

APPLICABLE TO:

☒ Admin

☒ Manager

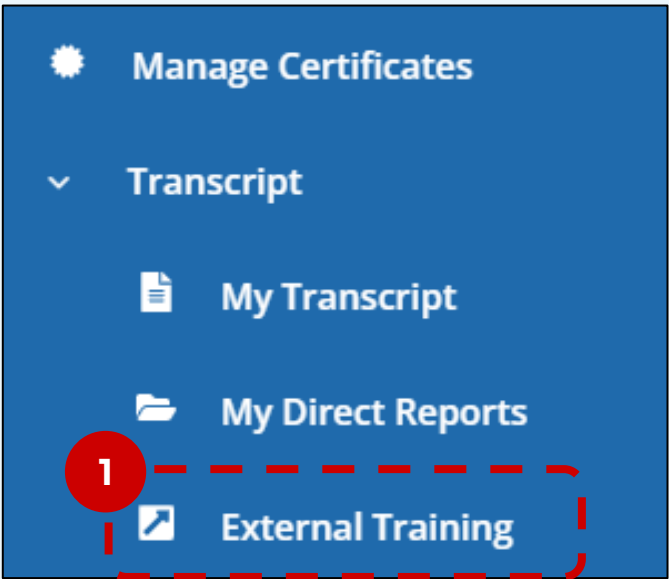
☒ Instructor

☐ Learner

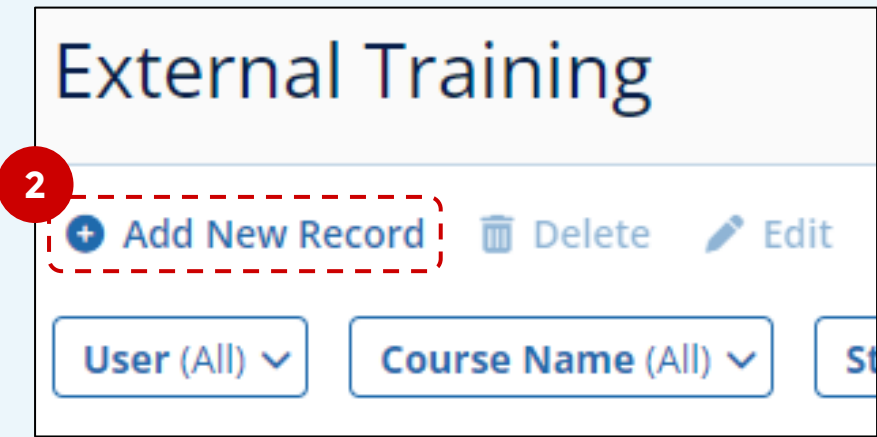
☒ GlobalLearn

*This document guides users in the process of creating a course in Global Learn, where an External Training has already been carried out and respective certificates issued.*

**1** Log in to Global Learn; in the main menu, expand **Transcript** and select **External Training**.



**2** Click on **Add New Record**.



**3** Complete the details for course creation (see related material if needed).

Add New Record

1 General Information

2 User Enrollment

3 Evidence Tracking

4 Completion Settings

3

General Information

External Training Name \*  
Environmental Protection Certification

School/Company \*  
Green Institute of the World

- 4
- Select the users that have participated in the External Training event.

1 General Information

2 User Enrollment

3 Evidence Tracking

4 Completion Settings

5 Review & Confirm

User Enrollment

All Users

Contact Type (All) v

Study/Site (All) v

Group (All) v

1 Items 1 Selected

<input type="checkbox"/>	Name	Email	Study/Site	Group
<input type="checkbox"/>	Harry Potter			2
<input checked="" type="checkbox"/>	Harry Secombe		105 - Trainin... B101 - Bathgate - S...	4

+ Add 1 User >

Cancel

Previous

Next

- 5
- Upload the external certificate(s) by Drag&Drop or browsing local files(click on the cloud-shaped icon). Selection will be listed under the upload box.

1 General Information

2 User Enrollment

3 Evidence Tracking

4 Completion Settings

5 Review & Confirm

Evidence Tracking

5

Drag & Drop or Select File

Recommended file formats are .pdf, .doc, .docx, .ppt, .xls, .xlsx, .txt, .jpg, .jpeg, .png, .gif, .bmp, .psd. The size of a file should be up to 1 GB.

External Training Certificate1.pdf x

6 Set your completion preferences. See step 7 if unlocking either option.

1 General Information

2 User Enrollment

3 Evidence Tracking

4 Completion Settings

5 Review & Confirm

6

Completion Settings

☒ Use Same Document for All Users

External Training Certificate1.pdf

☒ Use Same Completion Date for All Users

04/09/2024

Name	Email	Study/Site	Group
Harry Potter			2
Harry Secombe		105 - Training Team SS... B101 - Bathgate - Scotland	4

7 [optional] If either Document or Completion Date are unselected (not same for every user) use the panels on the right to make your selection.

Completion Date

04/09/2024

Upload Evidence on Behalf of Learner

External Training Certificate1.pdf

04/09/2024

7

External Training Certificate1.pdf

Select Evidence Document

External Training Certificate1.pdf

8 Review the settings for each step (expand as needed), then click **Add Record** to complete.

1 General Information

2 User Enrollment

3 Evidence Tracking

4 Completion Settings

5 Review & Confirm

Review & Confirm

General Info

Evidence Tracking

Users

Cancel

Previous

8 Add Record