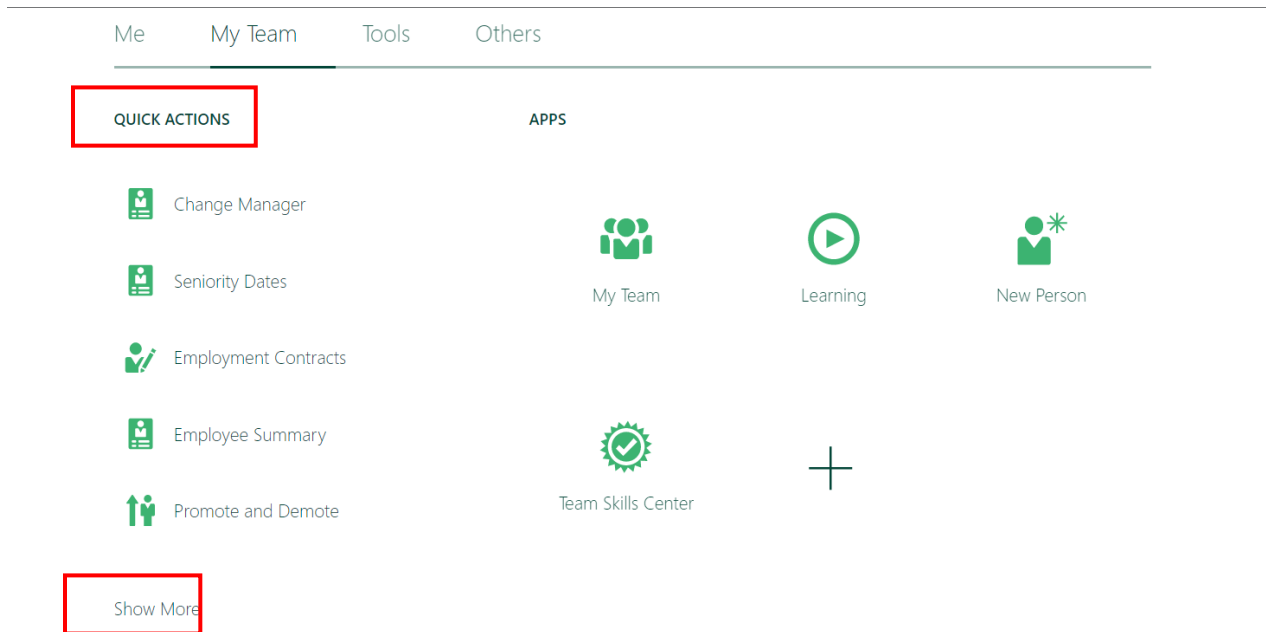# Step-by-Step Instructions
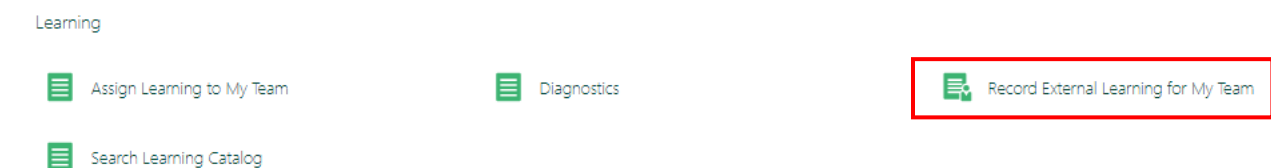
Add External Training for Direct Reports

Performed by: Manager

1. From the **Homepage**, navigate to the **My Team,** under the *Quick Actions* section click on **Show More.**

2. Under the **Learning** section, click **Record External Learning for My Team.**

3. In the *Completion Details* section populate the *Completed On* field, optionally populate the *Started On, Actual Effort in Hours, Score Achieved, and Justification.* Click on Continue.
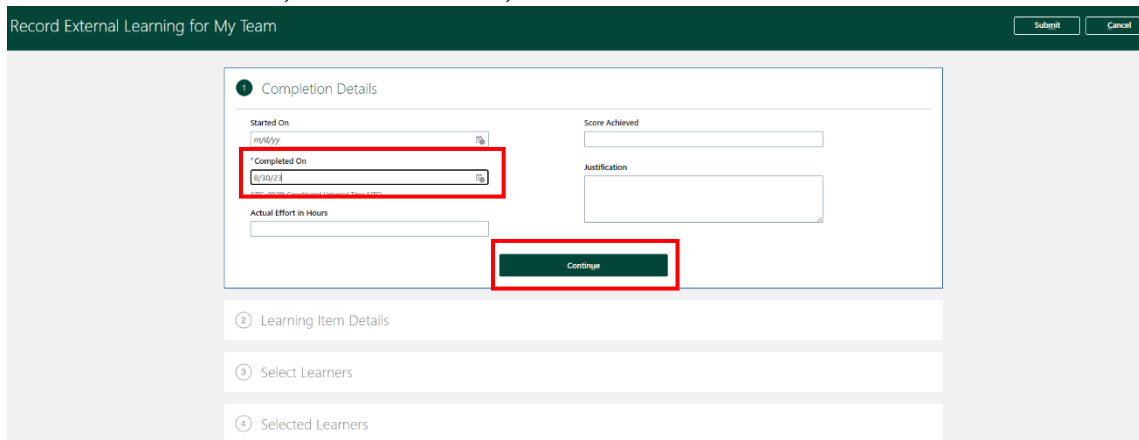
4. In the *Learning Item Details* section populate the *Title,* optionally populate the *URL, Description, Effort in Hours, Cost, and Currency* fields. Click on **Continue**.

5. In the *Select Learners* section, select the Learner(s) that need the external training added. Use the check mark to select the individual and click on **Add Learners.** Once added a yellow box that says Added should appear next to the individual's name. Click **Continue**.

6. In the *Selected Learners* section, you have the option to delete the learner by clicking on the check mark next to the Leaners name and click on **Delete**. If none of the learners need to be deleted click **Submit** and this transaction is considered complete.