


















## 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


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

 **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.

Learning / Training Records / Add/Edit Record Details

 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** ~~X~~ ~~X~~2 EMAIL 

☐ 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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