# Uploading Certificates into a Requirements Scribe Tracker in Relias



#### 3 Click "Modules"



#### 4 Click "Module List"



Click drop down menu on Module type

ERVIEW			
Dashboard		Module List	
OLUTIONS			
Learning	^	Filter by + Filter Clear	
aining Plans	~	Module Type	Owner
		All Module Types	All Owners
lules	^	All Module Types	
lule List		Course	
dule Search		Live Event	
ers		Personalized Learning	
m Question Po	ol	Pro-on-the-Go	
lustion		Requirements Tracker	
mplates		Skills Checklist	

# Click "Requirements Tracker"

💷 Dashboard		Module List				
SOLUTIONS		Q Search Modules				
Learning	~	Filter by + Filter Clear				
Training Plans	~	Module Type	Owner		Certificate	
Modules	~	All Module Types	All Owners	<b>~</b>	All Certificates	
modules		All Module Types				
Module List		Course				
Module Search		Live Event				
Filters		Personalized Learning			1 100 of 1215	
Exam Question Po	ol	Pro-on-the-Go			1-100 01 1515	
Evaluation		Requirements Tracker		Type	Approved 🚖	En
Templates		Skills Checklist				
BrainSparks Management		12 Keys to Good Management REL-PAC-0-KGM	0	Course	~	<b>0</b> 5
Course Updates		A Behavioral Approach to Toilet Training People wi REL-ABA-0-BATTPIDD	th IDD	Course	~	<b>0</b> 10
Session Locations		A Client's Experience of Trauma-Informed Care	0	Course	~	Q 2
Guest Instructors		KEL-BHC-0-ISPHB				~
Shared Completion	;	A Day in the Life of Henry: A Dementia Experience REL-ALL-0-DLHDE	0	Course	~	<b>9</b> 15

Click the "Search Modules" field.

7

RELIAS	Delaware Health & Social Services
<b>OVERVIEW</b> Dashboard	Module List
SOLUTIONS	Q Search Modules
P Learning ^	Filter by + Filter Clear
Training Plans 🗸 🗸	Module Type Owner
Modules ^	Requirements Tracker   All Owners
	Approved
Module List	Approved
Module Search Filters	New Module Export Modules

**8** Type the name of the tracker you need for the certificate

# Click here on the blue person with the plus sign

Q DDDS Example				
Filter by + Filter Clear				
Module Type	Owner		Certificate	
Requirements Tracker	- All Owners	*	All Certificates	
Approved New Module Export Modules	· .		1 1 of 1	
Export modules			1-1 01 1	
Title 1		Туре	Approved \$	Enrolle
Title A DDDS Example Tracker Upload 1653930		Type Requirements Tracker	Approved 🗢	Enrolle
Title A DDDS Example Tracker Upload 1653930		Type Requirements Tracker	Approved \$	Enrolle
Title A DDDS Example Tracker Upload 1653930		Type Requirements Tracker	Approved \$	Enrolle 0

## Click "ENROLLMENT Tab"

RELIAS	Delaware Health & Social Services Jennifer Allei Administrator
<b>overview</b> 理 Dashboard	Customers are expressly prohibited from loading any Protected Health Information or other information which is covered under HIPAA. Relias is not responsible for any damages you incur due to non-compliance with HIPAA requirements.
SOLUTIONS	• Back to Module List Module Enrollment: DDDS Example Tracker Upload
🍚 Learning 🛛 🔨	
Training Plans 🗸 🗸	PROPERTIES Requirements Tracker   0.25 Credit Hours   Instructor Jennifer Allen   + SHOW DETAILS
Modules ^	
Module List	
Module Search Filters	LEARNERS ENROLLED ENROLLMENT REPORT > EXPORT LEARNERS > Search
Exam Question Pool	Filter By A-Z + Filters
Evaluation Templates	Unenroll Change Availability Date Change Due Date Mark as Complete Email Learners
BrainSparks Management	
Course Updates	Do Not Sell My Parconal Information   Privacy Policy
Session Locations	© 2024 Relias LLC, all rights reserved. "Relias" is a trademark of Relias LLC.

#### **11** Click the "Search" field.

Instructor Jennifer Allen	+ SHOW DETAILS		Modify
ENT			
T already enrolled)		Bearch	٩
		+ Filter	rs × Clear
		1-100 of 5	5,400 < >
	Hierarchy	Job Titles	Hire Date
7	Res-New Castle County - Howell School Road	Direct Support Professional	8/21/2023
rq	Community Systems Inc (CSI)	Direct Support Professional	4/25/2023
0			

**12** Type "First or last name to find the learner and hit **enter**"

## **13** Click this checkbox.

RELIAS	Delaware Health & Social Services			Jennifer Allen 🌲 🍙 Administrator 👻
OVERVIEW	Back to Module List Module EnrolIment: DDDS Exa	ample Tracker Upload		
SOLUTIONS	PROPERTIES Requirements Tracker   0.25 Credit Hours   Instructor			Modify
Learning ^	CURRENTLY ENROLLED ENROLLMENT			
iraining Plans 🗸 🗸				
Modules ^	Due Date: Assign date to all	<b>1</b>		
Module Search Filters	Available Learner(s) (Learners NOT already on Filter By A-Z V	rolled)	First Name	+ Filters × Clear
Exam Question Pool				1-1 of 1
Exam Question Pool	Enroll Enroll & Mark Complete Name & Username	Hierarchy	Job Titles	1-1 of 1 Hire Date
Exam Question Pool Evaluation Templates	Enroll Enroll & Mark Complete Name & Username Last Name, First Name Example 123	Hierarchy DDDS - Community Services	Job Titles	1-1 of 1 Hire Date 8/23/2024
Exam Question Pool Evaluation Templates BrainSparks Management	Erroll Erroll & Mark Complete  First & Mark & Username  Ast Name, First Name Example 123	Hierarchy DDDS - Community Services	Job Titles	1-1 of 1 Hire Date 8/23/2024
Exam Question Pool Evaluation Templates BrainSparks Management Course Updates	Enroll Enroll & Mark Complete Name & Username Last Name, First Name Example 123	Hierarchy DDDS - Community Services	Job Titles	1-1 of 1 Hire Date 8/23/2024
Exam Question Pool Evaluation Templates BrainSparks Management Course Updates Session Locations	Erroll & Mark Completo     Name & Username     Last Name, First Name     Example 123	Hierarchy DDDS - Community Services	Job Titles	1-1 of 1 Hire Date 8/23/2024
Exam Question Pool Evaluation Templates BrainSparks Management Course Updates Session Locations Guest Instructors	Do Not Sell My Personal Information   Privacy Policy © 2024 Relias LLC, all rights reserved. "Relias" is a tradema	Hierarchy DDDS - Community Services	Job Titles	1-1 of 1 Hire Date 8/23/2024

## 14 Click "Enroll Tab"

		PROPERTIES Requirements Tra	ncker   0.25 Credit Hours   Instructor Jer	Inifer Allen   + SHOW DETAILS		
Learning	^	CURRENTLY EN	ROLLED			
Training Plans	~					
Modules	~					
Module List		Due Date:	Assign date to all			
Module Search		Available L	.earner(s) (Learners NOT already enroll		First Na	ime
Filters		Filter By	A-Z 🔹			+ Filters
Exam Question Poo	bl	Enroll	Enroll & Mark Complete			
Evaluation			Name & Username	Hierarchy	Job Titles	Hire Date
Templates			Last Name, First Name Example123	DDDS - Community Services		8/23/2024
BrainSparks Management						
Course Updates						
Session Locations						
Guest Instructors	0	Do Not Sell My Persona © 2024 Relias LLC, all ri	l Information   Privacy Policy ghts reserved. "Relias" is a trademark	of Relias LLC.		
Shared Completing						
Shared completions						

**15** Click "CURRENTLY ENROLLED and search for the learners name

RELIAS	Delaware Health & Social Services	Jennifer / Administrat	Allen tor 🔻
OVERVIEW	Back to Module List Module EnrolIment: DDDS Example Tracker Upload		
SOLUTIONS	PROPERTIES Requirements Tracker   0.25 Credit Hours   Instructor Jennifer Allen   + SHOW DETAILS		M
Learning     Training Plans	CURRENTLY ENROLLED ENROLLMENT		
Modules ^	Due Date: Assign date to all		
Module List Module Search Filters	Available Learner(s) (Learners NOT already enrolled)	arch	
Exam Question Pool	Enroll Enroll & Mark Complete	1-100 of 5,3	399
Evaluation Templates	Name & Username         Hierarchy         Job Titles           Image: Abam, GodWin niisdanga@@amail.com         Res-New Castle County - Howell School Road         Direct Su	pport Professional	Hire E 8/21/2
BrainSparks Management	Abande, Elvis <i>Elvis abande@csi-de org</i> Community Systems Inc (CSI) Direct Su	pport Professional	4/25/2
Course Updates	Abanke, Divine Divine Abanke@csi-de.org Community Systems Inc (CSI) Employee Abase.Addb.Fauster	9	11/7/2

## **16** Click this blue link under file upload.

CURR									
LEA	RNERS ENR	OLLED ENROLLMENT REPOR	RT •   EXPORT LEARNERS •				Search		۹
Filter	By A-Z	<b>•</b>						+ Filt	ers x Cl
	Unenroll	Change Availability Date	Change Due Date Mark as Com	plete	Email Learners				1-1 of
		Name & Username	Hierarchy	Grade	Exam Reset	Completed	Availability Date (	Due Date	Upload
		O Last Name, First Name Example123	DDDS - Community Services				8/23/2024		RI

#### 17 Click Choose File





19 Click this link it shows up blue once a file has been uploaded, this step is to verify you have the correct file for that learner before you complete.



#### 20 Click "Sample Mandt Certificate.pdf"



# **21** Click this checkbox.

🗐 Dashboard			respons	ible for any damages you incur o	lue to non-compliance with HIPAA	requiremen	its.	1 111101113 0010		13 1101
SOLUTIONS		N	Back to Module List	ollment: DDDS E	xample Tracker Up	load				
P Learning	^		_	_			_		_	
Training Plans	~		PROPERTIES Requirements Trac	ker   0.25 Credit Hours   Instruc	ctor Jennifer Allen   + SHOW DETAIL					
Modules	^		CURRENTLY ENR	OLLED ENROLLMENT						
Module List			-							
Module Search Filters			LEARNERS EN	ROLLED ENROLLMENT REPOR	T 🕨   EXPORT LEARNERS 🕨				Search	
Exam Question Po	ol		Filter By A	Z  Change Availability Date	Change Due Date Mark as Comp	olete	Email Learners	1		+ Filters
Evaluation Templates				Name & Username	Hierarchy	Grade	Exam Reset	Completed	Availability Date	Due Date
BrainSparks Management				C Last Name, First Name Example 123	DDDS - Community Services				8/23/2024	(
Course Updates										
Session Locations										
Guest Instructors		Do No	t Sell My Personal	Information   Privacy Policy						
Shared Completion		© 2024	4 Relias LLC, all rig	hts reserved. "Relias" is a trade	mark of Relias LLC.					

# 22 Click "Mark as Complete"

LEARI	NERS ENF		EXPORT LEARNERS				Search	
Filter By	A-2	Z						+ F
	Unenroll	Change Availability Date C	Change Due Date Mark as Com	plete Srade	Email Learners	Completed	Availability Date	Due Date
		C Last Name, First Name Example123	DDDS - Community Services				8/23/2024	

# **23** Click the "Grade" field.

^	Back to Module List     Module Enrollment: DDDS Example Tracker Upload										
~		MARK AS COMPL	ETE	Mark as	Complete	K					
ch on Pool	CURRENTLY ENROLLED	Completed *	plete for any accredited course will	not receive t	ne accreditation.						
	4	lame & Username				Com					
		ast Name, First Name Example123	DDDS - Community Services								

**24** Type in what the learner received on the test if there is no test use 100

# 25 Click this image "Date Field".

PROPERTIES											
Requirements Tracker   0.2	MARK AS COMPLI	ETE	Mark as	S Complete							
	Learners marked complete for any accredited course will not receive the accreditation.										
	Grade										
LEARNERS ENROLLED	100		Search								
Filter By A-Z	Completed *										
Nam						Availability Date (1)					
	t Name, First Name mple123	DDDS - Community Services				8/23/2024					

## **26** Click the DATE training was completed on or signed off on

	CURRE		Learners marked complete for any accredited course will not receive the accreditation.													
						Grade										
	LEAR	NERS ENF	ROLLEE	100												
	Filter By A-Z 💌			Completed *							Ē					
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			Name	Su	Mo	Tu	We	Th	Fr	Sa			Grade	Exam Reset	Completed	Availability
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			O Last	4	5	6	7	8	9	10	Services	5				8/23/2024
				11	12	13	14	15	16	17						
				18	19	20	21	22	23	24						
				25	26	27	28	29	30	31						
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# 27 Click "Mark as Complete"

expre	essly prohibited from loading any Protecter lamages you incur due to non-compliance	d Health Information or other information which is cov with HIPAA requirements.	No problem! To capture guides for o applications, use Scribe Pro's deskto Don't remind me again.			
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nen	t: DDDS Example Trac	ker Upload				
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0.2	MARK AS COMPLETE	Mark as Complete				
	Learners marked complete for any accredite	d course will not receive the accreditation.				
	Grade					
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