

# How to Add a Course with External Training



GlobalLearn v2.6

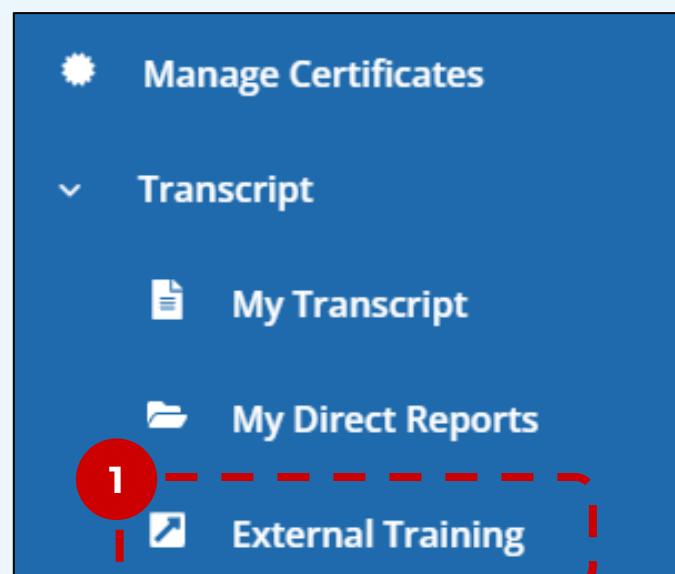
## APPLICABLE TO:

- Admin
- Manager
- Instructor
- Learner

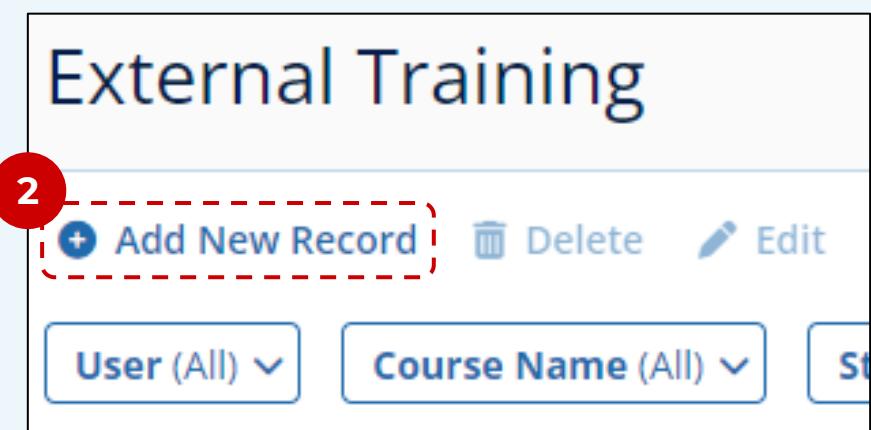
## GlobalLearn

This document guides users in the process of creating a course in Global Learn, where External training has already occurred and respective certificates have been issued. The course content is not be stored in GlobalLearn.

- 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).

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

The screenshot shows the 'User Enrollment' screen. On the left, a sidebar lists steps: 1 General Information, 2 User Enrollment (selected), 3 Evidence Tracking, 4 Completion Settings, and 5 Review & Confirm. The main area is titled 'User Enrollment' and 'All Users'. A search bar contains 'harry'. Below are filters for 'Contact Type (All)', 'Study/Site (All)', and 'Group (All)'. A table lists '1 Items 1 Selected':

Name	Email	Study/Site	Group
Harry Potter	[redacted]	105 - Trainin...	2
Harry Secombe	[redacted]	B101 - Bathgate - S...	4

Red callouts point to the 'Name' column of the first row (4.1) and the 'Add 1 User' button (4.2). At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

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.

The screenshot shows the 'Evidence Tracking' screen. On the left, a sidebar lists steps: 1 General Information, 2 User Enrollment, 3 Evidence Tracking (selected), 4 Completion Settings, and 5 Review & Confirm. The main area is titled 'Evidence Tracking'. A dashed box highlights a file upload area with a cloud icon and the text 'Drag & Drop or Select File'. Below it, a note says: '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.' A file named 'External Training Certificate1.pdf' is listed in the upload box.

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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

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 (i.e. not the same for every learner), use the panels on the right to make a selection.

Completion Date

04/09/2024

Upload Evidence on Behalf of Learner

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 Add Record