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 **<u>UoRLearn</u>** 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.

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	of button to view the learning catalogue, where you can undertake e-Learning or register fo	r classroom training sessions. To review your scheduled learning click on the 'My Learning' button, to view y	our hotoric record, click <u>here</u> Powered ty Q conversions

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

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

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			- 1	BUFDG e-learning modules for finance & non-finance staff Course Version 1.8 Web Based				LAUNCH
			- 1	Career Support for Research Staff at Reading Course Web Based				LAUNCH
				Creating accessible online content. Owner Version: 0 Web Based				LAUNCH
				Digital accessibility - The Foundations - UK Course Version 1 0 Web-Based				LAUNCH
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Select Add New.

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

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

