How to Submit Evidence of External Training

GlobalLearn v2.6

**TRIAL INTERACTIVE**

**APPLICABLE TO:**

- Admin
- Manager
- Instructor
- Learner

- GlobalLearn

GlobalLearn supports entries documenting external learning (subject to configuration), which any user can submit for approval via the Transcript section of the platform.

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

> ∨ Transcript
>
> 📄 My Transcript
>
> **1** ↗ External Training
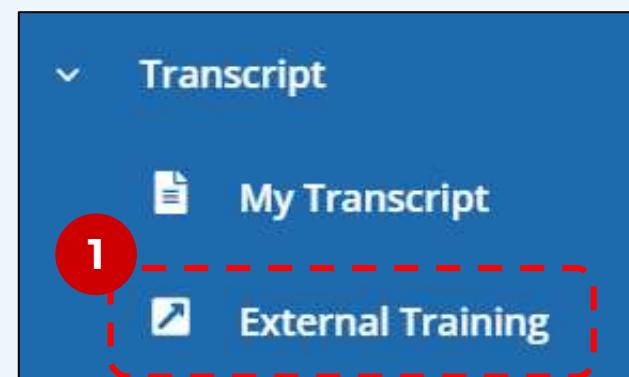
2 Click on the **Add New Record** button.

> **External Training**
>
> **2** ⊕ Add New Record 🗑 Delete ✏ Edit
>
> User (All) ∨   Course Name (All) ∨
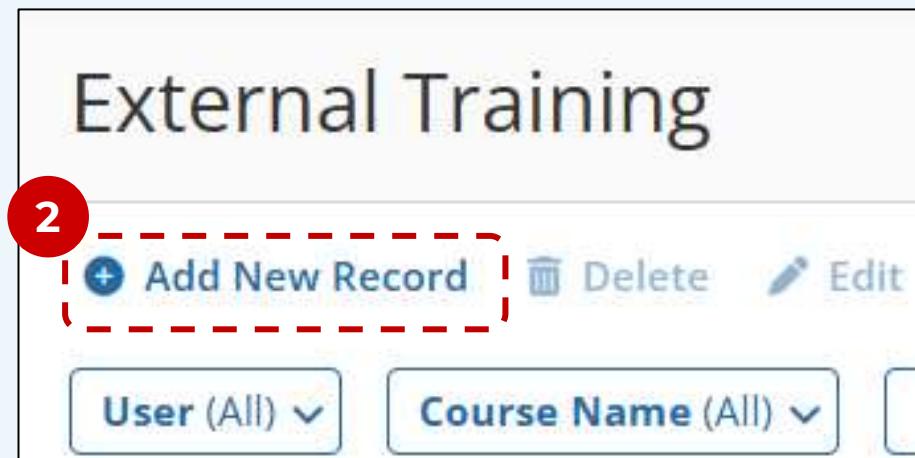
3 In panel 1: General Information, **enter** the Name of the training, the provider, and the Date of completion. Click **Next** at the bottom of the page to confirm.

> **General Information**
>
> **3** External Training Name *
>
> External Course Title
>
> School/Company *
>
> Learning Provider ABC
>
> Completion Date *   Credits
>
> DD/MM/YYYY 📅   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.
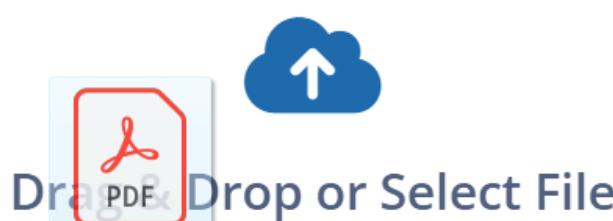
Click on **Next** under the evidence preview to advance.

4 Cancel | Previous | Next

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

5a
1. General Information
2. Evidence Tracking
3. Review & Confirm
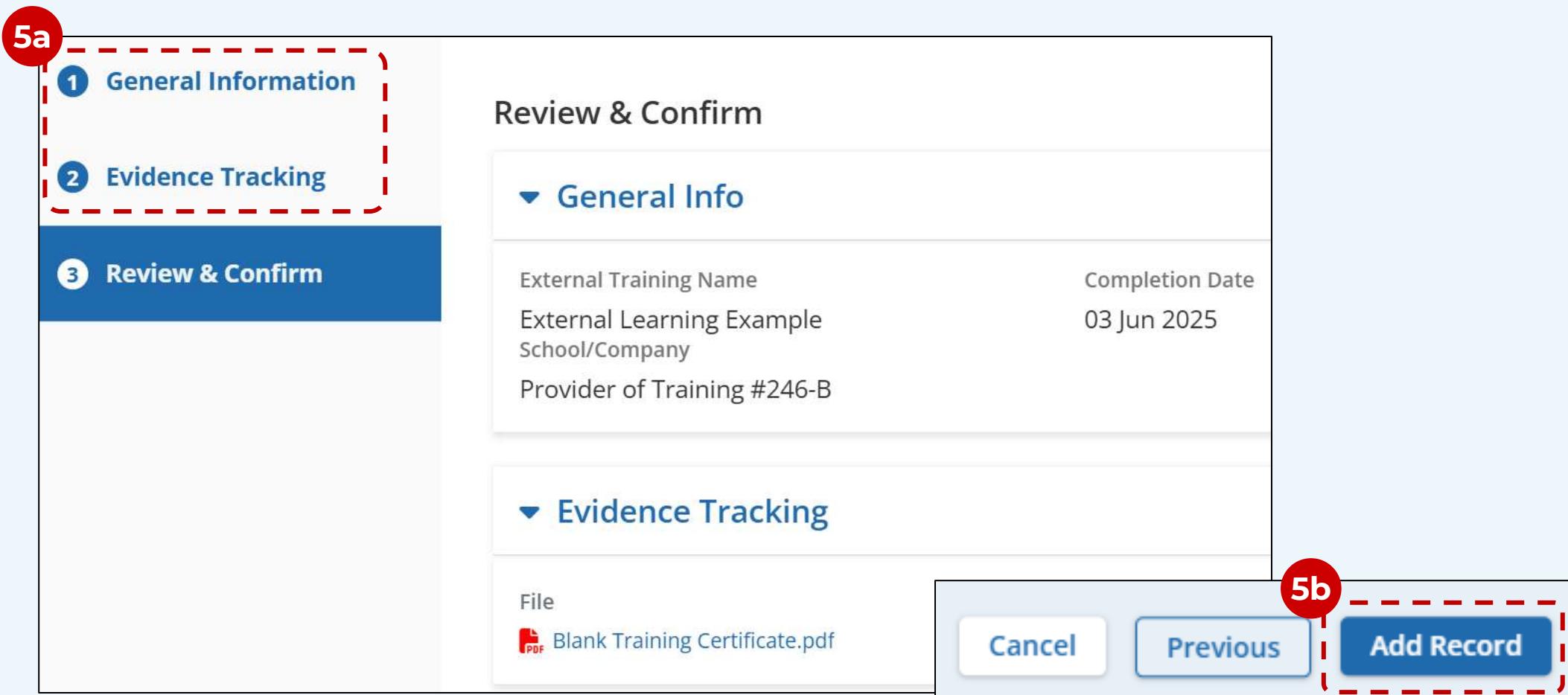
Review & Confirm

▼ **General Info**

External Training Name	Completion Date
External Learning Example	03 Jun 2025

School/Company
Provider of Training #246-B

▼ **Evidence Tracking**

File
📄 Blank Training Certificate.pdf

5b Cancel | Previous | Add Record