Offering
- C. View Learner Learning History tab
- D. Edit Learning Event Using Learning Event Editor

Terminology:

Learning Event: A Learning Event is the record of:

- A completed Item
- An unsuccessful attempt to complete an Item
- A record of the attendance or completion of any external event that is considered important enough to document but not related directly to learning needs

Types of Learning

- **Item-Based Events:** Items are the primary events found in the list of learning events for Learners. Learning Events for Items include those created as Scheduled Offerings and those with online content where the system records the learning Event when the Learner completes the content. All Items may have a learning Event recorded against them for any Learner, even if the Item was not a part of his/her Learning Plan.
- **External Events:** A learning activity outside of the organization, such as a college course or a seminar, for which there is no Item record in SATERN, may be recorded in a Learner's Learning History.
- **Scheduled Offering:** An Item or Learning Event with a scheduled date and time.

Task A. Use Learning Event Recorder to Record Completion of Item

Verify the **Admin** tab is selected.

- 1 Navigate to **Learners > Tools > Record Learning Event**.

Step 1: the Recording Learning wizard displays.

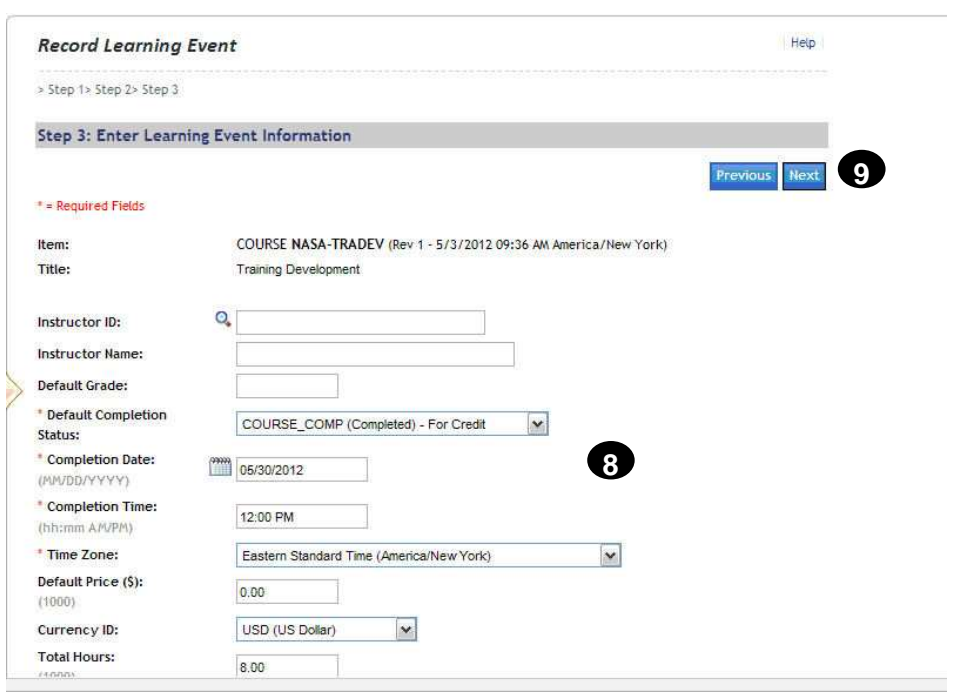

- 2 Select the **Item** option.
- 3 Click **Next**.

Note: This option is usually used when an Item has not been scheduled or is classified as “Other.”

Step 2 of the Recording Learning wizard displays.

- 4 Select the Item type from the drop-down menu.
- 5 Enter the Item ID in the textbox exactly.
- or
- 6 Click the **select icon** (🔍) to search for and select an Item.
- 7 Click **Next**.

Note: By selecting to search for an Item, all relevant information will be auto-populated into the fields.

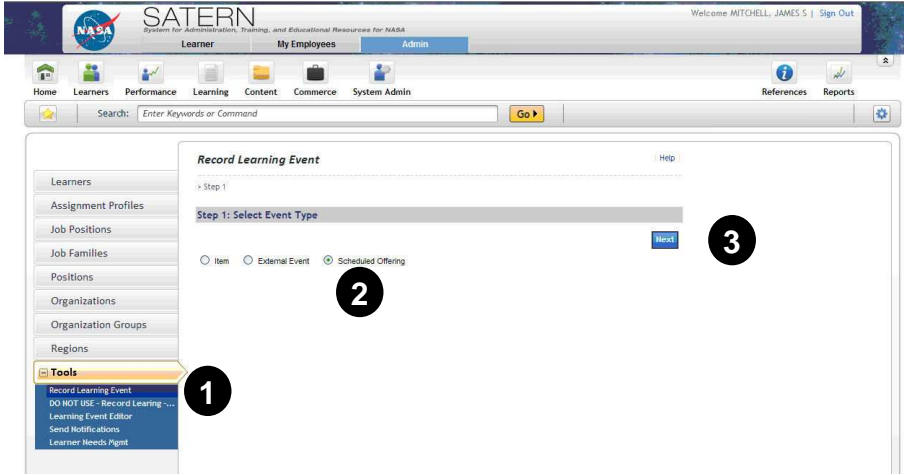
<p>8</p> <p>9</p>	<p>Step 3 of the Recording Learning wizard displays.</p> <p>Fill in all of the required data fields (*).</p> <p>Click Next.</p>	 <p>Record Learning Event Help</p> <p>> Step 1 > Step 2 > Step 3</p> <p>Step 3: Enter Learning Event Information Previous Next</p> <p>* = Required Fields</p> <p>Item: COURSE NASA-TRADEV (Rev 1 - 5/3/2012 09:36 AM America/New York)</p> <p>Title: Training Development</p> <p>Instructor ID: <input type="text"/></p> <p>Instructor Name: <input type="text"/></p> <p>Default Grade: <input type="text"/></p> <p>* Default Completion Status: COURSE_COMP (Completed) - For Credit</p> <p>* Completion Date: (MM/DD/YYYY) 05/30/2012</p> <p>* Completion Time: (hh:mm AM/PM) 12:00 PM</p> <p>* Time Zone: Eastern Standard Time (America/New York)</p> <p>Default Price (\$): (1000) 0.00</p> <p>Currency ID: USD (US Dollar)</p> <p>Total Hours: 8.00</p>
<p>10</p> <p>11</p> <p>12</p>	<p>Step 4 of the Recording Learning wizard displays.</p> <p>Enter a Learner ID exactly.</p> <p>Click Add.</p> <p>or</p> <p>Click the add one or more from list link to search for and select one or more Learners.</p>	 <p>Record Learning Event Help</p> <p>> Step 1 > Step 2 > Step 3 > Step 4</p> <p>Step 4: Select Learners Previous Next</p> <p>* = Required Fields</p> <p>Add Learners</p> <p>Enter Learner ID or add one or more from list</p> <p>* Learner ID: <input type="text"/> Add</p> <p>Edit Selected Learners</p> <p>There are no Learners in the list. Please add Learners before proceeding.</p>

<div>13</div> <div>Once all Learners have been added, confirm list.</div>		<div><div>Record Learning Event</div><div>> Step 1 > Step 2 > Step 3 > Step 4</div><div>Step 4: Select Learners</div><div>PreviousNext</div><div>* = Required Fields</div><div>Add Learners</div><div>Enter Learner ID or add one or more from list</div><div>* Learner ID: <input type="text"/></div><div>Add</div><div>Edit Selected Learners</div><div>Apply Changes</div><div>Select All / Deselect All</div><table><thead><tr><th>Learner ID</th><th>Name</th><th>Remove</th></tr></thead><tbody><tr><td>C-kaclarke</td><td>CLARKE, KELLY A</td><td><input type="checkbox"/></td></tr><tr><td>C-pemoreira</td><td>MOREIRA, PEDRO E</td><td><input type="checkbox"/></td></tr><tr><td>C-immunoz</td><td>MUNOZ, LINDA M</td><td><input type="checkbox"/></td></tr><tr><td>C-cjowen1</td><td>OWEN, CHRISTOPHER J</td><td><input type="checkbox"/></td></tr></tbody></table><div>Select All / Deselect All</div></div>	Learner ID	Name	Remove	C-kaclarke	CLARKE, KELLY A	<input type="checkbox"/>	C-pemoreira	MOREIRA, PEDRO E	<input type="checkbox"/>	C-immunoz	MUNOZ, LINDA M	<input type="checkbox"/>	C-cjowen1	OWEN, CHRISTOPHER J	<input type="checkbox"/>					
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<div>15</div> <div>Step 5 of the Recording Learning wizard displays.</div> <div>The status and grade selected at Step 3: Enter Learning Event Information are applied to all Learners.</div>		<div><div>Record Learning Event</div><div>> Step 1 > Step 2 > Step 3 > Step 4 > Step 5</div><div>Step 5: Edit Learner Event Information</div><div>PreviousNext</div><table><thead><tr><th>Learner</th><th>Comments</th><th>Grade</th><th>Status</th></tr></thead><tbody><tr><td>C-kaclarke (CLARKE, KELLY A)</td><td><input type="text"/></td><td><input type="text"/></td><td>COURSE_COMP (Completed) - For Credit</td></tr><tr><td>C-pemoreira (MOREIRA, PEDRO E)</td><td><input type="text"/></td><td><input type="text"/></td><td>COURSE_COMP (Completed) - For Credit</td></tr><tr><td>C-immunoz (MUNOZ, LINDA M)</td><td><input type="text"/></td><td><input type="text"/></td><td>COURSE_COMP (Completed) - For Credit</td></tr><tr><td>C-cjowen1 (OWEN, CHRISTOPHER J)</td><td><input type="text"/></td><td><input type="text"/></td><td>COURSE_COMP (Completed) - For Credit</td></tr></tbody></table><div>Note: Any comments entered will appear on a Learning History report.</div></div>	Learner	Comments	Grade	Status	C-kaclarke (CLARKE, KELLY A)	<input type="text"/>	<input type="text"/>	COURSE_COMP (Completed) - For Credit	C-pemoreira (MOREIRA, PEDRO E)	<input type="text"/>	<input type="text"/>	COURSE_COMP (Completed) - For Credit	C-immunoz (MUNOZ, LINDA M)	<input type="text"/>	<input type="text"/>	COURSE_COMP (Completed) - For Credit	C-cjowen1 (OWEN, CHRISTOPHER J)	<input type="text"/>	<input type="text"/>	COURSE_COMP (Completed) - For Credit
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<div>19</div> <div>20</div>	<div>Step 6 of the Recording Learning wizard displays.</div> <div>Enter any relevant financial information about the Learning Event.</div> <div>Click Next.</div>	<div><div>Record Learning Event</div><div>Help</div><div>> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6</div><div>Step 6: Edit Learner Event Financial Information</div><div>PreviousNext20</div><div>For each Learner you may either enter the Price and Cost and Profit Centers or you may enter an order ticket.</div><div><table><tr><td>Learner</td><td>Price (1000)</td><td>Currency</td><td>Cost Center Account Codes</td><td>Profit Center Account Codes</td><td>Order Ticket</td></tr><tr><td>C-kaclarke (CLARKE, KELLY A)</td><td>0.00</td><td>USD (US Dollar)</td><td></td><td></td><td></td></tr><tr><td colspan="6">All Costs below are in: USD (US Dollar)</td></tr><tr><td>Per_Diem</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Per_Participant_Cost</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Travel</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Books_Material_Cost</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>C-pemoreira (MOREIRA, PEDRO E)</td><td>0.00</td><td>USD (US Dollar)</td><td></td><td></td><td></td></tr><tr><td colspan="6">All Costs below are in: USD (US Dollar)</td></tr></table></div><div>Note: If you enter a price, you must also enter a cost center account code in order to proceed.</div></div>	Learner	Price (1000)	Currency	Cost Center Account Codes	Profit Center Account Codes	Order Ticket	C-kaclarke (CLARKE, KELLY A)	0.00	USD (US Dollar)				All Costs below are in: USD (US Dollar)						Per_Diem						Per_Participant_Cost						Travel						Books_Material_Cost						C-pemoreira (MOREIRA, PEDRO E)	0.00	USD (US Dollar)				All Costs below are in: USD (US Dollar)					
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<div>24</div>	<div>A pop-up may appear requesting that the page refresh before you proceed.</div> <div>Click OK.</div>	<div>This action may take more than a few seconds. Please wait for the page to be refreshed.</div> <div>24OK</div>																																																						

<p>The application provides a status to let you know that the Learning Event has been recorded successfully.</p> <p>25 Click Print to print a completion certificate report for each Learner listed.</p> <p>26 Click Email... to email a completion certificate report to each Learner listed.</p> <p>27 Click Start Over... to begin the Learning Event Recorder process again. This retains all Learners previously selected.</p>	<div> <div>Finished</div> <div> Status: <ul style="list-style-type: none"> The learning event has been successfully recorded. </div> <div> <div>27</div> <div>Start Over...</div> </div> <div> <div>Generate Completion Certificates</div> <div>Learning event that provide credits have been successfully recorded for the following User(s).</div> <table> <thead> <tr> <th>User ID</th><th>Name</th></tr> </thead> <tbody> <tr> <td>HAARON</td><td>Aaron, Hank</td></tr> <tr> <td>ANLBAISE</td><td>Baise, Andrew L</td></tr> </tbody> </table> <div> <div>25</div> <div>26</div> <div>Print</div> <div>Email...</div> </div> </div> <p><i>Note: The Learner whose status was changed to 'No Credit' does not appear in the list of Learners to generate completion certificates.</i></p> </div>	User ID	Name	HAARON	Aaron, Hank	ANLBAISE	Baise, Andrew L
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Task B. Use Learning Event Recorder to Record Completion of Scheduled Offering

<p>1 Navigate to Learners > Tools > Record Learning.</p> <p><i>Step 1: Select Event Type of the Recording Learning wizard displays.</i></p> <p>2 Select the Scheduled Offering option.</p> <p>3 Click Next.</p>	 <p><i>Note: This option is usually used to record completion or attendance for scheduled event.</i></p>
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<p>4 Step 2: Select Scheduled Offering of the Recording Learning wizard displays.</p> <p>Enter the Scheduled Offering ID in the textbox exactly.</p> <p>or</p> <p>5 Click the select icon (🔍) to search for scheduled offering.</p> <p>6 Click Next.</p>	<div> <div>Record Learning Event</div> <div> Step 1 > Step 2 </div> <div>Step 2: Select Scheduled Offering</div> <div> <div>Previous</div> <div>Next</div> </div> <div> <div>* = Required Field</div> <div> <div>* Scheduled Offering ID:</div> <div> <div>🔍</div> <div></div> </div> </div> </div> <p><i>Note: If you search for a Scheduled Offering, the search screen defaults to search for all offerings prior to today's date.</i></p> </div>
<p>7 Step 3: Enter Learning Event Information of the Recording Learning wizard displays.</p> <p>Fill in all of the required data fields (*). Additional information such as total hours, or credit hours, can be entered as well.</p> <p>8 Click Next.</p>	<div> <div>Record Learning Event</div> <div> Step 1 > Step 2 > Step 3 </div> <div>Step 3: Enter Learning Event Information</div> <div> <div>Previous</div> <div>Next</div> </div> <div> <div>* = Required Fields</div> <div> <div>Item:</div> <div>COURSE SCR-COM-101 (Rev 1 - 5/9/2012 09:48 AM America/New York)</div> </div> <div> <div>Item Title:</div> <div>COMMUNICATIONS</div> </div> <div> <div>Instructor ID:</div> <div>🔍</div> <div></div> </div> <div> <div>Instructor Name:</div> <div></div> </div> <div> <div>Default Grade:</div> <div></div> </div> <div> <div>* Default Completion Status:</div> <div>COURSE_COMP (Completed) - For Credit</div> </div> <div> <div>Completion Date:</div> <div>5/25/2012 05:30 PM America/New York</div> </div> <div> <div>Default Price:</div> <div>0.00</div> </div> <div> <div>Currency ID:</div> <div>USD (US Dollar)</div> </div> <div> <div>Total Hours:</div> <div>16.00</div> </div> <div> <div>Credit Hours:</div> <div>0.00</div> </div> <div> <div>Contact Hours:</div> <div>16.00</div> </div> </div> </div>

<div><div>9</div><div>Review list of selected Learners (all Learners already registered into the offering). Remove/add Learners from this list.</div></div> <div><div>10</div><div>To remove a Learner, check the Remove checkbox.</div></div> <div><div>11</div><div>Click Apply Changes.</div></div> <div><div>12</div><div>To add Learners, enter a Learner ID exactly.</div></div> <div><div>13</div><div>Click Add.</div></div> <div><div>or</div></div> <div><div>14</div><div>Click add one or more from list to search for and select Learners.</div></div> <div><div>15</div><div>Click Next.</div></div>	<div><div><div>Record Learning Event</div><div>Help</div></div><div>> Step 1 > Step 2 > Step 3 > Step 4</div><div><div>Step 4: Select Learners</div><div>PreviousNext</div></div><div>* = Required Fields</div><div><div>Add Learners</div><div>14</div></div><div>Enter Learner ID or add one or more from list</div><div><div>* Learner ID:</div><div>12</div><div>13Add</div></div><div><div>Edit Selected Learners</div><div>11Apply Changes</div></div><div>Select All / Deselect All</div><div><div>9</div><table><thead><tr><th>Learner ID</th><th>Name</th><th>Remove</th></tr></thead><tbody><tr><td>C-kaclarke</td><td>CLARKE, KELLY A</td><td>10</td></tr><tr><td>C-pemoreira</td><td>MOREIRA, PEDRO E</td><td></td></tr><tr><td>C-immunoz</td><td>MUNOZ, LINDA M</td><td></td></tr><tr><td>C-cjowen1</td><td>OWEN, CHRISTOPHER J</td><td></td></tr></tbody></table><div>Select All / Deselect All</div></div></div>	Learner ID	Name	Remove	C-kaclarke	CLARKE, KELLY A	10	C-pemoreira	MOREIRA, PEDRO E		C-immunoz	MUNOZ, LINDA M		C-cjowen1	OWEN, CHRISTOPHER J						
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<div><div>16</div><div>Step 5: <i>Edit Learner Event Information</i> of the Recording Learning wizard displays.</div></div> <div><div>16</div><div>Select an option in the drop-down menu to adjust a Learner’s status.</div></div> <div><div>17</div><div>Enter comments (optional).</div></div> <div><div>18</div><div>Enter or adjust grade (optional).</div></div> <div><div>19</div><div>Click Next.</div></div>	<div><div><div>Record Learning Event</div><div>Help</div></div><div>> Step 1 > Step 2 > Step 3 > Step 4 > Step 5</div><div><div>Step 5: Edit Learner Event Information</div><div>PreviousNext</div></div><div><div>17</div><div>18</div><div>16</div><div>19</div></div><table><thead><tr><th>Learner</th><th>Comments</th><th>Grade</th><th>Status</th></tr></thead><tbody><tr><td>C-kaclarke (CLARKE, KELLY A)</td><td></td><td></td><td>COURSE_COMP (Completed) - For Credit</td></tr><tr><td>C-pemoreira (MOREIRA, PEDRO E)</td><td></td><td></td><td>COURSE_COMP (Completed) - For Credit</td></tr><tr><td>C-immunoz (MUNOZ, LINDA M)</td><td></td><td></td><td>COURSE_COMP (Completed) - For Credit</td></tr><tr><td>C-cjowen1 (OWEN, CHRISTOPHER J)</td><td></td><td></td><td>COURSE_COMP (Completed) - For Credit</td></tr></tbody></table><div>Note: Any comments entered will appear on a Learning History report.</div></div>	Learner	Comments	Grade	Status	C-kaclarke (CLARKE, KELLY A)			COURSE_COMP (Completed) - For Credit	C-pemoreira (MOREIRA, PEDRO E)			COURSE_COMP (Completed) - For Credit	C-immunoz (MUNOZ, LINDA M)			COURSE_COMP (Completed) - For Credit	C-cjowen1 (OWEN, CHRISTOPHER J)			COURSE_COMP (Completed) - For Credit
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<div>22</div> <div>If competencies need to be assessed as a result of recording the Learning Event, select the Automatically Assess Related Competencies checkbox.</div> <div>Review Learning Event information.</div> <div>Click Finish.</div>	<div>Step 7: Record Event of the Recording Learning wizard displays.</div>	<div><div>Record Learning Event</div><div>> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6 > Step 7</div><div>Step 7: Record Event</div><div>PreviousFinish</div><div>24</div><div><div>Item: COURSE NASA-TRADEV (Rev 1 - 5/3/2012 09:36 AM America/New York)</div><div>Item Title: Training Development</div><div>Instructor:</div><div>Completion Date: 5/30/2012 12:00 PM America/New York</div><div>Contact Hours: 8.00</div><div>Automatically Assess Related Competencies: <input type="checkbox"/></div><div><div>Total: 8.00</div><div>CPE: 0.00</div><div>Default Tuition: 0.00 US Dollar (USD)</div><div>Credit Hours: 0.00</div></div></div><div><table><thead><tr><th>Learner</th><th>Status</th><th>Grade</th><th>Price</th><th>Cost Centers</th><th>Profit Centers</th><th>Order Ticket</th></tr></thead><tbody><tr><td>C-kaclarke (CLARKE, KELLY A)</td><td>COURSE_COMP (Completed)</td><td></td><td>0.00 USD (US Dollar)</td><td></td><td></td><td></td></tr><tr><td>C-pemoreira (MOREIRA, PEDRO E)</td><td>COURSE_COMP (Completed)</td><td></td><td>0.00 USD (US Dollar)</td><td></td><td></td><td></td></tr><tr><td>C-immunoz (MUNOZ, ...)</td><td>COURSE_COMP</td><td></td><td>0.00 USD (US Dollar)</td><td></td><td></td><td></td></tr></tbody></table></div></div>	Learner	Status	Grade	Price	Cost Centers	Profit Centers	Order Ticket	C-kaclarke (CLARKE, KELLY A)	COURSE_COMP (Completed)		0.00 USD (US Dollar)				C-pemoreira (MOREIRA, PEDRO E)	COURSE_COMP (Completed)		0.00 USD (US Dollar)				C-immunoz (MUNOZ, ...)	COURSE_COMP		0.00 USD (US Dollar)																													
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<div>25</div> <div>Click OK.</div>	<div>A pop-up may appear requesting that the page refresh before you proceed.</div>	<div><div>This action may take more than a few seconds. Please wait for the page to be refreshed.</div><div><div>25</div><div>OK</div></div></div>																																																						

<p>26 The status is displayed.</p> <p>27 Click Print to print a completion certificate report for each Learner listed.</p> <p>28 Click Email to email a completion certificate report to each Learner listed.</p> <p>28 Click Start Over to begin the Learning Event Recorder process again. This retains all Learners previously selected.</p>	<div> Finished </div> <p>Status:</p> <ul style="list-style-type: none"> The learning event has been successfully recorded. <p>28 Start Over...</p> <p>Generate Completion Certificates</p> <p>Learning event that provide credits have been successfully recorded for the following User(s).</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>HAARON</td> <td>Aaron, Hank</td> </tr> <tr> <td>ANLBAISE</td> <td>Baise, Andrew L</td> </tr> </tbody> </table> <p>26 Print 27 Email...</p> <p><i>Note: The Learner whose status was changed to 'No Credit' does not appear in the list of Learners to generate completion certificates.</i></p>	User ID	Name	HAARON	Aaron, Hank	ANLBAISE	Baise, Andrew L
User ID	Name						
HAARON	Aaron, Hank						
ANLBAISE	Baise, Andrew L						

Task C. View Learner Learning History tab

<p>1 Navigate to Learners > Learners.</p> <p>2 Enter search criteria to find one of the Learners for whom you just recorded a completion.</p> <p>3 Click Search.</p>	
<p>4 Click the Learner ID link to select the Learner record in edit mode.</p>	

5

Click **Learning History** from the Related area.

6

View Learning History.

Click the **View Details** link.

REBECCA L MIANI

Comments:

Last Name: MIANI

MI: L

First Name: REBECCA

Job Position: RESOURCE MANAGEMENT SPECIALIST

Position:

Email Address: rebecca.Lmiani@nasa.gov

*Domain: RESOURCE MANAGEMENT OFFICE (D)

Organization: RESOURCE MANAGEMENT OFFICE (D)

Primary Supervisor: BOUR, LAVONNE A (labour)

Related Admin:

Plateau Talent Gateway Access: No

View All

Related

More

Learning History

Learning Plan

Learning History

Curricula

Competency Profiles

External Requests (SF-182)

Assignment Profiles

Item Title

Status

Completion Date

Details

Sensitive But Unclassified Awareness Training

Completed

4/12/2010

View Details

CFOU PROCUREMENT 360

Completed

3/10/2011

View Details

NASA OFRC SECURITY AWARENESS REFRESHER

Completed

9/8/2009

View Details

Additional information on the Learning Event displays in a separate pop-up window.

Note: Any additional attached documents can be viewed here.

7

Click **Close**.

Learning History Details

Item: COURSE HQ-005-06 (Rev 03 - 10/24/2008 12:00 PM America/New York)

Title: Sensitive But Unclassified Awareness Training

Scheduled Offering ID:

Instructor:

Completion Date: 4/12/2010 11:14 AM America/New York

Completion Status: COURSE_COMP (Completed)

Total Hours: 1.00

Contact Hours: 0.00

CPE Hours: 0.00

Credit Hours: 0.00

Percentage Grade:

Comments:

File Attachments (0)

7

Close

Task D. Edit Learning Event Using Learning Event Editor

- 1 Navigate to **Learners > Tools > Learning Event Editor**.
- 2 Enter search criteria to find Learning Event (for example, search by Learner ID or between dates).
- 3 Click **Search**.

Learning Event Editor

Search

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: ☐ Yes ☒ No

Search All Locales: ☐ Yes ☒ No

Learner ID: Starts With

Item Description: Starts With

Completed Date After: (MM/DD/YYYY)

Completed Date Before: (MM/DD/YYYY)

Type of Learning Event: ☒ Items ☐ External Events ☐ Both

Items: Exact Type:

Add/Remove Criteria

Search **Save As** **Reset**

- 4 Click the **edit icon** (🔍) to select the Learning Event record.

Field Chooser [Download Search Results](#)

Records per Page: 25 Page: 1 2 3 4 5 «Previous Next» (8,951 total records) Page 1 of 359 Go

User ID	User Name	Item	Description	Completion Date	Completion Status
HAARON	Aaron, Hank	COURSE HR-101 (Rev 1 - 5/14/2003 12:00 AM America/New York)	Company Benefits Orientation	6/10/2003 04:00 PM America/New York	Attended Event or Activity
HAARON	Aaron, Hank	COURSE COMM0160 (Rev 1.5 - 12/23/2004 02:38 PM America/New York)	Managing and Working with Difficult People Simulation	3/14/2005 04:00 PM America/New York	Attended Event or Activity
HAARON	Aaron, Hank	COURSE PROJ0493 (Rev 5 - 12/23/2004 02:39 PM America/New York)	Project Quantitative Risk Analysis	3/15/2005 03:00 PM America/New York	Attended Event or Activity

Review the Learning Event details.

5 On the Summary tab, details such as the instructor, grade, completion status, completion date and time can be edited.

6 Click **Apply Changes** to save any edits made to the Learning Event record.

7 Click the **File Attachments** link to attach any external files to the Learning Event record.

***Note:** Attachment types and size are limited to your system's configuration. Contact your Administrator for details. Attachments are available to the Learner via **Completed Work**.*

8 Click **Continue**.

User: HAARON (Aaron, Hank)

Scheduled Offering: 133

Item: COURSE **HR-101** (Rev 1 - 5/14/2003 12:00 AM America/New York)

Item Title: Company Benefits Orientation

Completion Date: 6/10/2003 04:00 PM America/New York

Completion Status: CRS-ATND (Attended Event or Activity)

5

Summary

Financial

User Costs

Edit the Learning Event

7

File Attachments (0)

6

Apply Changes

Reset

Delete

Instructor ID: 

Instructor Name:

Grade:

Completion Status:

CRS-ATND (Attended Event or Activity) - For Credit

Total Hours:

8.00

(1000)

CPE:

3.00

(1000)

Learning Event Updated

The learning event has been successfully updated.

8

Continue