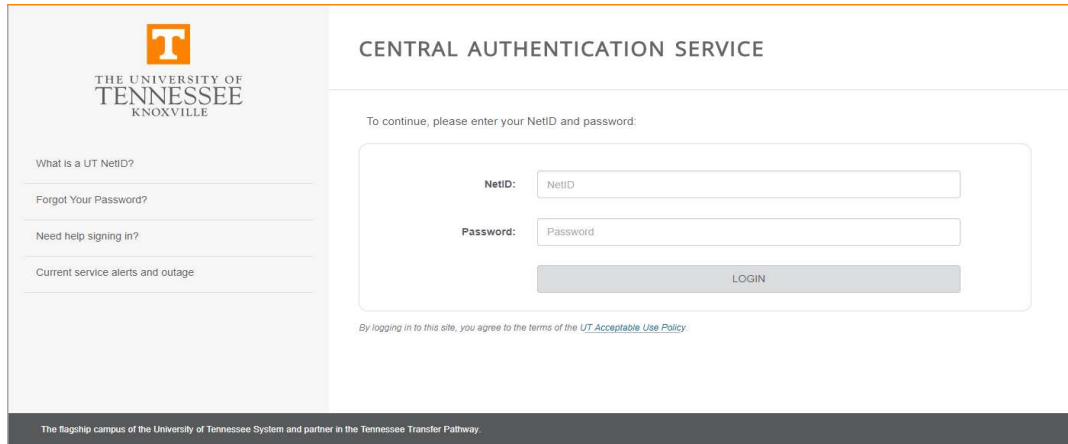


EXTERNAL TRAINING CREDIT

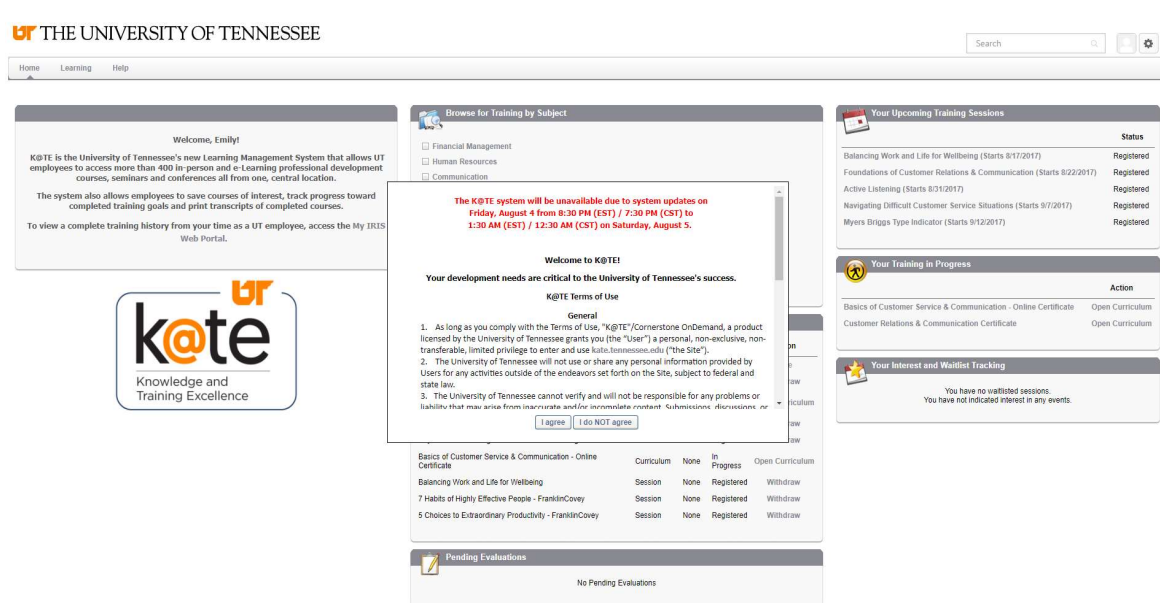
GUIDE ON HOW TO INPUT

- ❖ To add external training credit, start by accessing the learning management system, K@TE.
 - To enter, visit <https://tennessee.csod.com/samldefault.aspx>
 - Your screen should look like the picture below.



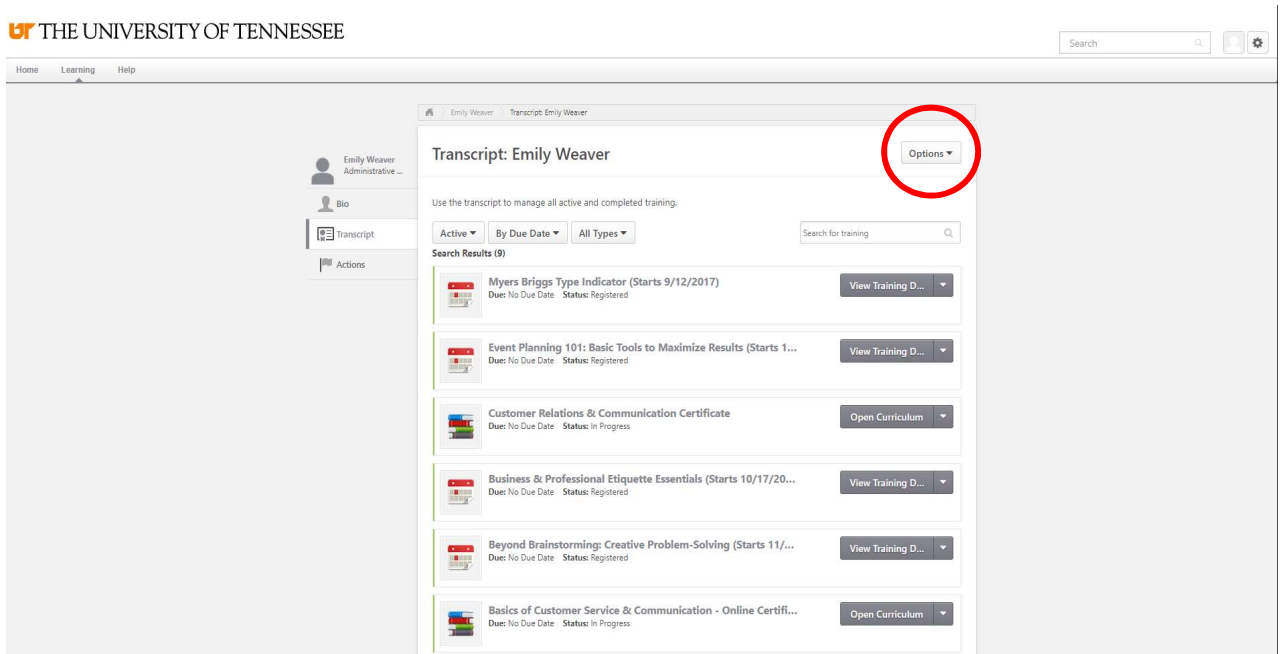
- Type in your UT NetID and password.

- ❖ Upon entrance, your screen should look like the picture below.

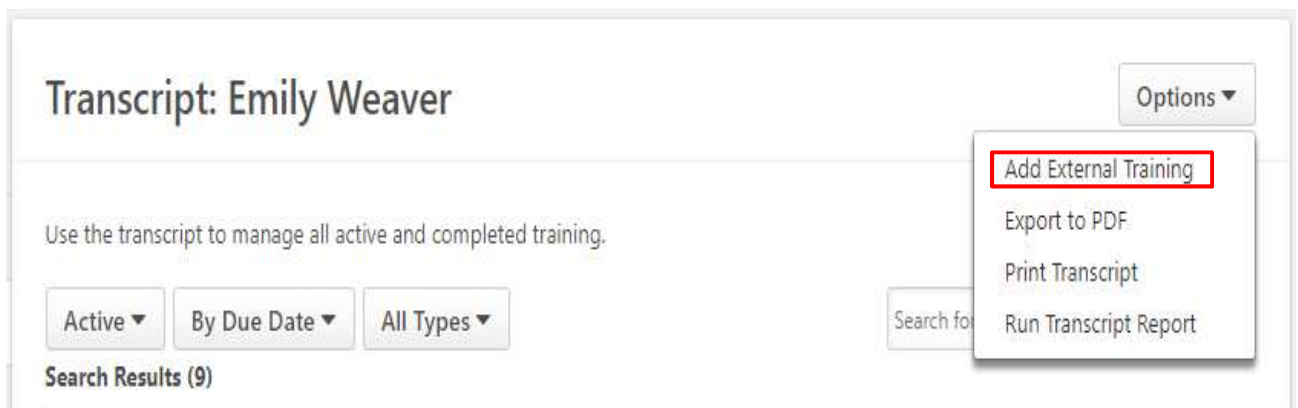


- Click the 'I agree' button in the pop-up box in the middle.

- ❖ Navigate to the upper left-hand side of the screen and hover over the 'Learning' tab.
 - When the drop down appears, click the first option, 'View Your Transcript'.
- ❖ After clicking this link, the screen you are taken to should look similar to the screenshot below. Some may have training listed, others may have no training listed yet.



- Upon finding this page, locate the **Options** button in the upper right-hand corner, directly across from where your name is listed.
- Upon locating the button, click the drop down menu. Your options should appear as pictured below.



- Click 'Add External Training'.

- ❖ Your next page view should look like the picture below.

Add External Training

Enter information about courses you wish to take outside of the course catalog (e.g. seminars, conferences, etc.). Separate approval is required to mark the item complete.

* = Required

Language
English (US) ▾

Title *

Training Description *

1000 character left

Institution *

Training Dates *
Start Date End Date

Schedule

Cost *
\$ USD ▾

Credits Earned

Training Hours *
Hours Minutes

Competencies

Attachment(s)
Drag and drop files here or

- Fill out the above form as fully as you can.
- You can even submit/attach files such as certificates, forms, pamphlets, etc.

- ❖ Once you click Submit, you will be taken back to your transcript screen. It will appear as shown below.

Use the transcript to manage all active and completed training.

The screenshot shows a user interface for managing training. At the top, there are three filter buttons: 'Active', 'By Due Date', and 'All Types'. To the right is a search bar labeled 'Search for training'. Below these is a section titled 'Search Results (2)'. The first result is 'Garden Making 101', with a 'Due: No Due Date' and 'Status: Registered'. A 'Mark Complete' button with a dropdown arrow is circled in red.

- The 'Mark Complete' button will now appear. And the Status will say Registered.
 - Click the 'Mark Complete' button to mark your training as complete.
- ❖ After doing so, your screen will then look like below.

Use the transcript to manage all active and completed training.

The screenshot shows the same user interface as above. The 'Mark Complete' button has been replaced by a 'View Training D...' button with a dropdown arrow. The 'Status' is now 'Pending Completion Approval', which is highlighted with a red box.

- The 'Mark Complete' button should now say 'View Training Details'. The status should now say 'Pending Completion Approval'.
- ❖ This means that you have successfully submitted your training for review by our administrator.
 - ❖ Please allow at least one week for approval or denial to occur.

- ❖ You can check back later, and you will know your training has been viewed depending on the updated status.
- When the training is approved, it will appear as seen below.

Use the transcript to manage all active and completed training.

The screenshot shows a search interface with filters: 'Completed', 'By Completion Date', and 'All Types'. A search bar contains the text 'Search for training'. Below the filters, it says 'Search Results (1)'. A single result is shown for 'Basket Weaving 101' with a completion date of '8/3/2017' and a status of 'Completed' (highlighted with a red box). A button labeled 'View Training D...' is visible on the right.

- It will be under the 'Completed' section of your transcript. The status will show Completed, and the completed date is when the administrator approved it.

- If training is denied, it will appear like the picture below.

The screenshot shows a search interface with filters: 'Active', 'By Due Date', and 'All Types'. A search bar contains the text 'Search for training'. Below the filters, it says 'Search Results (1)'. A single result is shown for 'Garden Making 101' with a due date of 'No Due Date' and a status of 'Completion Approval Denied' (highlighted with a red box). A button labeled 'Request Comple...' is visible on the right.

- The status will say 'Completion Approval Denied'.
 - Requests are denied for a specific reason, and will include comments in the 'View Training Details' section. Once corrected, you can request another completion approval.

- ❖ For any further questions, please feel free to call Emily Weaver at 865-974-6657, or email at eweaver8@utk.edu.