Instructions to Update Employee's Transcripts

Supervisors have the ability and responsibility to update their employees' training records. Supervisors can:

- Edit a transcript record to reflect completion by CD.
- Grant a waiver for employees that may not be required to complete mandatory training and update the transcript to note that waiver.
- Add records for training not listed in the DOI LEARN course catalog.

For example, new Service employees may take the required FISSA training by CD before their account in DOI LEARN is established. These instructions show the supervisor how to record the completion of the required training once the employee has a DOI LEARN account.

To do this, log in to DOI LEARN at https://doilearn.doi.gov.

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Address 🕘 http://doilearn.doi.gov/MaestroC/index.cfm?room=administration&roomaction=administration 💽 🕞 Go <table-cell></table-cell>	see a link for User
FWS DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help	Management under the
	Administration tab.
Welcome My Courses Library Communication Course Catalog Administration - Help Desk	
About My Information My Preferences User Management Reports	
Administration	Click on the User
In this office, registered administrators can access the User Management System and students may change their password.	Management link
My Information My Preferences User Management Reports	(Figure 1)
Trusted sites	

(Figure 1)



3. To mark completion by CD or, to add a transcript record of training taken outside DOI LEARN; click on the 'Update...' beneath the *Transcript* column. (See instructions A & B respectively below)

4. To grant a waiver for mandatory annual training, click on 'Edit' beneath the *Waivers* column header. (See instructions C below)

A. Update a transcript to reflect completion by CD or other means:

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(Figure 4)

Once you click the 'Edit' under the *Transcript* column (Figure 3) a *Transcript Administration* window will appear. (Figure 4A)

- 1. Select 'Completed' in the Completion Status field.
- 2. Insert Completion Date. mm/dd/yyyy.
- 3. In the *Score* field input one of the following codes based on the completion method:
 - 111 Completed by CD
 - 222 Completed by Paper copy
 - 333 Completed Classroom training.

444 - Technical Difficulties – completed course but the users' PC wouldn't update the record.

4. Be sure to click the '*Update Transcript*' Button at the bottom of the page before closing!

B. Add an extra transcript record for training taken outside of DOI LEARN:

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			<i>Transcript</i> column (figure 3) a		
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About My Information My Preferences	User Management Reports	с	will appear. (Figure 4A)		
Transcript Administration					
Edit Transcript For: TestUser2, FWS			1. Scroll to the bottom of the screen		
			and click on Add Extra Transcript		
# Course Name Class Nam	Completion Status		Item.		
A Supervisors Guide to					
1. Diversity - The Diversity Plan Default Class and MD715	-Select Completion Statu	IS	This is will open an administration		
2. Orientation to the Privacy Act Default Class	-Select Completion Statu	IS	window.		
3. Records Management Default Class	-Select Completion Statu	IS			
	Instructor Led Training Items	nr	2. Fill in the appropriate fields and		
	Extra Training Items		click 'Submit' (Figure 4B)		
# Course Name Class Nam	e Completion Status				
1. Test External Account Aclass Name	Complete				
Add Extra Transcript Item			/		
Update Transcript	🕙 Fish and Wildlife Service DO	ILEAR	N Management Portal :: Administration - Microsoft Internet Explorer		
View Student Transcript	Add Extra Transcript Item For	r: Test	User2, FWS	~	
Figure 4A	Course Name Clas	ss Nam	e Completion Status Completion Date Score	Registrat Date	
			-Select Completion Status-		
	submit				
	Close Window				
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Figure 4B

C. Grant a waiver for a mandatory course:

Once you click the **'Edit'** under the *Waivers* column (Figure 3) a *Waivers Administration* will appear. (Figure 5)

1. In the Waivers Administration screen, leave the radio button selected to OLT. (Online Training)

2. In the field *Courses Available for Waiver*; select the course that needs the waiver.

Note: Only courses that have been assigned to the student and authorized for waivers will appear in this field.

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Waivers Administra	ation
Select Course Type:	
Courses Available for Waiver:	Choose a course
Mark Course as Waived:	Choose a course
Reason for Waiver:	Records Management Awareness
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Fish and Wildlife Service DOI LEARN Management Portal : Administration - Micr Elle Edit Yew Favorites Tools Help Elle Edit Yew Favorites Tools Help Sack Image: Search Search Favorites Image: Search Image: S	 3. In the Mark Course as Waived field check 'Yes'. (Figure 6) 4. In the Reason for Waiver
Welcome My Courses Library Communication Course Catalog Administration About My Information My Preferences User Management Reports Waivers Administration Select Course Type: ILT OLT ILT Courses Available for Waiver: Records Management Awareness Image: Management Awareness Image: Management Awareness	choose the appropriate reason. Also please add any further justification for the waiver in the text box provided.
Mark Course as Waived: Yes No Reason for Waiver: Justification for Waiver:	5. Once complete, be sure to click the <i>"Update"</i> button at the bottom of the screen!
Update V Trusted sites	(Figure 6) Page 5