
















## 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:

13 July 2017		<b>Example Path (EGP)</b> Learning Path	 
13 July 2017		<b>Example Event (STP1)</b> Event	 
3 July 2017		<b>Company Knowledge</b> Quiz	 
25 January 2017		<b>Claromentis Beginner (CLABEG)</b> Learning Path	 
25 January 2017		<b>Claromentis Drop In Session (CLADROP)</b> Event	 

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.

Learning / Training Records

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

18 July 2017

Claromentis Beginner (CLABEG)  
Learning Path

18 July 2017

Claromentis Drop-In Session (CLARODROP)  
Event

18 July 2017

Claromentis Essentials (CLAESS)  
E-Learning

17 July 2017

1-2-1 Training with Manager (CLAROTAT)  
Training Record

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.

Learning / Training Records / Add/Edit Record Details

Add single user
 Add multiple users

Training Name \*

Training Provider

Date Completed \*

☐ Has a Certificate?

Qualification Code

Other Information

☐ Send notification to the user that their record has been updated

Save

Cancel

Last modified on 1 December 2023 by [Hannah Door](#)

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Tags: [learning](#), [record](#), [training](#)