

- APPLICABLE TO:
- ☒ Admin

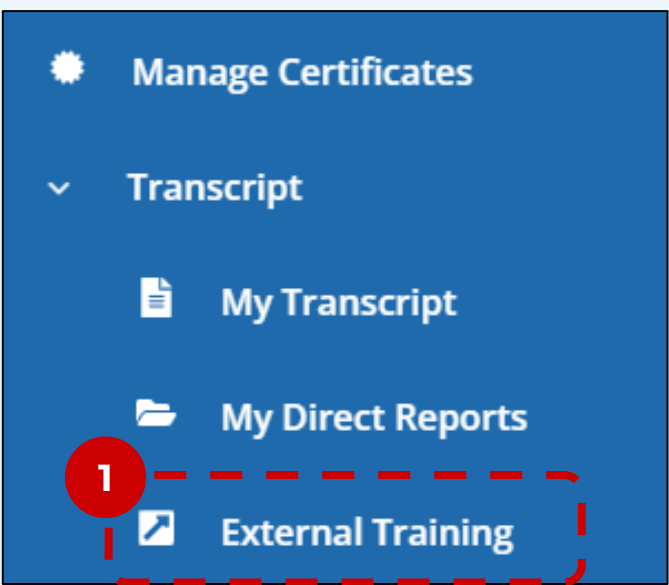
☒ Manager

☒ Instructor

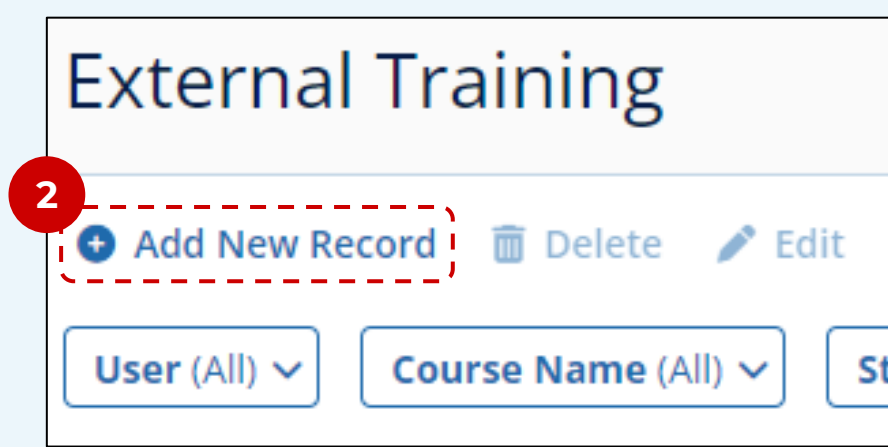
☐ Learner
- ☒ GlobalLearn

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).

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

Q harry

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 (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

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