

# 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 [TAS - How to login](#)

### 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.

### TAS User Profile

Update your profile before continuing

<b>Title</b>	Mrs	<b>Specialty</b>	It Training	
<b>Other title</b>	Other title		<b>Location</b>	Kedhlow Building, Treliske
<b>Email address</b>	m.brimson@nhs.net		<b>Job</b>	This is my job role
<b>Password</b>	password	retype password	<b>Care Group</b>	Corporate
<b>Full Name</b>	Marl	Brimson	<b>Trust</b>	RCHT
<b>Username</b>	brimsonmr			
<b>GMC / NMC</b>	GMC / NMC registration Number			
<b>DoB</b>	09/09/1996		<b>Contact Number</b>	0000
<b>Are you a Postgrad Junior Doctor?</b> <input type="checkbox"/> Yes		<b>Manager Full Name</b> Mary-sue Booker		
<b>Are you KernowFlex or Agency Staff?</b> <input type="checkbox"/> KernowFlex <input type="checkbox"/> Agency		<b>Manager email address</b> m.booker@nhs.net		

[Save](#) [Close](#)

Booked Classroom Courses

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

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

#### Booked Classroom Courses

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

#### My Training Record

<a href="#">Course Attendance (1)</a>	<a href="#">Course History (2)</a>
<a href="#">eLearning History (23)</a>	<a href="#">Survey History (1)</a>

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.

Marl Brimson Classroom Attendance History <span>Close</span>			
Course Name	Location	Date	Time
PAS Outpatient <b>Attendance: Attended</b>	B10 Knowledge Spa	21-05-2024	09:00

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

Course Booking Details	
Course Title	eNotes Overview
Course Location	B09 Knowledge Spa
Course Date	08-03-2023
From	09:00
to	10:00
Course status	Booked
Special requirements if given	Empty
Recorded attendance	Attended

[Email Certificate](#)

[Close](#)

## 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.

Marl Brimson Classroom Course History			Close
Booked Classroom Courses	1 Booked		
Course Attendance Record	1 Attendances		
Past Course History	1 Attendances 0 Cancelled 0 Cancelled by Cits 0 Cancelled within 48 hours	0 DNA 0 Awaiting result 0 Refused by CITS	

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.

Course Booking Details			
Course Title	Microsoft Teams		
Course Location	<a href="#">This course is held on Teams - open the Teams meeting</a>		
Course Date	06-06-2024	From	10:00 to 11:15
Course status	Booked		
Special requirements if given	Empty		
Recorded attendance	TBC		
<input type="button" value="Cancel 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 Name	Location	Date	Time
Course Attendance Record		1 Attendances	
PAS Outpatient <b>Attendance: Attended</b>	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.

Course Booking Details			
Course Title	PAS Outpatient		
Course Location	B10 Knowledge Spa		
Course Date	21-05-2024	From	09:00 to 13:00
Course status	Booked		
Special requirements if given	Empty		
Reason for booking	Test		
Vettor Decision			
Recorded attendance	Attended		

[Email Certificate](#)

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.

Past Course History	1 Attendances 0 Cancelled 0 Cancelled by Cits 0 Cancelled within 48 hours	0 DNA 1 Awaiting result 0 Refused by CITS
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Course Name	Location	Date	Time
Microsoft Teams <b>Attendance:</b> Awaiting result	Teams	06-06-2024	10:00
PAS Outpatient <b>Attendance:</b> Attended	B10 Knowledge Spa	21-05-2024	09:00

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)**

Marl Brimson eLearning History			
Course Name	Last attempt	Attempts	Result
Global Booking Module	28 March 2024	1	Failed
Birth Notification Application	24 October 2023	5	Passed
eLearning Youth Hub Quiz	01 August 2023	1	Passed
Business Best Management and Risk Tools	01 August 2023	13	Passed
EPMA - View Only	11 April 2023	1	Failed
South Request Form	13 February 2023	1	Passed
North Request Form	05 June 2024 at 11:07:32 am	1	Passed

All completed assessments are recorded on the eLearning History page.

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



## eLearning Assessment Result

### Course Details

Course Title	Maxims Correspondence
Date and Time	08 March 2023 at 01:35:58 pm
Percentage pass	80%
Result	Pass
Course type	Graded
Attempts to pass course	1

### Student Details

Student name	Joe Bloggs
Student Email Address	joe.bloggs@nhs.net
Specialty	It Training
Location	Kedhlow Building, Treliske
Trust	Rcht
Postgrad	No
Agency	None

[Full list of attempts \(1\)](#)

[Email Certificate](#)

[Close](#)

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.

## Marl Brimson Survey History

Close

Survey Name	On	Status
Maternity PDGs	13 May 2024 at 02:55:43 pm	survey

Click the survey title to open the Survey Summary page.

## Survey Summary

Close

### Course Details

Course Title:	Maternity PDGs
Date and Time:	13 May 2024 at 02:55:43 pm
Status:	Completed
Result:	Survey
Study Time:	PT11M52.355

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>