

How to add Self Reported Training to your Transcript

If you have attended training outside of UHN and would like to have it appear on your transcript, follow the steps below.

Note: Your Manager will be able to view the training information on your transcript as well.

Log into the UHN eLearning Centre at: <http://intranet/education/elearning/>.

Select **Learn** on the toolbar, then **Self Reported Training** from the drop down menu.

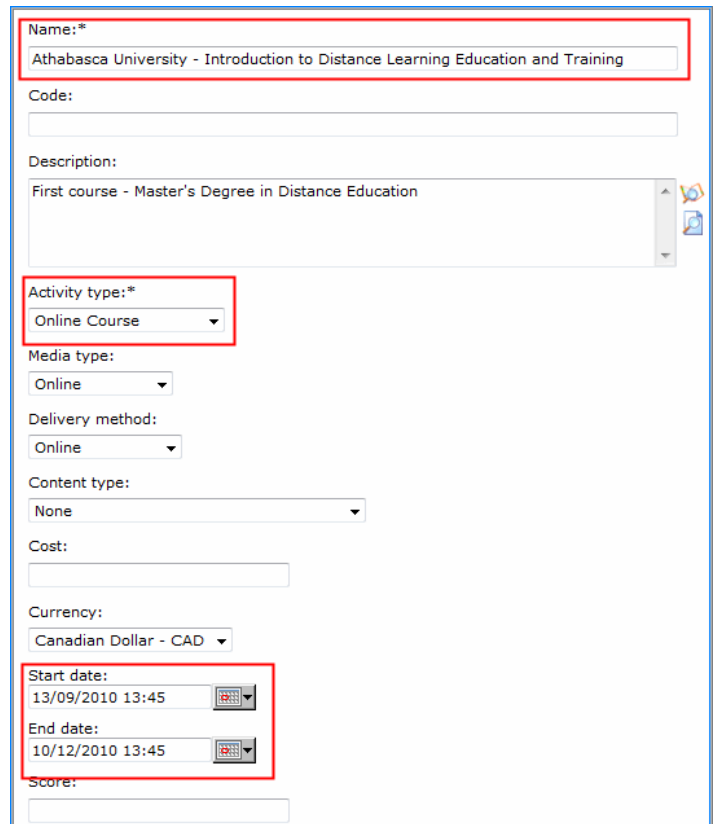
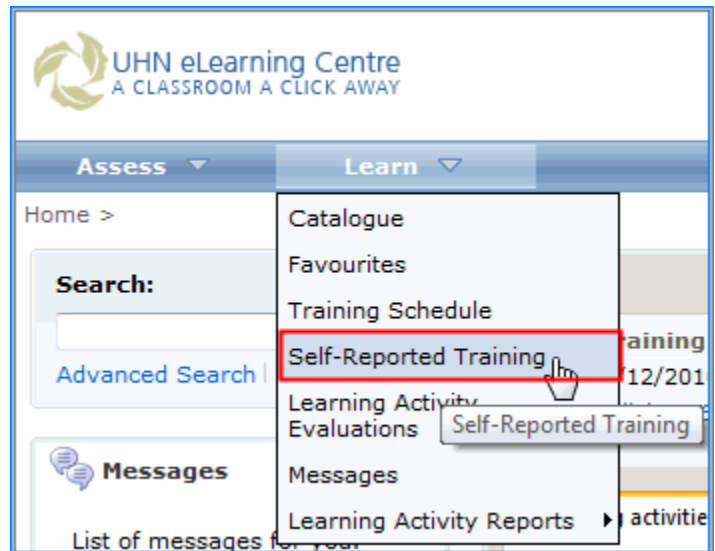
Click the **New** button to add a new training activity to your transcript.

You will now see the Self Reported Training Properties page. This is where you will add the details that will show on your transcript.

There are only 2 required fields on this page: **Name** and **Activity Type**.

You can add as much detail as you like from any of the other drop down menus.

Click the **OK** button.

A screenshot of the 'Self-Reported Training Properties' form. The form contains several input fields and dropdown menus. The 'Name' field is filled with 'Athabasca University - Introduction to Distance Learning Education and Training' and is highlighted with a red box. The 'Activity type' dropdown is set to 'Online Course' and is also highlighted with a red box. Other fields include 'Code', 'Description' (filled with 'First course - Master's Degree in Distance Education'), 'Media type' (set to 'Online'), 'Delivery method' (set to 'Online'), 'Content type' (set to 'None'), 'Cost', 'Currency' (set to 'Canadian Dollar - CAD'), 'Start date' (set to '13/09/2010 13:45'), 'End date' (set to '10/12/2010 13:45'), and 'Score'. The 'Start date' and 'End date' fields are also highlighted with red boxes.

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You will receive a message that your activity has been added successfully.

If you want to edit your training activity details after you have entered them, click the pencil icon.

📢 The activity has been added successfully.

Self-Reported Training

This is a list of your self-reported training. You and your manager may be able to enter training you have taken, or will take, that is not shown in the system catalogue.

Search: [Help](#)

Selected Items: 0 | Records: 1

<input type="checkbox"/>		Name	Code	Activity Type	Start Date ^	End Date
<input type="checkbox"/>		Athabasca University - Introduction to Distance Learning Education and Training		Online Course	13/09/2010	10/12/2010

To see how this appears on your transcript, click **Learn** on the Blue toolbar and then **Learning Activity Reports**, and then **Training Transcript**. Your Self Reported Training will appear below your UHN training activities.

Self-Reported Training						
Activity	Estimated Credit Hours	Start Date	Completion Date	Score	Grade	Attended Duration
Online Course: Athabasca University - Introduction to Distance Learning Education and Training		13/09/2010	10/12/2010			Days: 0, Hours: 0, Minutes: 0, Seconds: 0

If you have any difficulties adding your self reported training activities, email the LMS Analyst at elearning@uhn.on.ca.