Adding a Personal Learning Event to your LMS Transcript
www.heartlandcenters.com

You can add any training or education event directly into your LMS transcript, even if it was not registered for or completed through the LMS. By using this option, you can have one complete record of training to print out at any time. Follow the instructions below to add one or multiple events into your training transcript. If you have any questions, contact the LMS Coordinator at lmshelp@slu.edu or call 314-977-8295.

1. Log into your LMS account at www.heartlandcenters.com and enter your username and password.

2. Click gold “My Workspace” bar to expand workspace menu, then click “My transcript”.

3. Click the Go button next to the Manage Personal Learning Events box found at the top of your Transcript.

4. When the Manage Personal Learning Event page opens, click Go next to “Add a Personal Learning Event”.

5. Fill in the form with information about your training, course, exercise or other event, then click Create. The event will be added into your general Transcript page and will be designated in “Type” column as a Personal Learning Event.

*Manager’s Note - If you are designated as the manager of your employee in the LMS, you can add a personal learning event to their transcript yourself. Go to the Administration Menu bar, then select Manage Users. Search for the user you need to update, select “Manage Personal Learning Event” from the Action drop down menu, click GO, and fill in the form. The employee’s transcript will then be updated.