TAS - View my training record

How to view my TAS training record

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TAS holds your study records from the beginning of January 2023. For study completed prior to January 2023, please contact IT Training. On attending a course, filling a survey, or completing an assessment, Your training record will be available from your Profile page.

Prerequisites

You must have attended an IT Training course, filled a survey, or successfully completed an assessment.

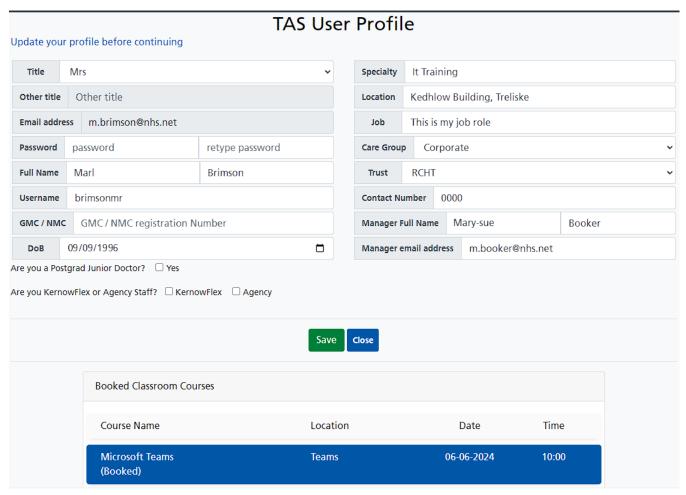
You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide <u>TAS - How to login</u>

Opening your User Profile

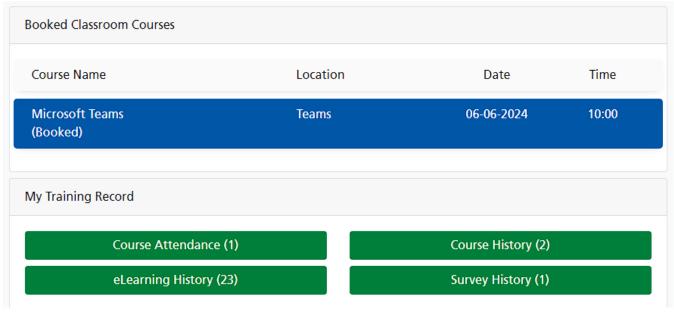
When you have logged into TAS, your name will be displayed on the top menu bar.

Click your name to display a drop list menu.

Click the **User Profile** option to open your TAS User Profile page.



Scroll the user profile page down to your student training record.



By default any future courses you have booked are displayed in the 'Booked Classroom Courses' panel.

The My Training Record will contain buttons where you can access a summary of your course attendances, course history, eLearning history and your survey history.

Each button will display the number of courses in the summary.

Viewing your course attendance

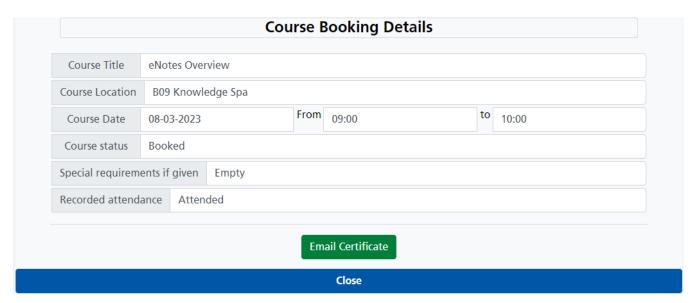
Click the Course Attendance button to open your classroom attendance history.

Course Attendance (1)

All attended classroom courses including those delivered by Teams will be recorded on this page.



Click the required attendance to open the Course Booking Details page.



Viewing your course history

Click the Course History button to open your classroom course history.

Course History (2)

The Classroom Course History page contains 3 panels; Booked Classroom Courses, Course Attendance Record and Past Course History.



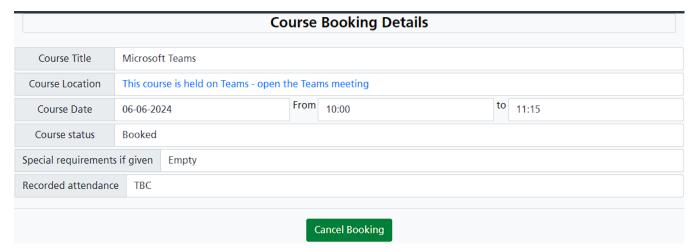
Each panel contains a course summary.

Booked Classroom Courses

Click on the Booked Classroom Courses panel, this will open a summary of your booked future courses.

Booked Classroom Courses	1 Booked		
Course Name	Location	Date	Time
Microsoft Teams (Booked)	Teams	06-06-2024	10:00

Click the required course to open the Course Booking Details to further information for your booking.



On this page you can opt to cancel the course.

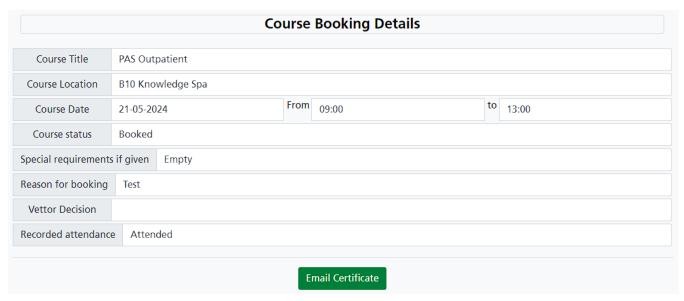
When a course is due to be delivered over the Teams app, the Course Location will contain a link to join the course.

Booked Classroom Courses

Click on the Course Attendance Record panel, this will open a summary of your attended courses.

Course Attendance Record	1 Attendances		
Course Name	Location	Date	Time
PAS Outpatient Attendance: Attended	B10 Knowledge Spa	21-05-2024	09:00

Click the required course to open the Course Booking Details to view further information for your attendance.



On this page you can send a certificate to your email address.

course is due to be delivered over the Teams app, the Course Location will contain a link to join the course.

Past Course History

Click on the Past Course History panel, this will open a breakdown of your past booked courses.

Course Name	Location	Date	Time
Microsoft Teams Attendance: Awaiting result	Teams	06-06-2024	10:00

The history will contain a breakdown of your;

- Attendances courses that you have attended.
- Cancelled Cancellations that you have made.
- Cancelled by CITs Courses cancelled by CITs for example where the course has been

cancelled.

- Cancelled within 48 hours Cancellations you have made within 48 hours of the scheduled course appointment.
- DNA Courses you have failed to attend.
- Awaiting Result Courses that are waiting for the instructor to record attendance.
- Refused by CITs Course bookings vetted by the training team as inappropriate for your job role.

Click the required course to open the Course Booking Details to view further information for your course.

Viewing your eLearning history

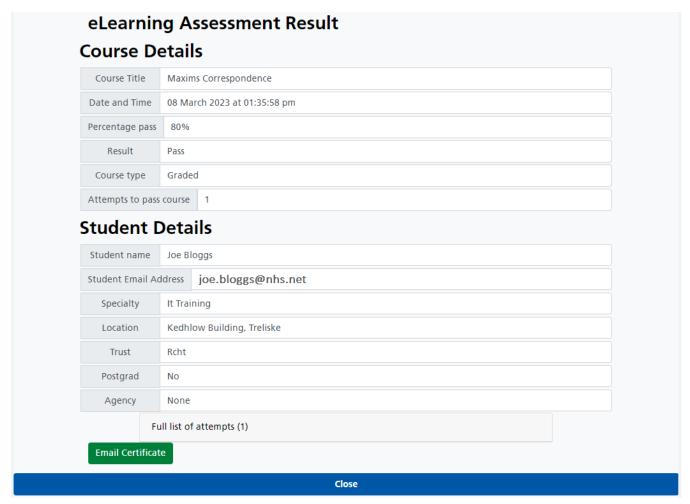
Click the eLearning History button to open your classroom attendance history.

eLearning History (23)



All completed assessments are recorded on the eLearning History page.

Click the eLearning assessment course title to open the eLearning Assessment Result page.



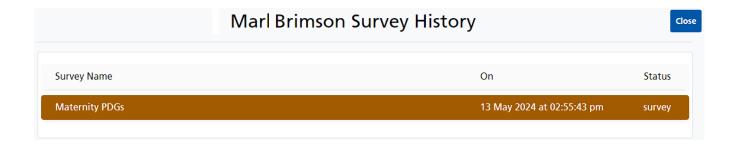
On this page you can send a certificate to your email address.

Viewing your Survey History

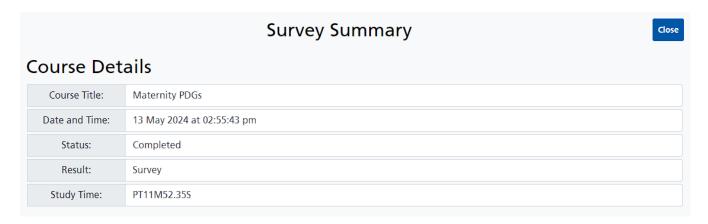
Click the Survey History button to open a summary of your surveys.

Survey History (1)

All completed surveys are recorded on the Survey History page.



Click the survey title to open the Survey Summary page.



Scroll down the page to view the survey questions and answers.

Questions and Answers posed

Question 1

Question text - 1. Inactivated Influenza Vaccine Learner response - Confirm I have read fully - v1 Result - Survey

Question 2

Question text - 2. Enoxaparin Injection Learner response - Confirm I have read fully - v1 Result - Survey

Question 3

Question text - 4. Pertussis Vaccine Learner response - Confirm I have read fully - v2 Result - Survey

Question 4

Question text - 3. Misoprostol 200microgram tablets Learner response - Confirm I have read fully - v3 Result - Survey

Scrolling to the bottom a list of all surveys you have submitted for this survey title are displayed

Submitted surveys

Course Name: Maternity PDGs on 13 May 2024 at 02:55:43 pm

Course Name: Maternity PDGs on 09 May 2024 at 11:22:12 am

Clicking each one listed will in turn further information for the selected submitted survey.

Please note that although TAS stores your study record, IT Training do not set-up accounts. Account creation is done by different teams.

Online URL: https://elearning.cornwall.nhs.uk/site/kb/article.php?id=415