

How to Add a Course with External Training

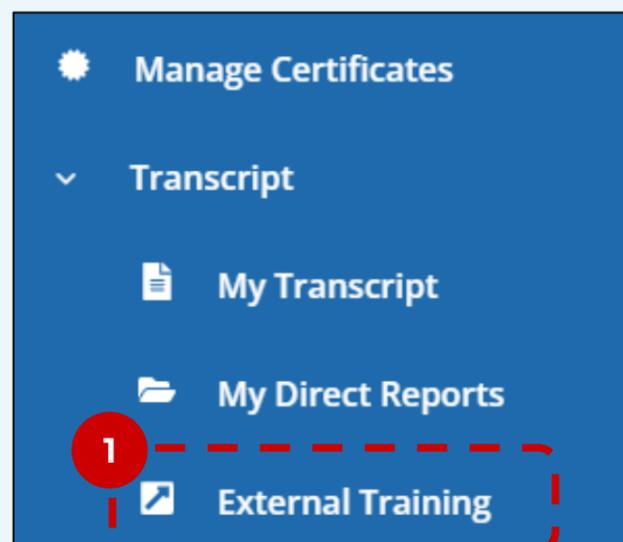
GlobalLearn v2.5

APPLICABLE TO:

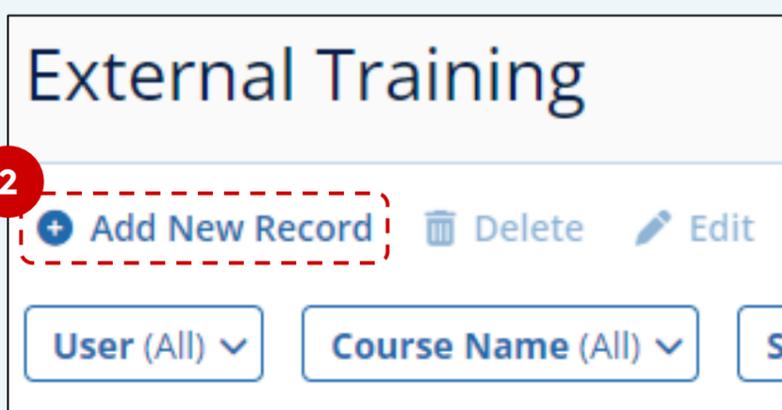
- Admin
 - Manager
 - Instructor
 - Learner
- GlobalLearn

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.

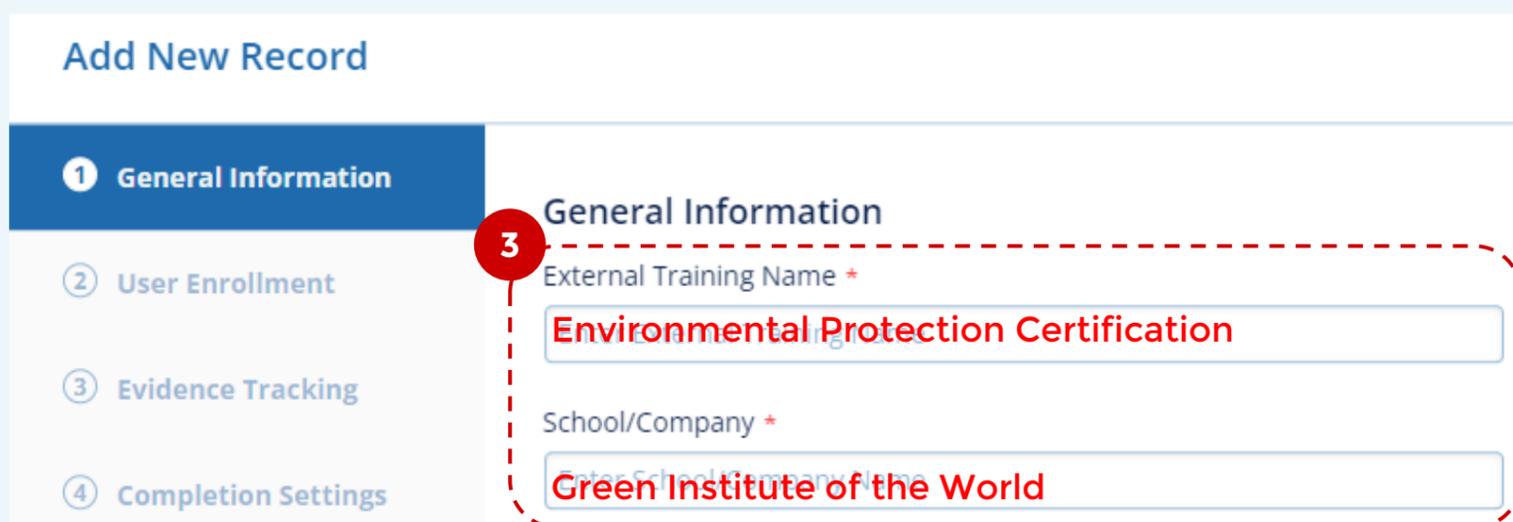
1 Log in to Global Learn; in the main menu, expand **Transcript** and select **External Training**.



2 Click on **Add New Record**.



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



- 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

Q harry

Contact Type (All) Study/Site (All) Group (All)

1 Items 1 Selected

<input type="checkbox"/>	Name	Email	Study/Site	Group
<input type="checkbox"/>	Harry Potter	[redacted]		2 ✓
<input checked="" type="checkbox"/>	Harry Secombe	[redacted]	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.

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.

Name	Email	Study/Site	Group
Harry Potter	[redacted]		2
Harry Secombe	[redacted]	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

Select Evidence Document

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

Review & Confirm

- General Info
- Evidence Tracking
- Users

Cancel Previous **Add Record**