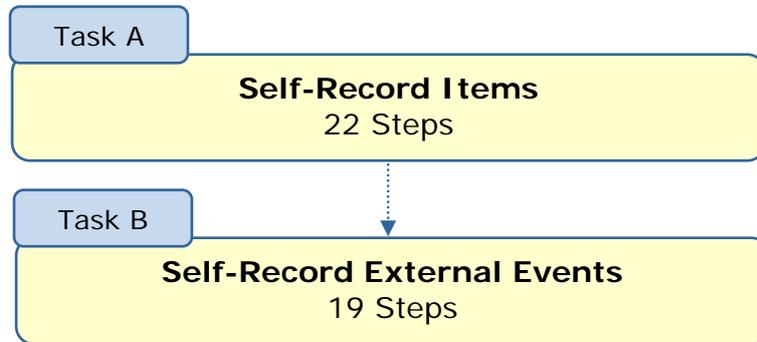


## Job Aid: Self-Recording Learning Event

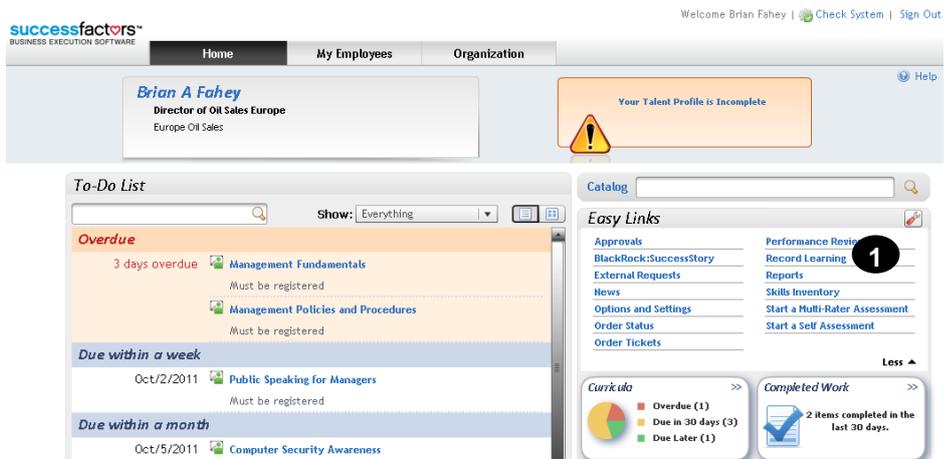
### Purpose

The purpose of this job aid is to guide users through the step-by-step process of self-recording items and external learning events.



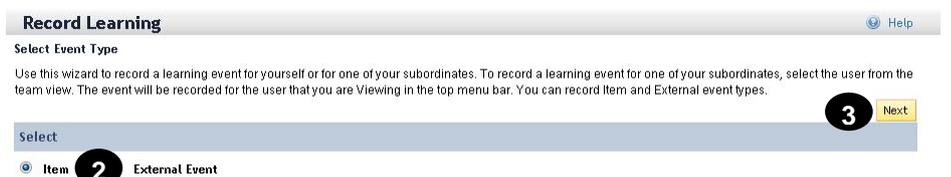
### Task A. Self-Record Items

1 From the Home page click the Record Learning easy link.



2 Select the Item radio button.

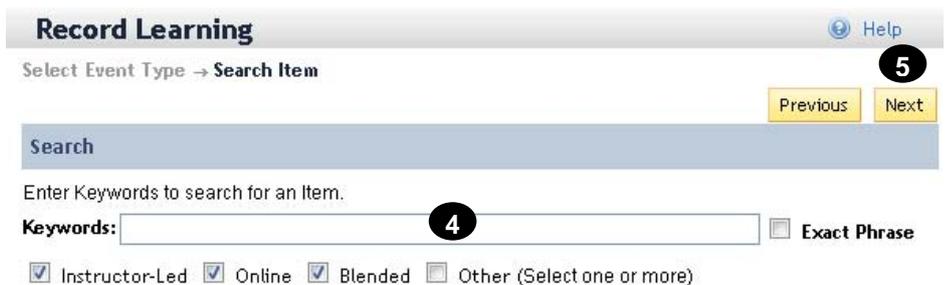
3 Click Next.



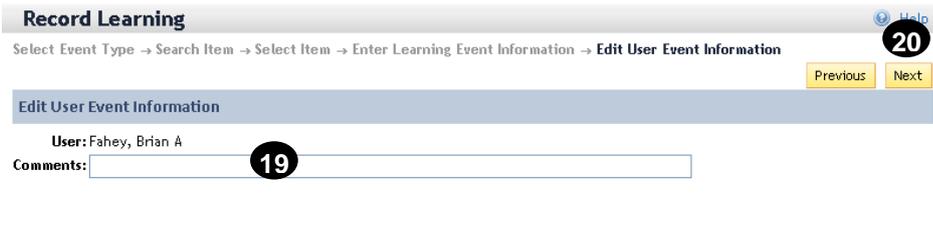
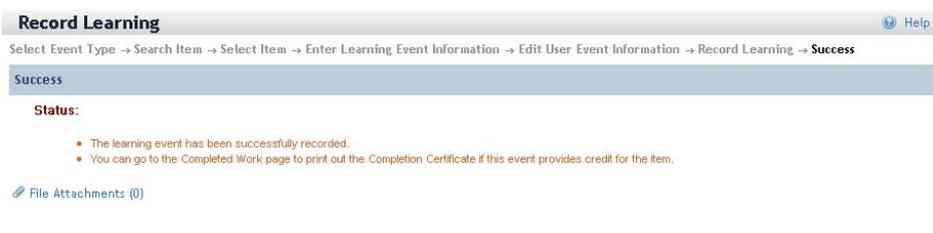
4 Enter keywords to search for the item.

*Note: Leave the Keywords textbox blank to perform an open search for items.*

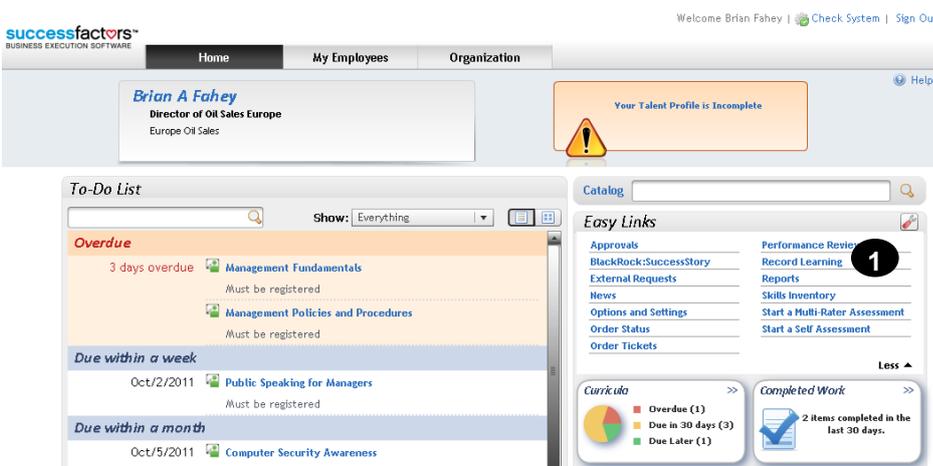
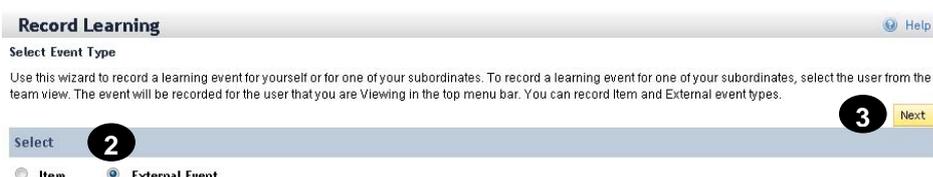
5 Click Next.



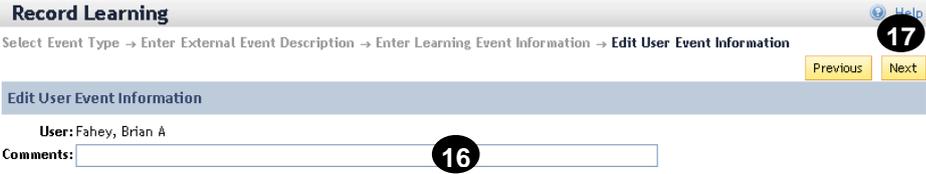
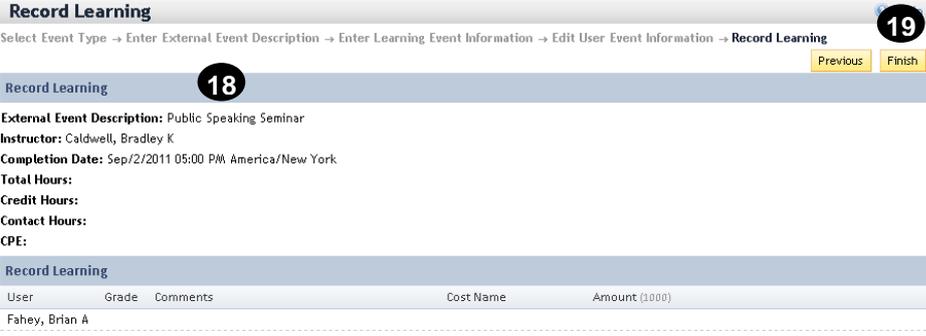
<p><b>6</b> From the search results list, select the radio button in the <i>Select</i> column of the item to record.</p> <p><b>7</b> Click Next.</p>	<p><b>Record Learning</b> <a href="#">Help</a></p> <p>Select Event Type → Search Item → Select Item</p> <p><b>Keywords:</b> (none specified)</p> <p><b>Exact Phrase:</b> No</p> <p>Previous <b>7</b> Next</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Title</th> <th>Revision Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td><b>6</b> <input type="radio"/></td> <td>360-Degree Performance Appraisal Simulation</td> <td>Dec/23/2004</td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td>6.4 LMS Overview</td> <td>Sep/27/2011</td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td>A Manager's Primer for Ensuring Accountability</td> <td>Dec/23/2004</td> <td></td> </tr> </tbody> </table>	Select	Title	Revision Date	Select	<b>6</b> <input type="radio"/>	360-Degree Performance Appraisal Simulation	Dec/23/2004		<input type="radio"/>	6.4 LMS Overview	Sep/27/2011		<input type="radio"/>	A Manager's Primer for Ensuring Accountability	Dec/23/2004	
Select	Title	Revision Date	Select														
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<input type="radio"/>	6.4 LMS Overview	Sep/27/2011															
<input type="radio"/>	A Manager's Primer for Ensuring Accountability	Dec/23/2004															
<p><b>8</b> Click in the Instructor ID textbox and enter the instructor.</p> <p><b>or</b></p> <p>Click the Select link to select the instructor from the list.</p> <p><b>9</b> Enter your grade in the Grade textbox.</p> <p><b>10</b> Select the completion status.</p> <p><b>11</b> Enter the completion date.</p> <p><b>or</b></p> <p>Click the Select date icon to select a date from the calendar pop-up.</p> <p><b>12</b> Enter the completion time in the Completion Time textbox.</p> <p><b>13</b> Select the time zone where the learning event took place.</p> <p><b>14</b> Enter the total hours of the learning event.</p> <p><b>15</b> Enter the credit hours in the Credit Hours textbox.</p> <p><b>16</b> Enter the contact hours.</p> <p><b>17</b> Enter the CPE credits in the CPE textbox.</p> <p><b>18</b> Click Next.</p>	<p><b>Record Learning</b> <a href="#">Help</a></p> <p>Select Event Type → Search Item → Select Item → Enter Learning Event Information</p> <p><b>6.4 LMS Overview</b></p> <p>COURSE 6.4 Overview</p> <p><b>Revision:</b> 1 - Sep/27/2011 03:41 PM America/New York</p> <p><b>Item Description:</b> 6.4 LMS Overview</p> <p>Previous <b>18</b> Next</p> <p><b>Enter Learning Event Information</b></p> <p>* = Required Fields</p> <p><b>Instructor ID:</b> <input type="text"/> <a href="#">Select</a> <b>8</b></p> <p><b>Instructor Name:</b> <input type="text"/></p> <p><b>Grade:</b> <input type="text"/> <b>9</b></p> <p>* <b>Completion Status:</b> <input type="text"/> <b>10</b></p> <p>* <b>Completion Date:</b> <input type="text"/> <b>11</b></p> <p><small>(MMM/d/yyyy )</small></p> <p>* <b>Completion Time:</b> <input type="text"/> <b>12</b></p> <p><small>(hh:mm AM/PM)</small></p> <p>* <b>Time Zone:</b> <input type="text"/> <b>13</b></p> <p><small>Eastern Standard Time (America/New York)</small></p> <p><b>Total Hours:</b> <input type="text"/> <b>14</b></p> <p><small>(1000)</small></p> <p><b>Credit Hours:</b> <input type="text"/> <b>15</b></p> <p><small>(1000)</small></p> <p><b>Contact Hours:</b> <input type="text"/> <b>16</b></p> <p><small>(1000)</small></p> <p><b>CPE:</b> <input type="text"/> <b>17</b></p> <p><small>(1000)</small></p> <p>Previous Next</p>																

<p><b>19</b> Enter any comments in the Comments textbox. If applicable, edit user costs.</p> <p><b>20</b> Click Next.</p>		
<p><b>21</b> Verify the item information.</p> <p><b>22</b> Click Finish.</p>		
<p>Your item is recorded. You can go to the Completed Work page to print the completion certificate if this event provides credit.</p>		

## Task B. Self-Record External Events

<p><b>1</b> From the Home page click the Record Learning link in the Easy Links section.</p>		
<p><b>2</b> Click the External Event radio button.</p> <p><b>3</b> Click Next.</p>		

<p>4 Enter a description for the external event in the Description textbox.</p> <p>5 Click Next.</p>		
<p>6 Click the Select link to select the instructor.</p> <p>7 Enter your grade in the Grade textbox.</p> <p>8 Enter the completion date in the Completion Date textbox.</p> <p>or</p> <p>Click the Select date icon to select a date from the calendar pop-up.</p> <p>9 Enter the completion time in the Completion Time textbox.</p> <p>10 Select the time zone where the learning even took place from the Time Zone drop-down menu.</p> <p>11 Enter the total hours of the learning event in the Total Hours textbox.</p> <p>12 Enter the credit hours in the Credit Hours textbox.</p> <p>13 Enter the contact hours in the Contact Hours textbox.</p> <p>14 Enter the CPE credits in the CPE textbox.</p> <p>15 Click Next.</p>		

<p>16 Enter any comments in the Comments textbox.</p> <p>17 Click Next.</p>		
<p>18 Verify the external event information.</p> <p>19 Click Finish.</p>		
<p>Your external event is recorded.</p>		