

Centre for Learning, Leadership & Culture

Adding External Course/Certification Completions To SuccessFactors LMS Learning History



5.2 - Job Aid

This job aid allows users to record their LinkedIn Learning completions to the LMS Learning History

Please follow the instructions below to add a pdf listing of any external completions to your SuccessFactors LMS Learning History.

Depending on your browser and your Operating System, select **CTRL+P (PC) and CMD+P (MAC)** to print – and select **save to pdf**. The print function will print all pages directly to the pdf as **one file**. You can download and save your certificates if you wish. Save the file with your first and last name and name of certificate to your desktop (or other preferred location).

Optional: you can download all completed certificates of your courses and merge them into one pdf file and add as a secondary attachment in addition to the course completion report. Merging can be done for free at this link <https://www.adobe.com/ca/acrobat/online/merge-pdf.html>

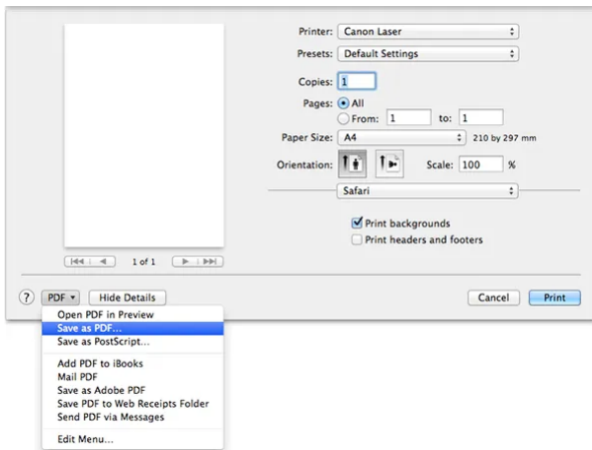


Figure 1 Safari

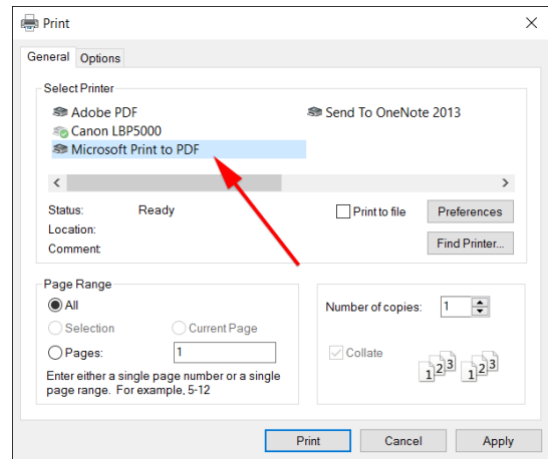
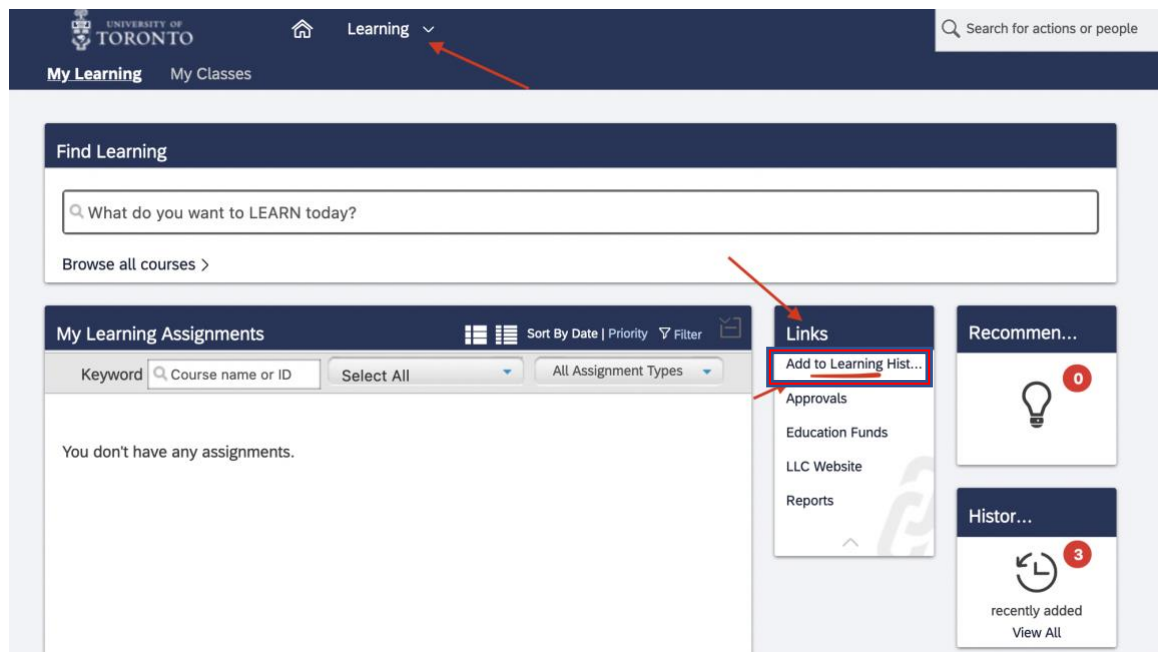


Figure 2 Firefox

Uploading to LMS Learning history

Step 1 - Log into the LMS portal and navigate to Learning. Click on the tile called **Links** and select **Add to Learning History**.



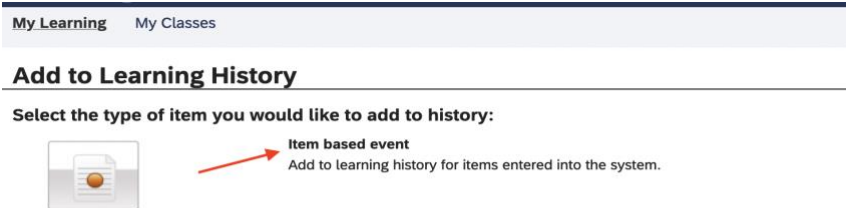
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Step 2 – Click on the title **item-based event**.



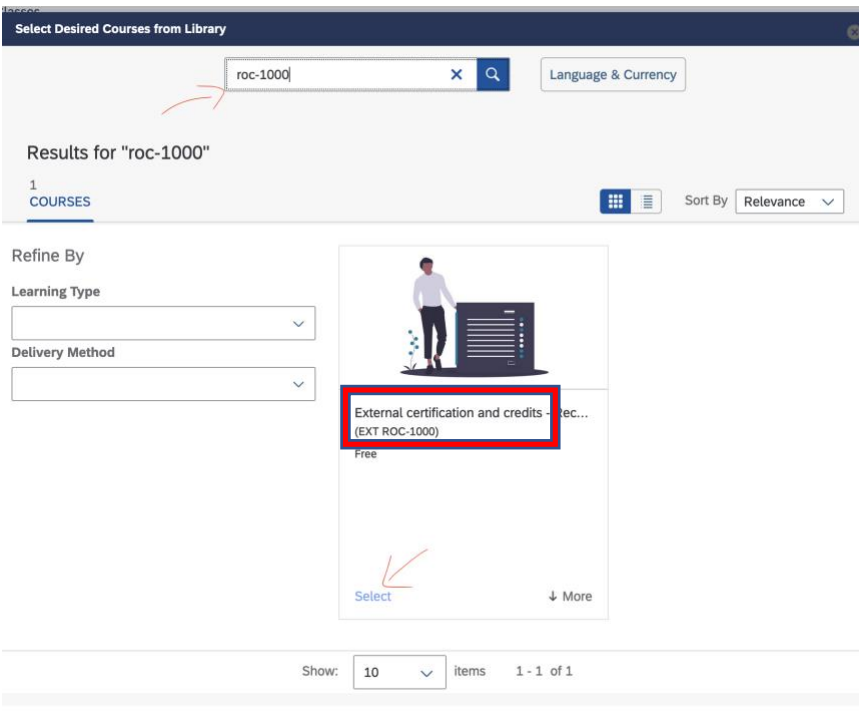
My Learning My Classes

Add to Learning History

Select the type of item you would like to add to history:

 **Item based event**
Add to learning history for items entered into the system.

Step 3 – Click on the green plus icon to look for the Item and input keyword **ROC-1001** in the search bar and select it from the course catalog displayed.



Select Desired Courses from Library

roc-1000

Language & Currency

Results for "roc-1000"

1 COURSES

Sort By Relevance

Refine By

Learning Type

Delivery Method

External certification and credits - rec...
(EXT ROC-1000)
Free

Select

↓ More

Show: 10 items 1 - 1 of 1

Step 4 – You will be taken to the next screen where under employee you select the completion status as **Completed** and you can put the **current date and time** and then select **Continue**.

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Add to Learning History

Enter Item Details
* Required

Item : LinkedIn Learning Record of Completion (LNKL-1081) Rev 8/23/2021 11:49 AM Canada/Eastern [Change Item](#)

*Completion Date: 8/23/2021

*Completion Time: 01:02 PM

* Time Zone: Eastern Standard Time (Canada/Eastern)

Instructor ID:

Instructor Name:

Total Hours: (1000)

Contact Hours: (1000)

Credit Hours: (1000)

CPE: (1000)

Employee

Name	Grade	* Completion Status	Costs	Comments
		EXT-COMPLETED (Completed) - For Credit <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

Step 5 – On the confirmation screen, select **Add to Learning History** to confirm the item selection.

Add to Learning History

Confirm Learning Details

Item: EXT LNKL-1081 Rev 1 - 8/23/2021 11:49 AM Canada/Eastern

Completion Date: 8/23/2021

Completion Time: 01:02 PM Canada/Eastern

Instructor:

CPE:

Employee

Name	Grade	Completion Status	Comments	Costs	Amount
		EXT-COMPLETED			

Adding Attachment from LinkedIn Learning Course Completion.

Step 6 - Click on the **file attachment** link which will open another window to help you select your saved pdf file from step 1. You will see your file successfully show up below under the file name when upload is complete.

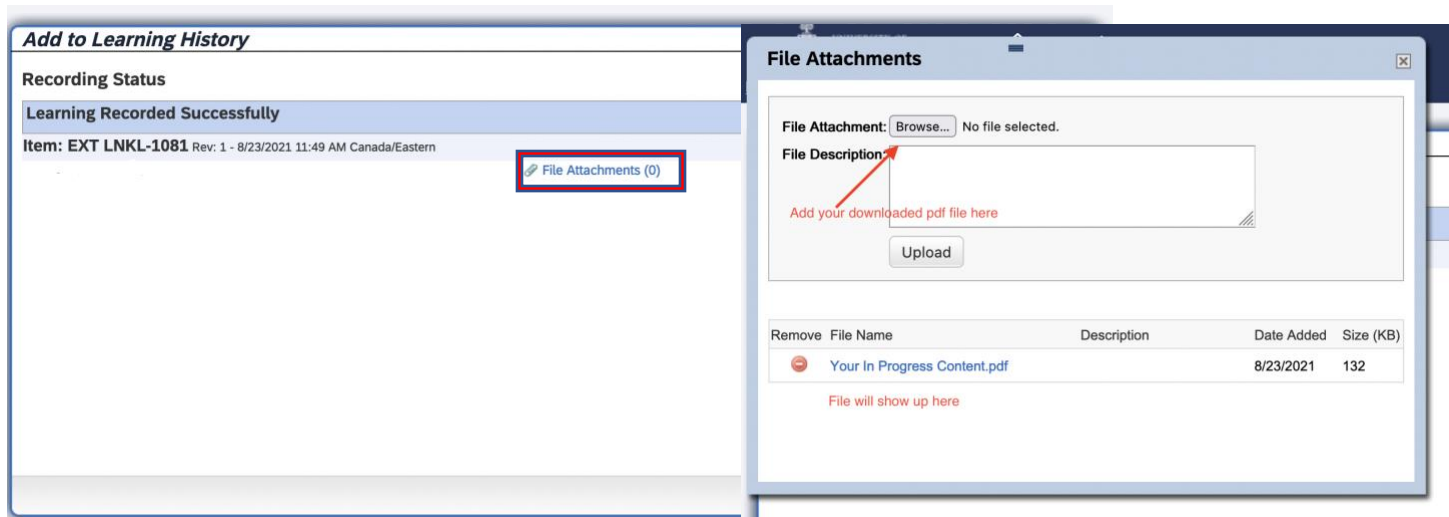
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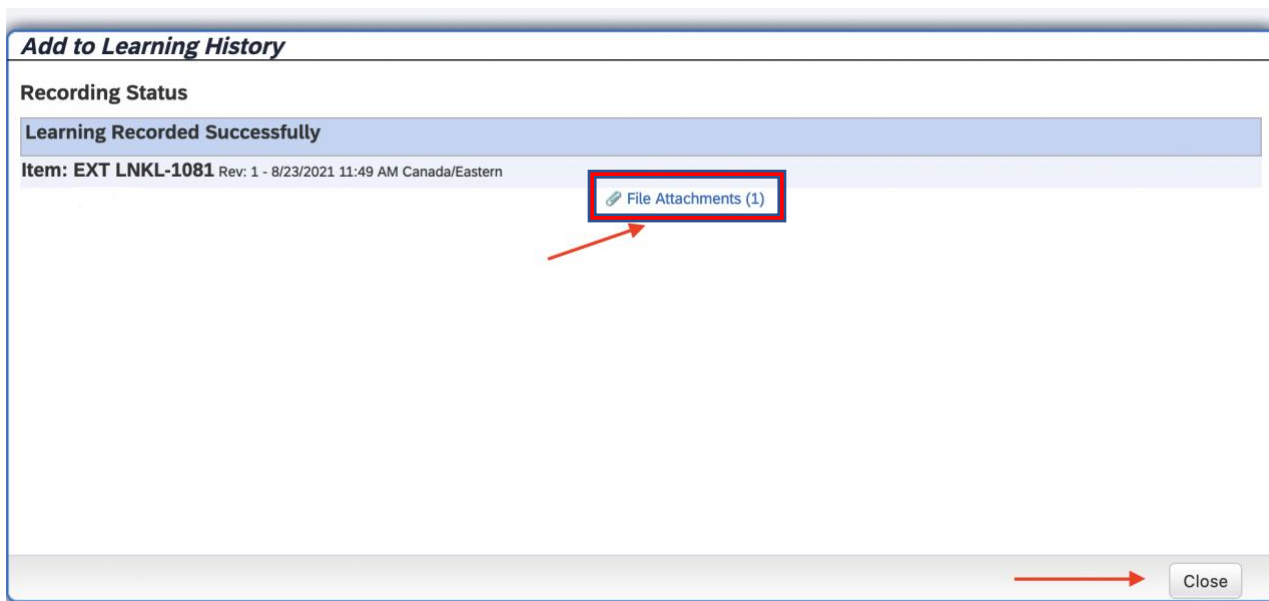


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Step 7 – Close the file selection window when you are done. You will now see the file attachment indicating a file on the screen. Click close.



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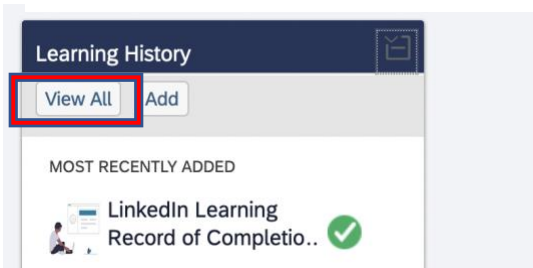
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Verification of Successful Completion of Adding History.

To verify the steps above have been completed correctly go back to the Learning module from the main menu and navigate to your **Learning History Tile** – select **View All** – select the **LinkedIn Learning Record of Completion** item – click on **View Details** and check to make sure the pdf file is attached by opening it.

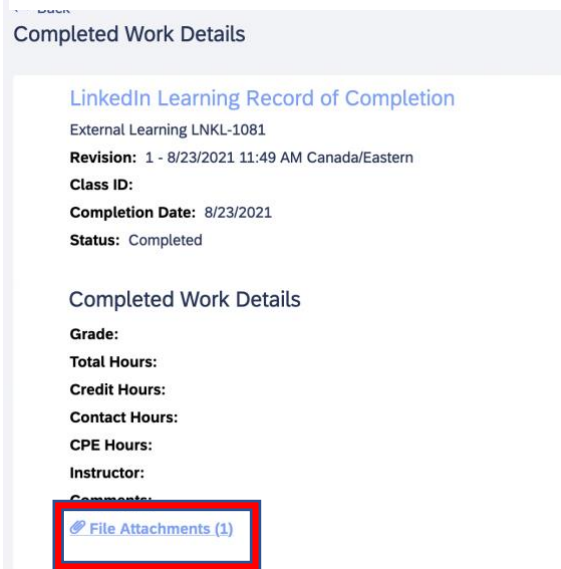
Step 2



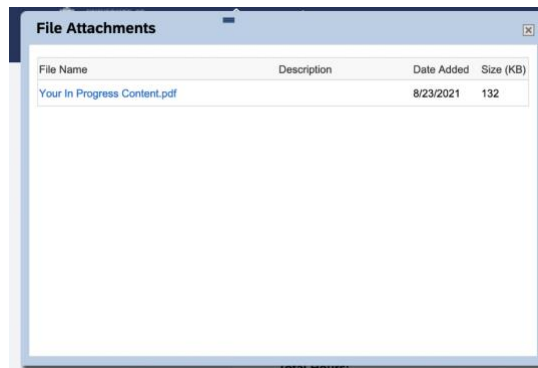
Step 1



Step 4



Step 3



If you have any questions about following this job aid, please email lms.help@utoronto.ca for support.