

Adding Learning to UoRLearn

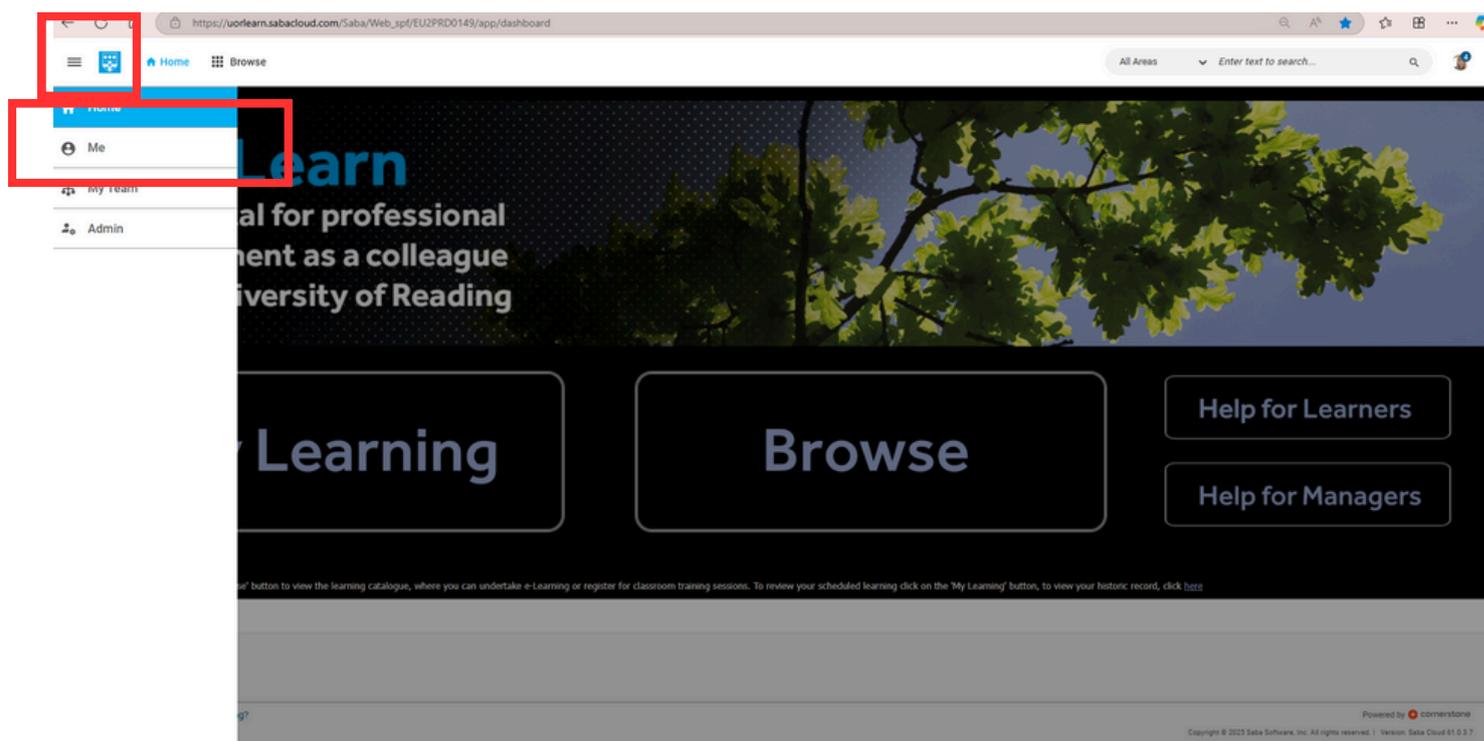
This guide will walk you through how to add courses or learning that you have completed externally or outside of the UoRLearn platform, allowing you to have a space to track all of your development and have a record that can be downloaded where required.

Step	Action
Navigate to My Plan page	Navigate to: Menu > Me The My Plan page displays
Navigate to Add Completed Course pop up	Navigate to: Actions > Add Completed Course The Add Completed Course pop up displays
Add details of learning	Select: Add New The Add Completed Course pop up expands Complete the required fields Select: Save

Step 1

Log into **UoRLearn** using your University single sign on.

Select the drop down from the burger menu and navigate to **Me**. This will take you to your **My Plan** page.



Step 2

Navigate to **Action** and select **Add Completed Course** in the drop down.

The screenshot shows the 'My Plan' page in the UoLearn system. The 'ACTIONS' dropdown menu is open, and the 'Add Completed Course' option is highlighted with a red box. Below the dropdown, a table lists various learning and certification items with their progress status and due dates.

NAME	PROGRESS	DUE	ACTIONS
Information Protection and Security Annual Training Certification Version 1.0 Source: NPS Certifica...	Progress 0% OVERDUE Expired on 04/07/2024	09/08/2024 230 days past due	VIEW DETAILS
Autism: Effectively Supporting Students (Online resources) Course Version 1.0 Web-Based	IN PROGRESS	-----	VIEW SUMMARY
BUFDG e-learning modules for finance & non-finance staff Course Version 1.0 Web-Based	IN PROGRESS	-----	LAUNCH
Career Support for Research Staff at Reading Course Web-Based	IN PROGRESS	-----	LAUNCH
Creating accessible online content Course Version 1.0 Web-Based	IN PROGRESS	-----	LAUNCH
Digital accessibility - The Foundations - UK Course Version 1.0 Web-Based	IN PROGRESS	-----	LAUNCH

This will trigger the **Add Completed Course** pop up to launch.

The screenshot shows the 'My Plan' page with the 'Add Completed Course' pop-up dialog box open. The dialog box contains a search field and an 'ADD NEW' button. The background content is dimmed.

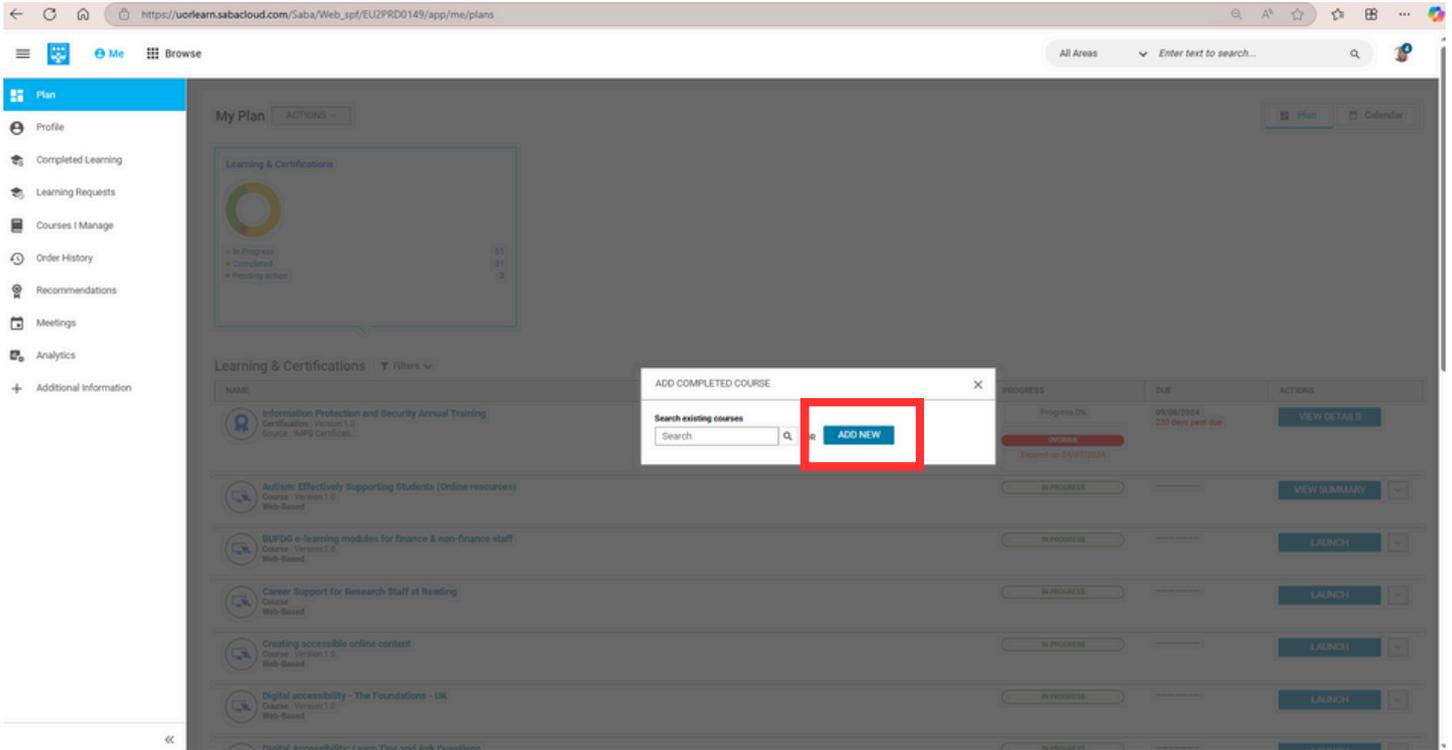
ADD COMPLETED COURSE

Search existing courses

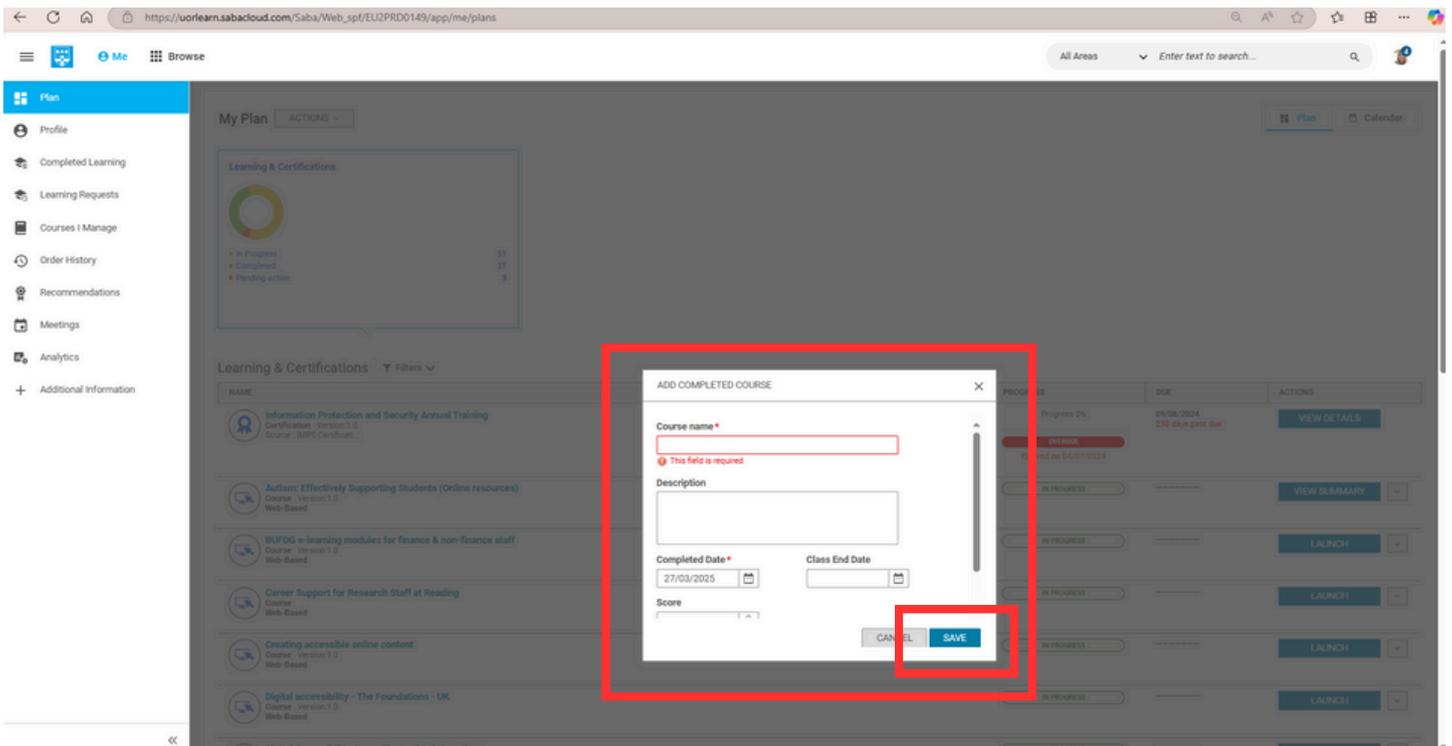
Search OR

Step 3

Select **Add New**.



Enter your course information into the required fields and select **Save**.



Your added course information can then be found in the **Learning & Certification** section of your **My Plan**.

The screenshot shows the 'My Plan' page in the UoLearn system. The left sidebar contains navigation options: Plan, Profile, Completed Learning, Learning Requests, Courses I Manage, Order History, Recommendations, Meetings, Analytics, and Additional Information. The main content area displays a list of completed courses. A red box highlights the following course entry:

Course	Status	Score	Action
Course - Version 1.0 Web-Based Source: Mandatory new st...	SUCCESSFUL	On 25/04/2022 Score: 90	PRINT CERTIFIC...

Below the highlighted course, other entries include 'Test - Add Completed Course', 'THP Masterclass - How to Focus on the 'Important' Rather than the 'Seemingly Urgent'', 'Trans Awareness Training', and 'UoLearn Administration'. At the bottom of the list, it says 'Load More (Showing 1 to 30 of 32)'. The footer contains 'Terms of Use - Who can see my learning?', 'Powered by Cornerstone', and 'Copyright © 2023 Saba Software, Inc. All rights reserved. | Version: Saba Cloud 61.0.3.7'.