# Recording Hands-On Assessments

You must first have the Trainer security role in the Ability training system to manually enter and edit training records. This guide is limited to manual recording of occasional in-person skill assessment or adding/entering any course records one-at-a-time. If you will be doing group training that would benefit from enrollment through Ability calendar, including classroom or webinars, refer to other Trainer resources or contact the training support desk at ORRS.train@msu.edu.

Enter Hands-On coaching and assessment results

Upon login at https://train.ora.msu.edu, navigate to the Manager Menu > Courses.
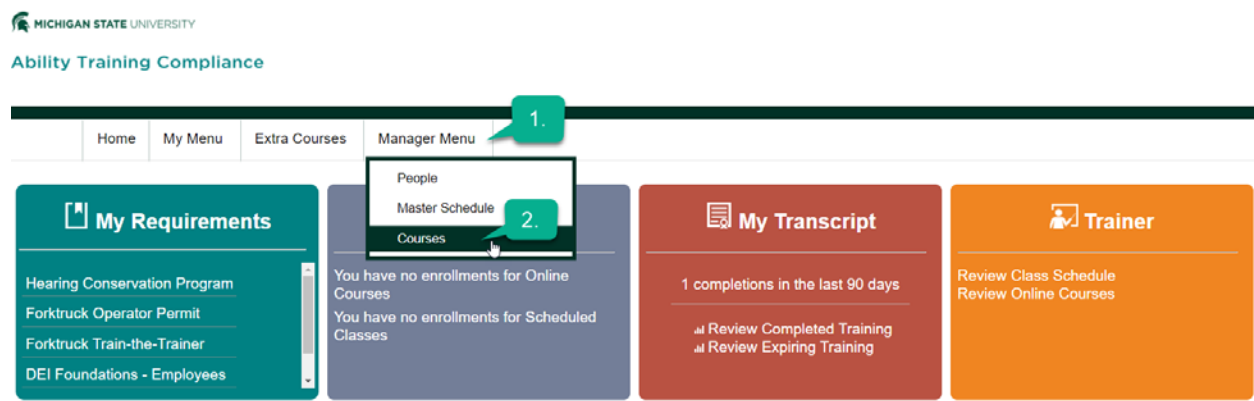
1. Click the underlined title from the list of courses you have access to.

2. Use the ➕ icon to enter 1 new record at a time (recommended).
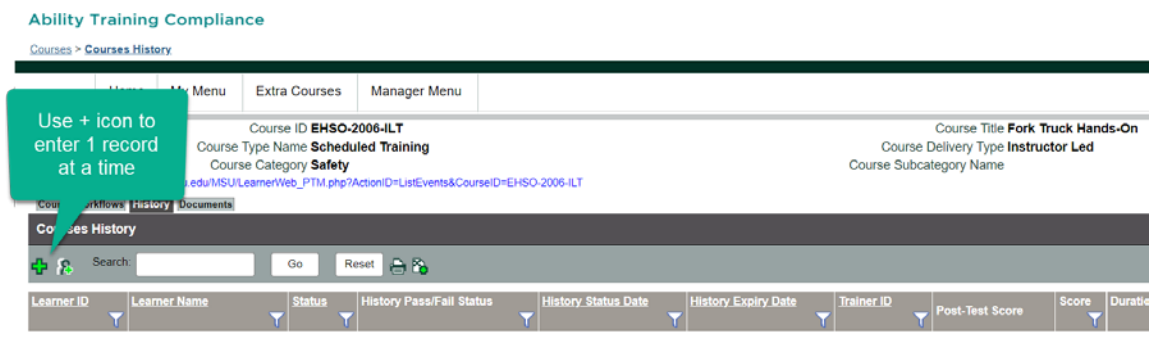
3. A pop-up will appear.
   Click NEXT to select a Learner.
4. Add Learner Pop-Up
   1) Use either the Learner ID field (typically the worker's NetID) OR the learner's last name (,) first initial or first name.
   2) Click the Find Qualifying Learners button. If you enter just the last name, you may get several options in the middle column.
   3) Click to select the correct person from any list.
   4) Then immediately click the >> arrow button to move them to the Selected Add column.
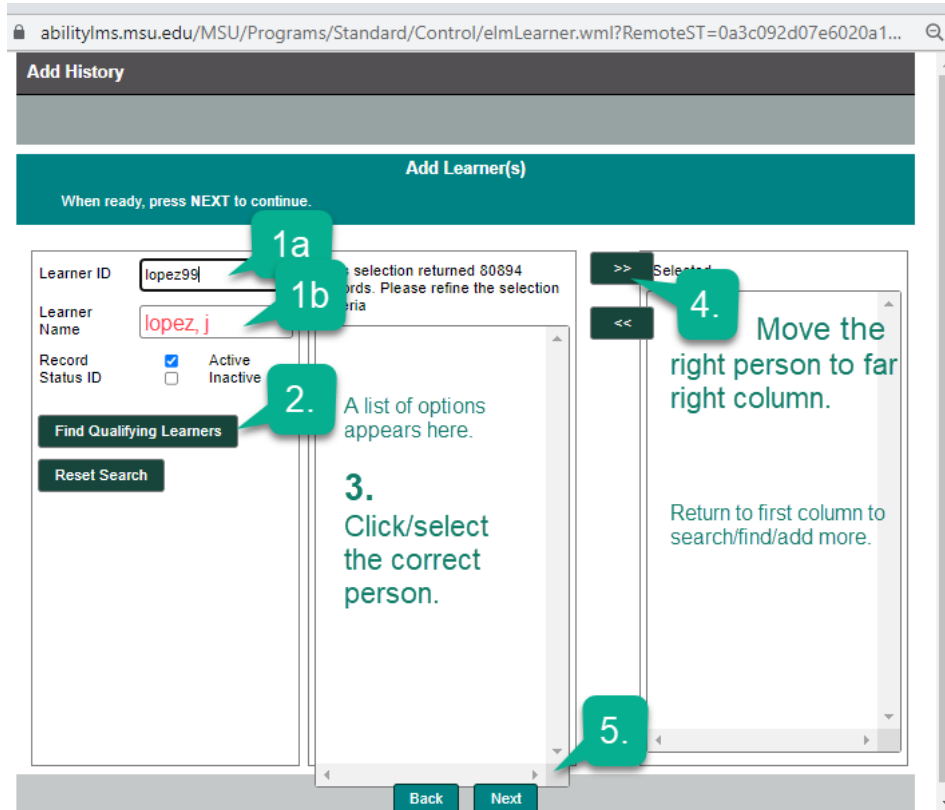
If you have multiple people trained for the same subject, you can return to the first column and find/add more to the right column.

5) Use the Next button at the bottom of the page when all Learners have been selected.

5. Add details to the training record on the resulting window. For example, you can select the trainer from the dropdown. You can modify the date. You can record successful assessment or fails. Use the Choose File button to upload documentation. If you use CERTIFICATE from the dropdown types, that will replace the standard training certificate on the person's record of the training. Click Next when finished.
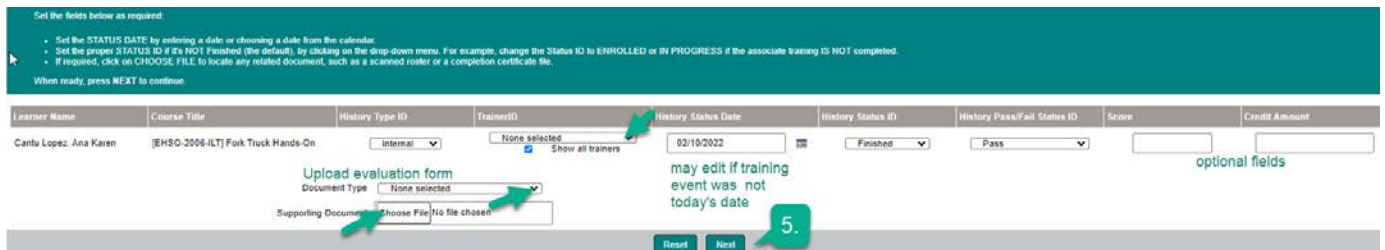
When you close the pop-up window, you will find the new record listed. Edit the record using the green I icon in far-right column.
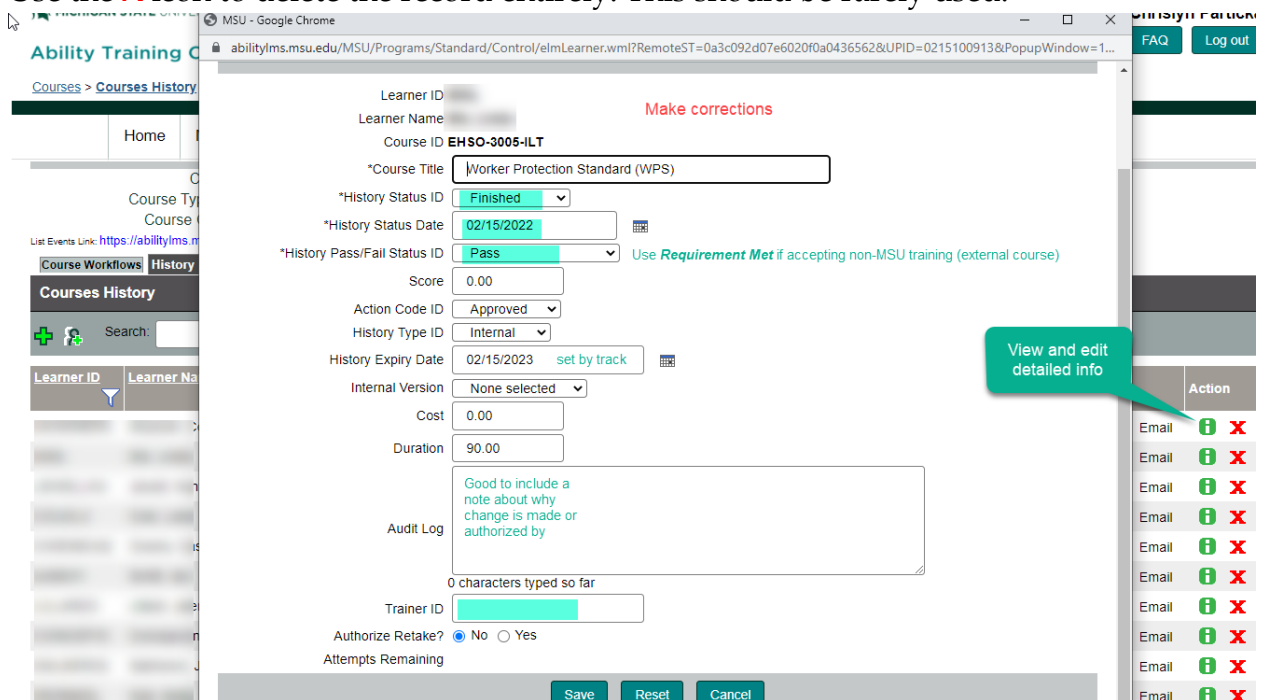
Editing Records

Login to https://train.ora.msu.edu. Navigate to the Manager Menu > Courses. Select one of the courses you have access to.

- If you've made an error in adding a record, you can always fix it on the Course History tab. Do not delete old history as these are records legally required to be kept. Only delete a record that was erroneous.

Use the far right Action column to bring up a pop-up window.

- Use the I icon to bring up details and make changes (highlighted areas below).
- Use the X icon to delete the record entirely. This should be rarely used.