

How to Submit Evidence of External Training

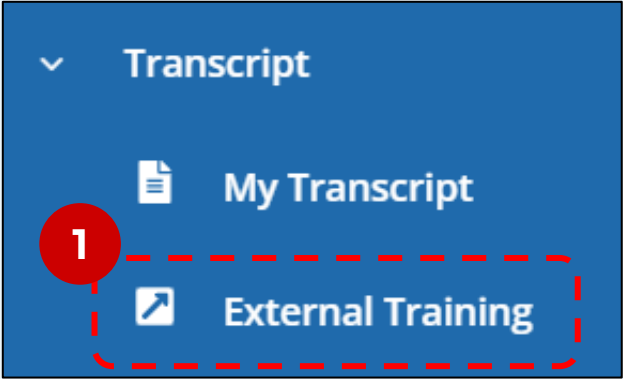
GlobalLearn v2.5



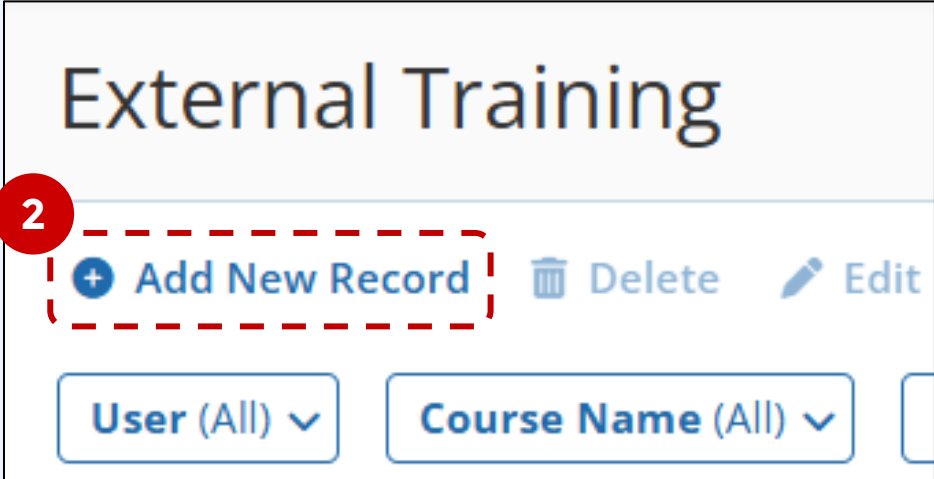
APPLICABLE TO:

- Admin
- Manager
- Instructor
- Learner
- GlobalLearn

1 Log in to Global Learn and navigate to the Transcript/External Training page.



2 Click on the Add New Record button.



3 In panel 1: General Information, enter the Name of the training, the provider, and the Date of completion. Click Next at the bottom of the page to confirm.

3

General Information

External Training Name *

External Course Title

School/Company *

Learning Provider ABC

Completion Date *

DD/MM/YYYY



Credits

Enter Credits

4 In Panel 2: Evidence Tracking, upload via **Drag&Drop** or **browse** to select the Evidence of completed learning.

 *A preview of the file will be shown immediately after.*

Evidence Tracking



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.

Click on **Next** under the evidence preview to advance.

Cancel

Previous

Next

5 Panel 3: Review & Confirm allows you to check your entry for any potential mistakes. If you find any, click on the respective **panel** (1 or 2) on the left to see content and correct. Otherwise, click on **Add Record** to complete the process.

5a

1 General Information

2 Evidence Tracking

3 Review & Confirm

Review & Confirm

General Info

External Training Name

External Learning Example School/Company


Provider of Training #246-B

Completion Date

03 Jun 2025

Evidence Tracking

File

 Blank Training Certificate.pdf

Cancel

Previous

5b Add Record