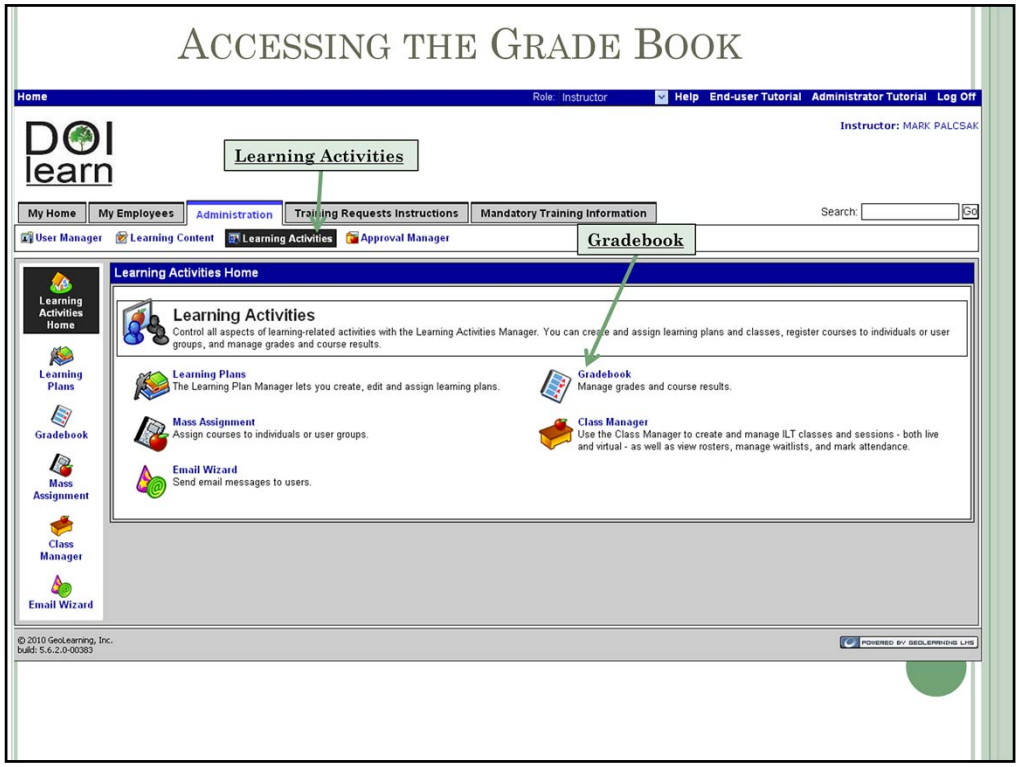
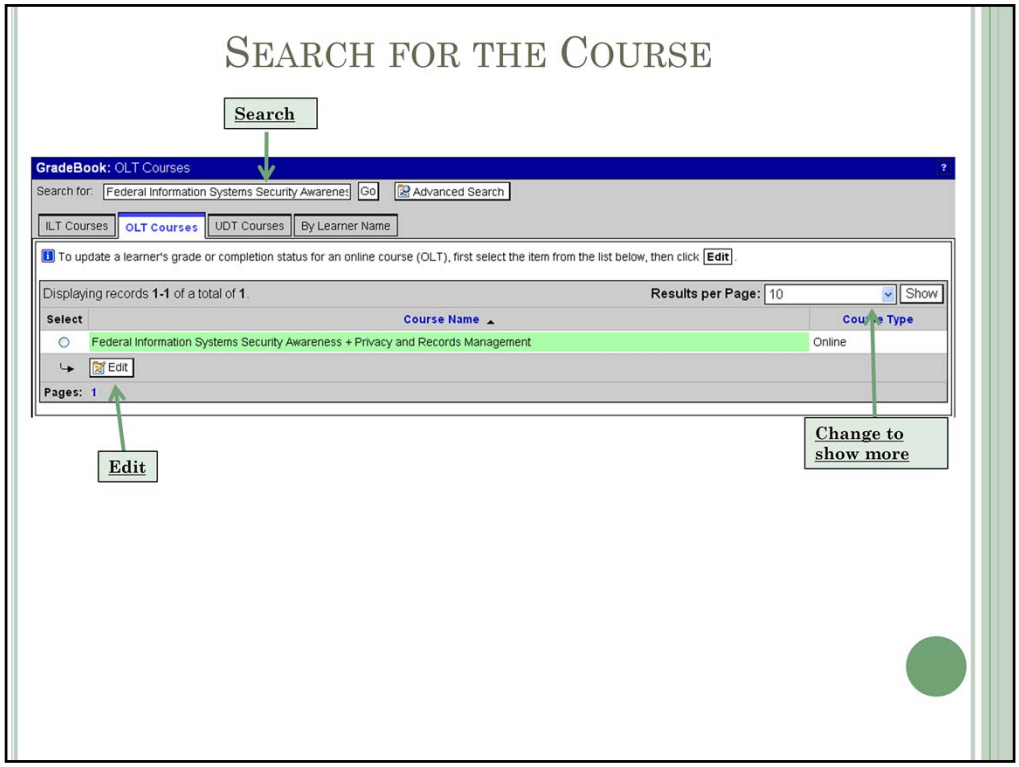
Mark Employees' Training Complete
Log into DOI LEARN at: http://www.doi.gov/doilearn

Note: This is to be done only if your employee has taken the training via an alternate method.



Accessing the Grade Book

To manually mark an employee's training complete when they take mandatory training using an alternate method, outside of DOI LEARN, you must first go to the Administration tab, and select **Learning activities**, then select **Gradebook.**



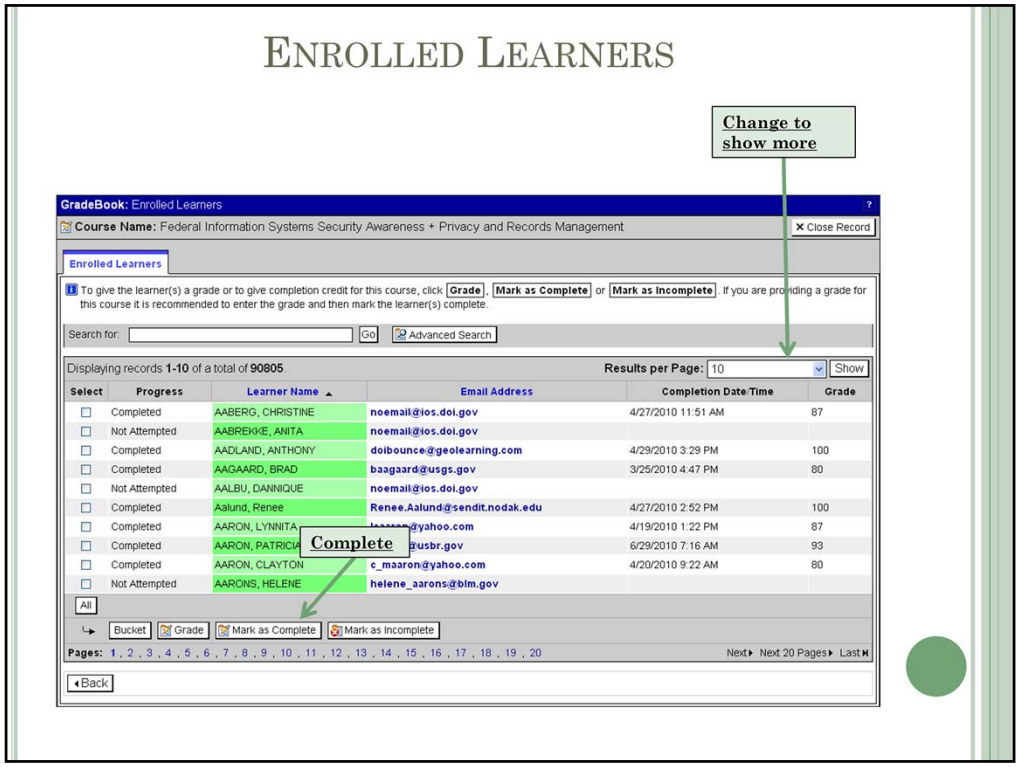
Searching For The Course

Next you will have to search for the correct course name and click **Go**.

-If there are more than 10 courses with the search words you used, you can change your view number and click **Show**.

Next, select the course by clicking the radio button and click **edit**.

Note: You will need to pay attention to the OLT or ILT and search under the correct type.



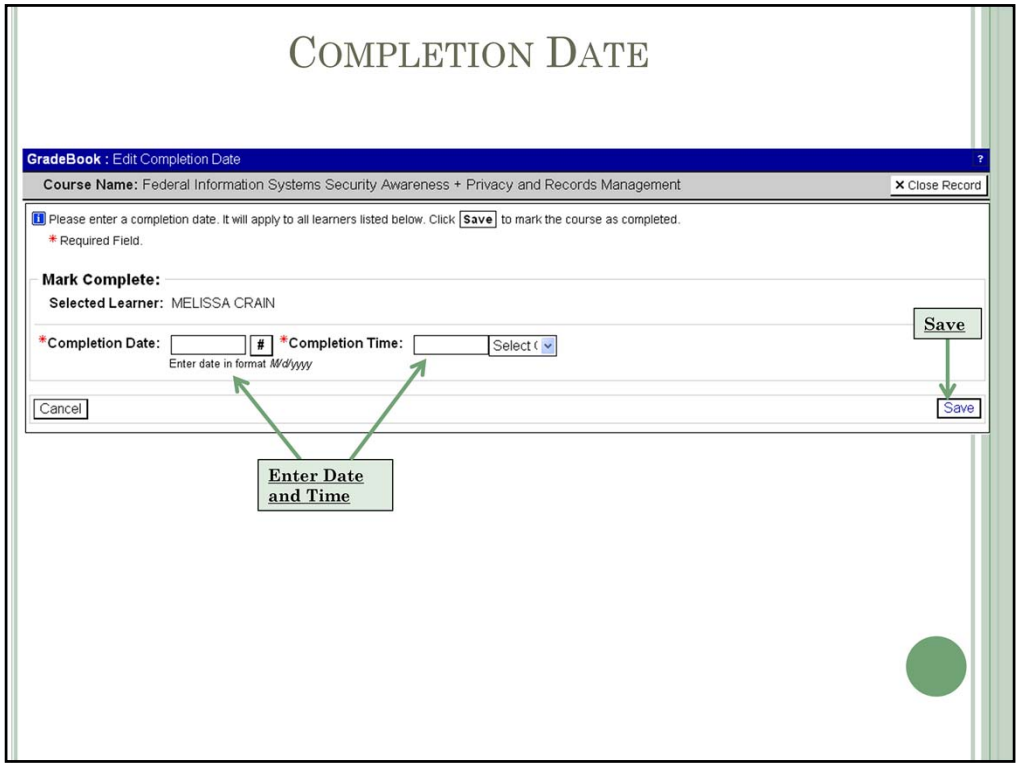
Enrolled Learners

Next you will see the list of your employees who have registered for the course. If you do not see the employee's name, the employee needs to register for the course in the catalog first before you can manually mark them complete.

-If there are more than 10 employees with the search words you used, you can change your view number and click **Show**

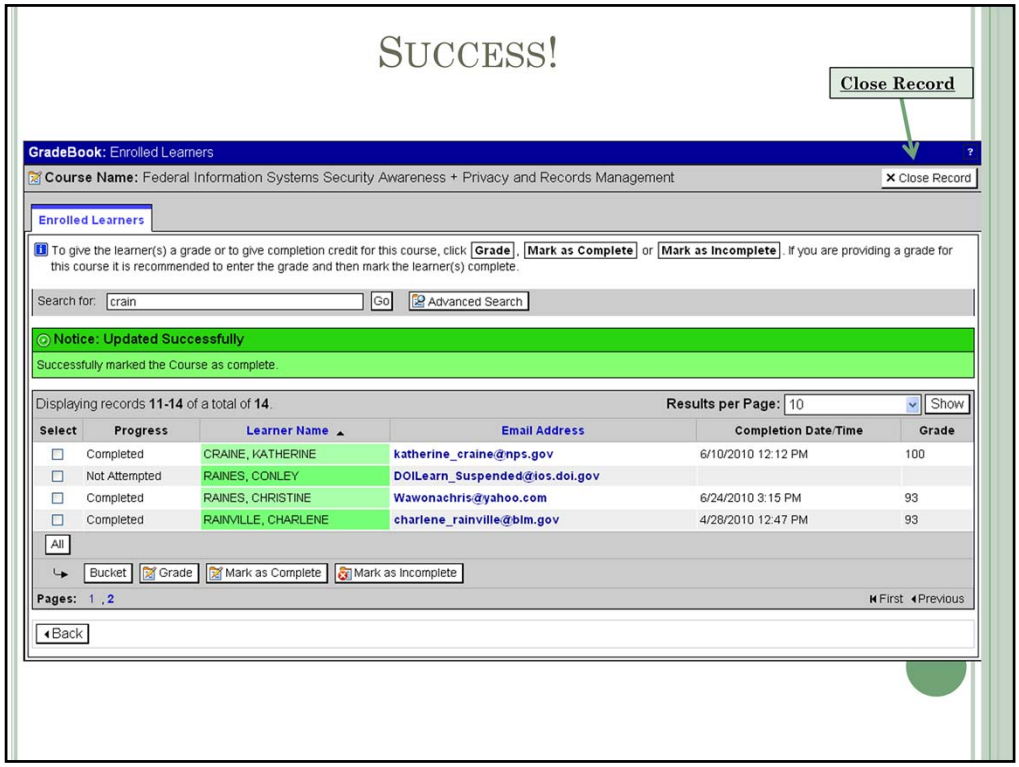
Select the box next to the employee name that you need to mark complete and click **Mark as Complete.**

Note: If you are and Instructor, using the instructor role, you will see every employee who has registered, so make sure you are using the supervisor role.



Completion Date
After you select the employee(s) and click on **Mark as Complete** this screen above will appear. You must enter in a completion date and time. After doing this you can click **save.**

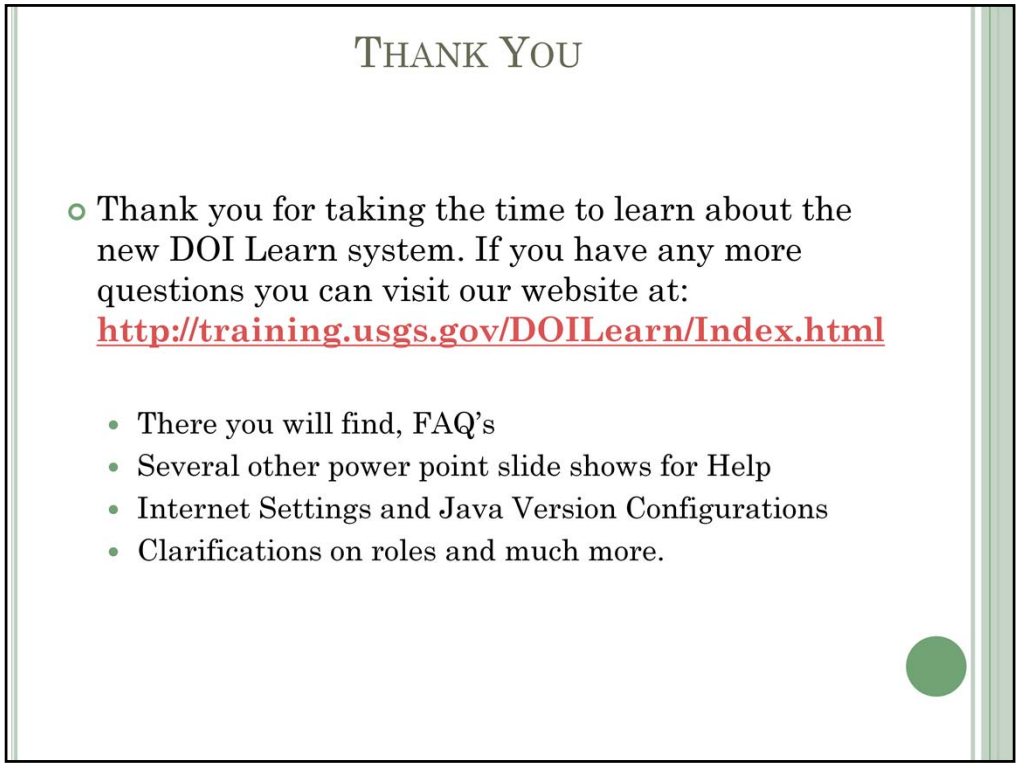
Note: there is no section for grade here, so when they are marked complete their transcript will just read complete, and no grade will be present.
Known bug: Do not click Grade on the previous screen because it wipes out the completion date. The vendor is working on this.



Success

After you click **save,** this screen will appear. Make sure the bar is green and tells you the update was successful if not you must read the error message and repeat the steps.

Click **Close Record** when finished.



Thank You

Thank you for taking the time to learn about the new DOI Learn system. If you have any more questions you can visit our website at: http://training.usgs.gov/DOILearn/Index.html

- There you will find, FAQ's
- Several other power point slide shows for Help
- Internet Settings and Java Version Configurations
- Clarifications on roles and much more.