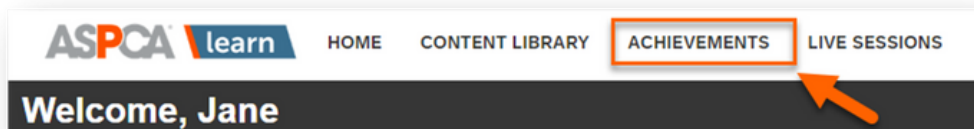


# Tracking External Learning in ASPCA Learn

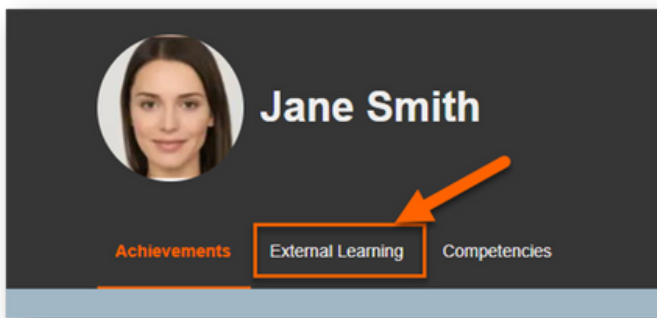
ASPCA Learn is not only the home of a robust content library, but it's also a place where you can track additional training or certifications you've taken outside of the system, including:

- **Certifications**
- **External Training**
- **License**
- **Professional Development**
- **Qualifications**
- **Workshops/Conferences**
- **Other Misc. Training**

**1** To begin, click on **Achievements** on the main menu.

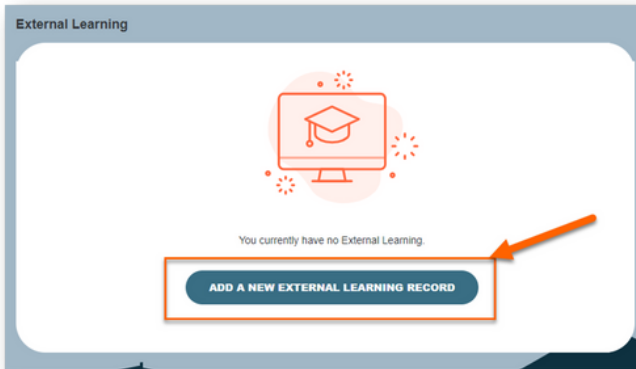


**2** Click the **External Learning** tab.



# Tracking External Learning in ASPCA Learn

**3** Click **Add a New External Learning Record**.



**4** Next, you can enter your training or certificate information:

1. **Course/License Name** – required field, where you can list the name of the training or the name of the licensure you obtained.
2. **Type** – you can choose from the following options:
  - Certifications
  - External Training
  - License
  - Professional Development
  - Qualifications
  - Workshops/Conferences
  - Other Misc. Training
3. **Date Achieved** – required field that is the date you completed the training or certification.
4. **Certificate/License Number** – can be entered, if applicable.
5. **Expiration Date** – can be entered, if applicable.
6. **Points/Hours** – can be entered if you want to track the hours or points applicable to the training or certification.
7. **Score** – enter if the training or certification contains an assessment or test.
8. **Provider** – enter who provided the training or sponsors the certification.
9. **Upload External Learning Evidence/Certificate** – if you were provided a certificate or other evidence, of the training or certificate, you can upload it here.
10. **Submit** – when you’ve completed your entry, and the training or certification will appear on your record.

# Tracking External Learning in ASPCA Learn

New External Learning Record
✕

\* is required field

1


Maximum 200 characters allowed

2

Type

Certificate ▼

3

Date Achieved\*

📅 MM/dd/yyyy

4


Maximum 200 characters allowed

5

Expiration Date

📅 MM/dd/yyyy

6


This is a number.

7


This is a number.

8


Maximum 200 characters allowed

Upload External Learning Evidence/Certificate

- Accepted file types: pdf, jpg, jpeg, png, gif, bmp, doc, docx, ppt, pptx, xls, xlsx, txt, rtf
- Max file size: 250 MB

9

Choose a file

10

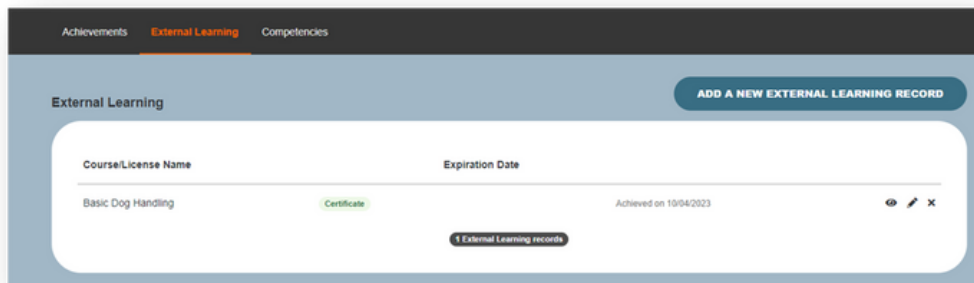
SUBMIT

Cancel

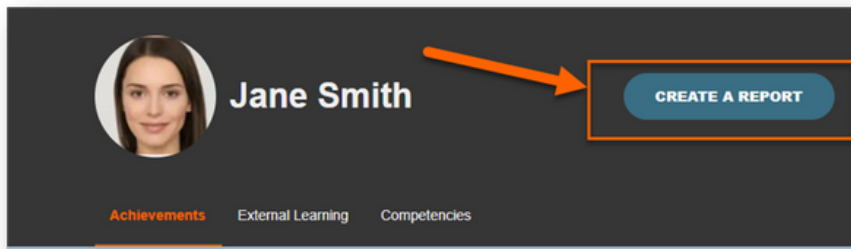
**Note:** If your screen freezes or becomes grayed out after you enter or update your external learning, refresh your browser page and you'll be able to continue navigating through ASPCA Learn.

# Tracking External Learning in ASPCA Learn

- 5 Your external training will be added to your record and you can use the Add A New External Learning Record button to record additional training completions or certifications.



- 6 You can also create a report on your external training to export. Click on the **Create a Report** button to begin.



- 7 You'll be brought to a screen where you can complete these items:
1. **Title** – You can rename the report to make it easier to identify in the Created Reports list later.
  2. **Report Type** – You can choose to run an Achievement Report (which reports on content you've completed or instructor-led sessions you've taken directly in ASPCA Learn or we've imported from a legacy system) or an External Learning Report (which reports on training or certifications you've manually entered).
  3. **Date Range** – If this box is checked, you can select a date range from the calendar and this will limit your report to the results within that timeframe.
  4. **Format** – You can choose between CSV (comma separated value, which will open in Excel) or PDF.

# Tracking External Learning in ASPCA Learn

5. **Run** – Click this button to generate the report.

6. **Created Reports** – is where you can find prior reports you’ve run.

The screenshot shows a form for generating a report. On the left side, there are five numbered callouts in orange circles: 1 points to the 'Title' input field containing 'Export Report'; 2 points to the 'Report Type' dropdown menu set to 'Achievement Report'; 3 points to the 'Date range' checkbox which is unchecked; 4 points to the 'Format' dropdown menu set to 'CSV'; and 5 points to the 'RUN' button. On the right side, there is a 'Created Reports' section with a callout 6 pointing to a grey box that says 'No reports created'.

8 The report will say it’s processing and when it’s done, you can click on the name of the report to download it.

The screenshot shows a message on the left: 'Thanks we are creating your report. It will be ready to download/scheduled in a few moments. Your report has been scheduled to export.' To the right is a 'Created Reports' table with three rows: 'Export Report (processing)', 'External Learning', and 'Export Report'. An orange arrow points from the message area to the 'Export Report (processing)' row, which is highlighted with an orange border.

**!** Note: You can only access your list of previously run reports after clicking the Run button.