

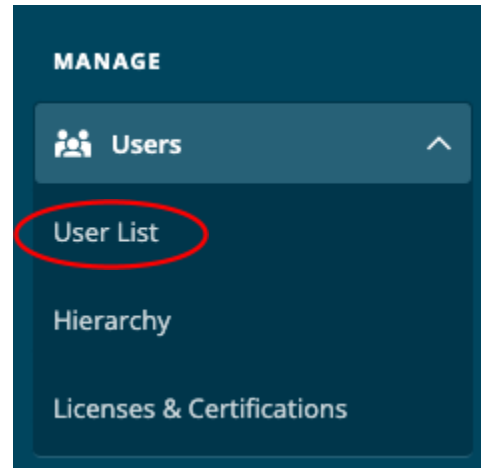
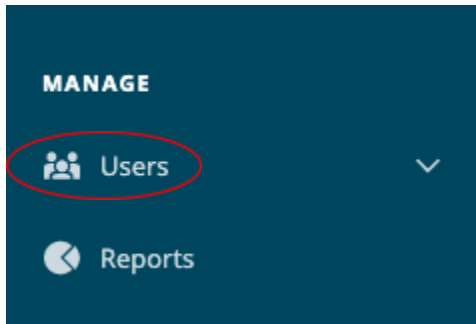
When you log in to the Relias system ensure that you are logged in under your Supervisor role.



Supervisor Name

Supervisor

Follow these steps to get your staff's external training onto their transcript.  
Step 1: Go to the Relias Menu on the left of the screen and select Users > User List.





Step 2: Find the employee to whose transcript you will be adding the external course.  
Step 3: Select the transcript button which is the open book icon to the left of the learner's name.

USER LIST EXPORT USERS

Filter By: A - Z Active

Activate On Leave Deactivate + New User

User	Hierarchy	Role	Active
  Learner Name	L'Arche Boston North: Relief		✓

Step 4: Once you are in viewing the user's transcript click Add External Course above all filters.

Back to User List

TRANSCRIPT ASSIGNMENT DETAILS LICENSE/CERTIFICATION ATTENDANCE RECORD

TRANSCRIPT EDIT USER ADD EXTERNAL COURSE EXPORT PRINT TRANSCRIPT Hire Date:

Filter By: All Types Show All Trainings Completed on R... All Certificates BrainSparks Op...

Specify Dates... Apply Clear

Only trainings that are set to 'Allow Override Status = Yes' in Course and Event Management are eligible for completion data modification.

Step 5: Input the information required for the External Training.

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### Add External Training - Learner Name

Course Title \*

Select an External Training...

Start Date \*      Completed \*

Exam Score %

Location

Credit Hours \*      Cost

Purpose

Add Certificate To Upload

Choose File    No file chosen

SUBMIT

CANCEL

Step 6: Utilize the drop-down to select the training you need to add to the transcript.

Step 7: Manually Input the dates for the training. This can be a date range or a single day.

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### Add External Training - Learner Name

Course Title \*

Director of Residential Services Orientation

Start Date \*      Completed \*

5/15/2023      5/19/2023

Exam Score %

Location

Credit Hours \*      Cost

0.00

Purpose

Training of New Assistants

Add Certificate To Upload

Choose File    No file chosen

SUBMIT

CANCEL

Step 8: Click Submit. Once you submit you can view the external course in the user's transcript.

For Reference:

Within the Relias site, any Section with an asterisk \* is a required field in the system. The required field boxes are also a light blue color. The white-colored boxes are optional. There are also grey boxes that are pre-determined by the course creator and cannot be changed. For adding an external course the designations are below:

Required Fields:

- Course Title
- Start Date
- Completed

Optional Fields:

- Exam Score %
- Location
- Cost

Pre-determined Fields:

- Credit Hours
- Purpose

Here are some additional examples of ways to fill out this external course completion section:

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### Add External Training - Learner Name

<b>Course Title *</b> Community Outreach & Development Coordinator Orientation	
<b>Start Date *</b> 5/15/2023	<b>Completed *</b> 5/15/2023
<b>Exam Score %</b> 	
<b>Location</b> 	
<b>Credit Hours *</b> 0.00	<b>Cost</b> 
<b>Purpose</b> Training of New Assistants	
<b>Add Certificate To Upload</b> Choose File No file chosen	

**SUBMIT**

**CANCEL**

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### Add External Training - Learner Name

<b>Course Title *</b> Community Nurse Orientation	
<b>Start Date *</b> 5/18/2023	<b>Completed *</b> 5/18/2023
<b>Exam Score %</b> 85	
<b>Location</b> Residential Home	
<b>Credit Hours *</b> 0.00	<b>Cost</b> 
<b>Purpose</b> Training of New Assistants	
<b>Add Certificate To Upload</b> Choose File No file chosen	

**SUBMIT**

**CANCEL**