

ADDING TRAINER NAME TO TRAINING RECORD

After the Event

For Instructor-Led Training (ILT) or one-on-one coaching, you can enter the instructor's name. In some programs, having the instructor's name is important.

If you are entering a few records, you should be seeing the TrainerID drop-down after clicking the + icon (from Courses) or wizard wand (from People). Should be next to the status date field.

The screenshot shows the 'Add History' form in the Ability Training Compliance system. The form includes fields for Learner Name, Course Title, History Type ID, TrainerID, History Status Date, History Status ID, and History Pass/Fail Status ID. The TrainerID dropdown menu is open, showing a list of names including 'Kellen, Cody' which is highlighted. A red arrow points to the dropdown menu.

Learner Name	Course Title	History Type ID	TrainerID	History Status Date	History Status ID	History Pass/Fail Status ID
Krull, Daniel	[EHSO-3006-ILT] WPS Site - Plant Pathology Research Center	Internal	None selected Holtz, Bree Horry, Paul Hughston, Ty Hunter, Eric Jannausch, Rebecca Jimenez, Kelly Jordan, Cynthia Kellen, Cody Kidder, James Klein, Mathew Klevickas, Randy Klue, James	01/16/2020	Finished	Pass

The process is the same if adding records from the People > individual's transcript screens.

Upon Set-Up of Event

If you are setting up an event (from Master Schedule), select your name as the trainer while entering the other event details.

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Ability Training Compliance

[Master Schedule](#)

The screenshot shows the 'Master Schedule' interface on the left and the 'Add Training Event Wizard' on the right. The wizard displays a list of 227 matches for the selected course. The 'Trainers' dropdown menu is open, showing a list of names including 'Keilen, Cody', which is highlighted with a red arrow. The 'Course ID' is 'EHSO-3007-ILT' and the 'Start Date' is '01/16/2020'.

After Set-Up; Before Attendance

If you forget to do that or need to take over an event, you can still change the trainer. If you add your name before recording attendance, your name will go on all the participants' completion history. Some courses already have primary trainers listed under the Trainers tab. Uncheck anyone who isn't the trainer for that day's event. Use the green + to add someone different.

Ability Training Compliance

[Master Schedule](#) > [Event Trainers](#) > [Event Trainer Edit](#)

The screenshot shows the 'Event Trainer Edit' interface. The course ID is 'EHSO-3007-ILT' and the start date is '01/16/2020'. The 'Trainers' tab is selected, and the 'Event Trainer Edit' form is displayed. The form shows the current trainer 'Sarah Drumm' and a 'One Day Event' checkbox. A red arrow points to the 'Trainers' tab in the navigation menu.