

HOW TO MANAGE MY COURSES PAGE

This document describes how to manage your My Courses page. It is broken down into two sections:

- How to manage your course lists
- How to manage your completed trainings, including
 - How to [manually add](#) additional completed trainings
 - How to access and download your [Learning Record](#)
 - How to [download certificates](#) from each training

I. HOW TO MANAGE YOUR COURSE LISTS

Your course lists are categorized into three sections. They are:

- a. Registered
- b. Saved
- c. Completed

The screenshot shows the 'My Courses' page in Learning Central. It is divided into three sections: 'Registered', 'Saved', and 'Completed'. Each section title is highlighted with a red box. The 'Registered' section contains a table with columns for Course, Start, Time, Location, Status, and Edit. The 'Saved' section contains a table with columns for Course, Provider, Start, and Remove. The 'Completed' section contains a note about viewing completed course information.

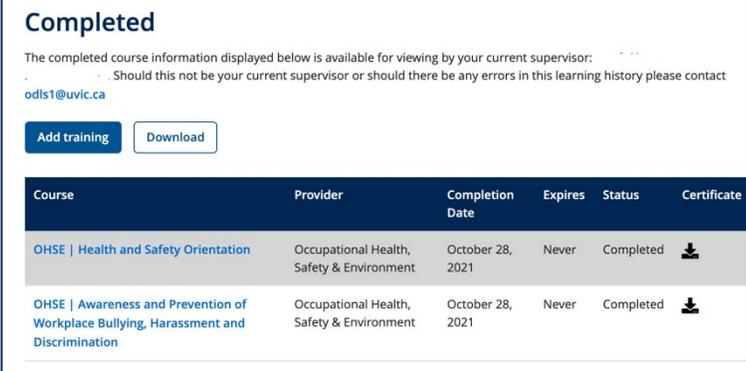
Course ¹	Start	Time	Location	Status	Edit
LTSI/ITACC - Effective Powerpoint: Tips for teaching with Nancy Ami	January 14, 2022	11:00AM - 12:15PM	Online (Zoom)	Registered	

Course ¹	Provider	Start	Remove
Taming your Email Inbox with Dave Young	University Archives	July 9, 2020	

The completed course information displayed below is available for viewing by your current supervisor:
Should this not be your current supervisor or should there be any errors in this learning history please contact odst1@uvic.ca

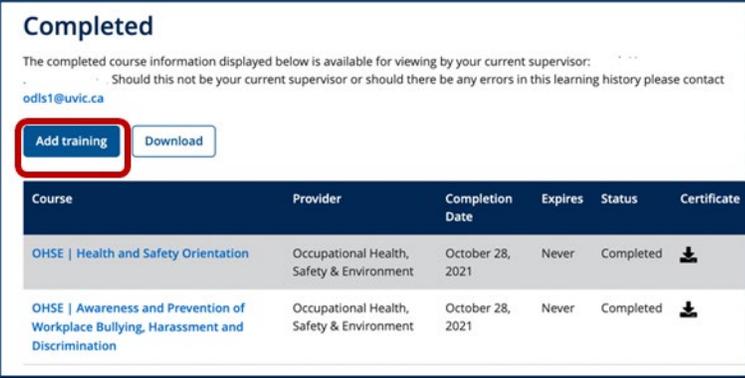
#	Instructions	Screenshot												
1	<p>Registered – This shows you the list of courses in which you are registered.</p> <p>You can change your registration status by clicking the 'edit' button.</p> <p>(See the LCHowTo Unregister guide to learn how to unregister for a course)</p>	<p>The screenshot shows the 'My Courses' page in Learning Central, specifically the 'Registered' section. The 'Edit' button in the table is highlighted with a red box.</p> <table border="1"><thead><tr><th>Course¹</th><th>Start</th><th>Time</th><th>Location</th><th>Status</th><th>Edit</th></tr></thead><tbody><tr><td>LTSI/ITACC - Effective Powerpoint: Tips for teaching with Nancy Ami</td><td>January 14, 2022</td><td>11:00AM - 12:15PM</td><td>Online (Zoom)</td><td>Registered</td><td></td></tr></tbody></table>	Course ¹	Start	Time	Location	Status	Edit	LTSI/ITACC - Effective Powerpoint: Tips for teaching with Nancy Ami	January 14, 2022	11:00AM - 12:15PM	Online (Zoom)	Registered	
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LEARNING CENTRAL HOW-TO GUIDES

<p>2</p>	<p>Saved – This shows you list of courses that you have ‘saved’ from the Course Calendar.</p> <p>You can delete/remove saved course by clicking the ‘remove’ button.</p>	
<p>3</p>	<p>Completed – This shows you list of courses that you have completed.</p> <p>In this list you can do the following:</p> <ul style="list-style-type: none"> Manually add trainings that you have completed that are not listed on this part. Access your learning record Download your training certificates <p><i>Please see the instructions below on how to manage completed trainings</i></p>	

II. How to Manage Completed Trainings

Adding Completed Training/s Manually

#	Instructions	Screenshot
<p>1</p>	<p>Click on ‘Add training’ button</p>	

2 Fill-in the necessary information:

- Course Name
- Training Provider
- Description
- Date of Completion
- Certificate Issuance
 - Credential
 - Expiration
 - Upload Certificate
- Visibility to Supervisor

The screenshot shows the 'Self report course' form in the Learning Central interface. The form includes the following fields and options:

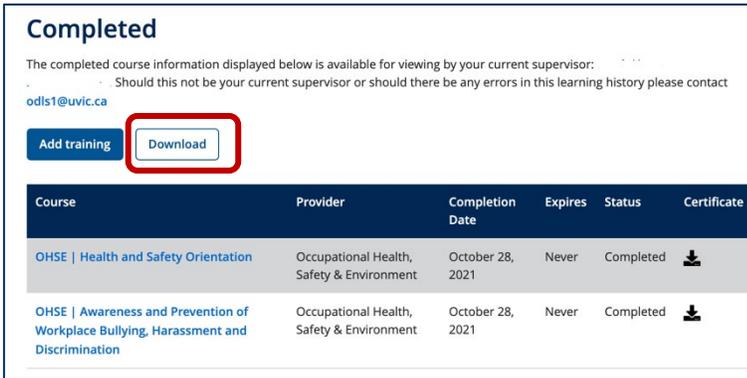
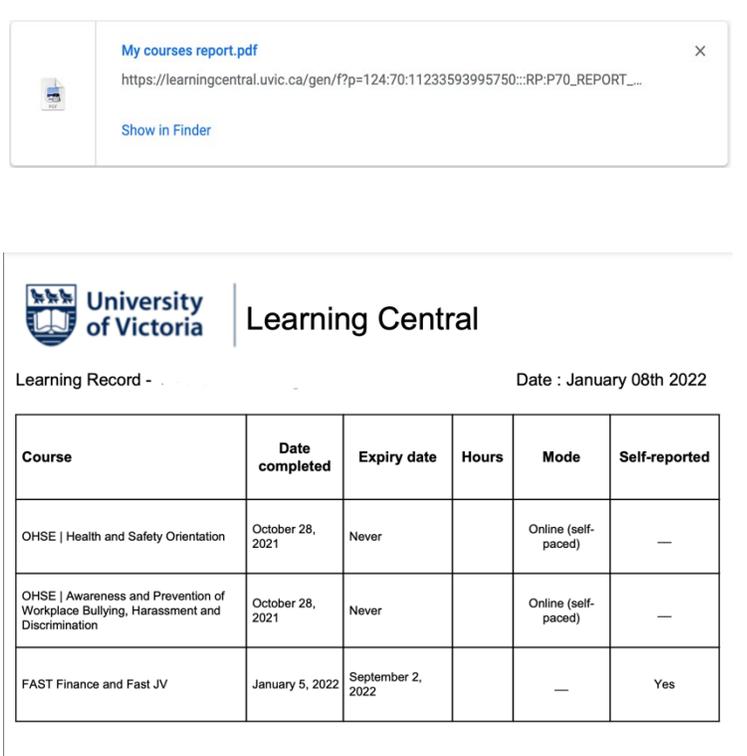
- Course:** FAST Finance and Fast JV
- Training provider:** Accounting Services Training
- Description:** Training that covers information needed to start with FAST Finance and JV.
- Additional information link:** If there is a link with more information please provide it.
- Date of completion:** 2022-Jan-05
- Were any credentials achieved or certificates issued?:** Yes (selected), No
- Credential title:** Certificate of Completion
- Credential expiry date:** 2022-Sep-02
- Certificate file:** Choose File (No file chosen)
- Do you want this record to be visible to your supervisor?:** Yes (selected), No, only add it to the transcript that I can see

Buttons for 'Add course' and 'Cancel' are located at the bottom of the form.

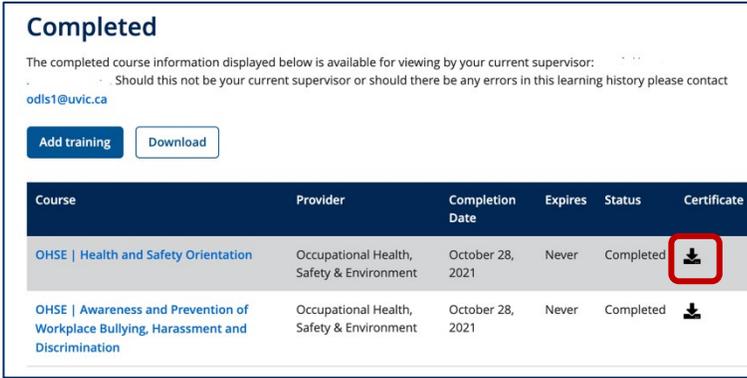
3 Once done, click 'Add course'. It will be reflected into your list of completed course.

The screenshot shows a list of 'Self Report Course' entries. A red box highlights one of the entries, indicating it has been successfully added to the list of completed courses.

Accessing Your Learning Record

#	Instructions	Screenshot																								
1	<p>To access your Learning Record, click on the 'Download' button located beside the 'Add training' button.</p>	 <p>The screenshot shows a 'Completed' section with a table of courses. The 'Download' button is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Provider</th> <th>Completion Date</th> <th>Expires</th> <th>Status</th> <th>Certificate</th> </tr> </thead> <tbody> <tr> <td>OHSE Health and Safety Orientation</td> <td>Occupational Health, Safety & Environment</td> <td>October 28, 2021</td> <td>Never</td> <td>Completed</td> <td>Download</td> </tr> <tr> <td>OHSE Awareness and Prevention of Workplace Bullying, Harassment and Discrimination</td> <td>Occupational Health, Safety & Environment</td> <td>October 28, 2021</td> <td>Never</td> <td>Completed</td> <td>Download</td> </tr> </tbody> </table>	Course	Provider	Completion Date	Expires	Status	Certificate	OHSE Health and Safety Orientation	Occupational Health, Safety & Environment	October 28, 2021	Never	Completed	Download	OHSE Awareness and Prevention of Workplace Bullying, Harassment and Discrimination	Occupational Health, Safety & Environment	October 28, 2021	Never	Completed	Download						
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2	<p>The file will automatically be downloaded to your computer as a pdf with a file name: 'My courses report.pdf'</p> <p>The learning record will show you your up-to-date list of completed trainings. It also includes the following details:</p> <ul style="list-style-type: none"> ▪ Date of completion ▪ Certificate expiration ▪ Number of hours ▪ Mode/method of learning ▪ Self-Report 	 <p>The screenshot shows a file download notification for 'My courses report.pdf' and a screenshot of the 'Learning Record' table.</p> <p>My courses report.pdf https://learningcentral.uvic.ca/gen/f?p=124:70:11233593995750:::RP:P70_REPORT_... Show in Finder</p> <p>University of Victoria Learning Central</p> <p>Learning Record - Date : January 08th 2022</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Date completed</th> <th>Expiry date</th> <th>Hours</th> <th>Mode</th> <th>Self-reported</th> </tr> </thead> <tbody> <tr> <td>OHSE Health and Safety Orientation</td> <td>October 28, 2021</td> <td>Never</td> <td></td> <td>Online (self-paced)</td> <td>—</td> </tr> <tr> <td>OHSE Awareness and Prevention of Workplace Bullying, Harassment and Discrimination</td> <td>October 28, 2021</td> <td>Never</td> <td></td> <td>Online (self-paced)</td> <td>—</td> </tr> <tr> <td>FAST Finance and Fast JV</td> <td>January 5, 2022</td> <td>September 2, 2022</td> <td></td> <td>—</td> <td>Yes</td> </tr> </tbody> </table> <p><i>***For sample purposes only</i></p>	Course	Date completed	Expiry date	Hours	Mode	Self-reported	OHSE Health and Safety Orientation	October 28, 2021	Never		Online (self-paced)	—	OHSE Awareness and Prevention of Workplace Bullying, Harassment and Discrimination	October 28, 2021	Never		Online (self-paced)	—	FAST Finance and Fast JV	January 5, 2022	September 2, 2022		—	Yes
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Downloading your training certificates

#	Instructions	Screenshot																		
1	<p>To download your training certificate, click the 'download icon' located in the right most side of the training you wish to extract the certificate.</p>	 <p>Completed</p> <p>The completed course information displayed below is available for viewing by your current supervisor: ... Should this not be your current supervisor or should there be any errors in this learning history please contact odls1@uvic.ca</p> <p>Add training Download</p> <table border="1"><thead><tr><th>Course</th><th>Provider</th><th>Completion Date</th><th>Expires</th><th>Status</th><th>Certificate</th></tr></thead><tbody><tr><td>OHSE Health and Safety Orientation</td><td>Occupational Health, Safety & Environment</td><td>October 28, 2021</td><td>Never</td><td>Completed</td><td></td></tr><tr><td>OHSE Awareness and Prevention of Workplace Bullying, Harassment and Discrimination</td><td>Occupational Health, Safety & Environment</td><td>October 28, 2021</td><td>Never</td><td>Completed</td><td></td></tr></tbody></table>	Course	Provider	Completion Date	Expires	Status	Certificate	OHSE Health and Safety Orientation	Occupational Health, Safety & Environment	October 28, 2021	Never	Completed		OHSE Awareness and Prevention of Workplace Bullying, Harassment and Discrimination	Occupational Health, Safety & Environment	October 28, 2021	Never	Completed	
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2	<p>It will automatically be downloaded to your computer as a pdf with a file name: 'Certificate.pdf'</p> <p><i>Please note that "Certificate.pdf" is the constant file name that will be generated each time you download your certificate so, please rename them accordingly.</i></p>	 <p>Certificate.pdf https://learningcentral.uvic.ca/gen/f?p=124:80:11233593995750::NO:P80_COURSE_... Show in Finder</p> <p>Acknowledgement of Completion</p> <p>This is to certify that</p> <p>has completed</p> <p>OHSE Health and Safety Orientation</p> <p>Date of Completion: October 28, 2021</p> <p> University of Victoria Occupational Health, Safety & Environment</p> <p><i>***For sample purposes only</i></p>																		