



Submit External Training

Capernaum End User – Quick Reference

Purpose

Within the *Capernaum* system, you can submit external training items to be added to your transcript. This can be done for various reasons including fulfilling elective requirements, receiving course equivalency for courses offered outside the Archdiocese, or adding training you wish to be reflected on your transcript.

How to Submit an External Training

Step 1: Submit External Training Form.

- Open the navigation menu by clicking on the “☰” button in the upper right-hand corner
- From the navigation menu click on the “LEARNING” option
- From the learning sub-menu click on the “ADD EXTERNAL TRAINING” option
- A new page will load with the *Capernaum* external training form, fill it out as completely as possible
 - From the “department” drop-down menu select the Chancery/School office you wish to have reviewed and approve your external training
- Use the “Attachments” section to upload documents for training completion verification
 - This could include college transcripts, certificates, conference schedule, proof of payment, etc....
- Complete this form and click the “Submit” button in the bottom right-hand corner of the page

Step 2: Mark as Complete

- Once you hit the submit button you should be automatically redirected to your active transcript page
 - If not navigate to your transcript by opening the navigation menu and selecting HOME > UNIVERSAL PROFILE, then select the “transcript” tab at the top of the page
- Locate the external training on your active transcript
- Click on the “Mark Complete” button to the right of the learning object
- The page will refresh and the training status will update from “registered” to “pending completion approval” (**Status:** Pending Completion Approval)
- At this time, you will receive a system-generated email notifying you of the external training submission
- A *Capernaum* system administrator from the selected department will also receive an email informing them of an external training submission
- This training will remain on your transcript and the “continue learning” carousel on the Learner Homepage until the Pending completion request is approved/denied
- Once the *Capernaum* administrator approves or denies the external training completion request you will receive another system generated email

Step 3: Verify Your Transcript

- Open the navigation menu by clicking on the “☰” button in the upper right-hand corner
- From the navigation menu click on the “HOME” option
- From the home sub-menu click on the “UNIVERSAL PROFILE” option
- Select the “Transcript” tab along the top of the page
- Click on the “Active” button and select the “Completed” option to view your completed transcript
- Locate the external training you submitted to verify it has been placed on your transcript
- Locate any applicable training equivalencies granted for the external training



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