

Training Records Overview

Training Records are the historical record of all your training achievements within the Claromentis LMS.

Everytime you complete a Learning Path, Course, Quiz or Event, this item will appear within the training records section of the LMS in chronological order. Here is an example:

Date	Item Name	Type	Actions
13 July 2017	Example Path (EGP)	Learning Path	Edit, Delete
13 July 2017	Example Event (STP1)	Event	Edit, Delete
3 July 2017	Company Knowledge	Quiz	Edit, Delete
25 January 2017	Claromentis Beginner (CLABEG)	Learning Path	Edit, Delete
25 January 2017	Claromentis Drop In Session (CLADROP)	Event	Edit, Delete

With the correct permissions, you can enable managers to view a subordinates training records for appraisals and to measure staff progress within the learning platform.

The permissions can also be expanded upon to allow for users to view the training records of all users or team mates. This permissions is very useful in particular for the HR team who may be focused on the learning and development of all users.

View training records for

Select user

Browse

Download as CSV



Abigail Clark

Human Resources Assistant

+ Add New Record

+ Add Certificate

Latest progress

Claromentis Beginner
Points: 40/40

100%


Filter by...




Training Records

1

In addition to listing all completed training records a user (provided they have permissions) can create unique training records to be added directly into the training record list, this allows users to add external training records to showcase additional learning not directly tied to the LMS syllabus, allowing for users to show progression outside of the businesses required learning material. These training records can also be used to complete steps of the syllabus using qualification codes.

 Add single user

 Add multiple users

Training Name *

Training Name

Training Provider

Training Provider

Date Completed *


 Has a Certificate?

Qualification Code

Qualification Code

Other Information



B

I

U

F

x₂x²

EMAIL


 Send notification to the user that their record has been updated

Save

Cancel