- Creating a Test
- Creating Deep Links
- Curriculums
- CustomGuide Process
- Data Merge
- Evaluations
- Events, Sessions, Rosters User Gu
- HTML Script for ILT Zoom Sessio
- Learning Assignment Tool (LAT)
- Learning Job Aids

• Events and Sessions

- Learning Objects Overview
- Mobile App Login
- Mobile App Navigation
- New Employee Orientation (NEC
- On the Job Training Overview
- Removing Trainings with the T
- System Generated Emails
- Test Reset

• <u>Uploading Online Courses</u>

- Uploading Videos
- **>** Permissions
- > Performance
- > <u>Troubleshooting Procedures</u>
- Useful Links
- Job Aids
- > Drafts

• File lists

Space tools <<

Removing Trainings with the Training Removal Tool

Created by <u>Harris, Jeffrey</u>, last modified on <u>03/03/2022</u>

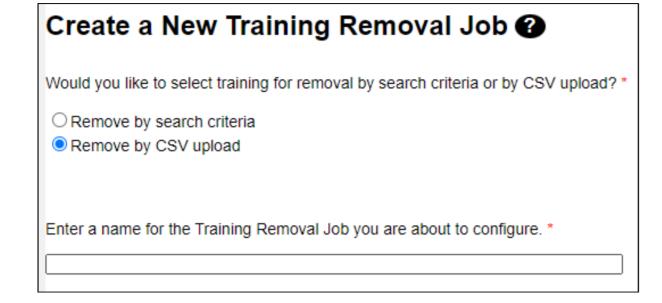
The Training Removal Tool page enables administrators to remove up to 20 training items from multiple users' transcripts at one time. From this page, administrators can also view the list of previously processed training removal jobs and view the details of each training removal job.

Removing Trainings in Bulk

1. Navigate to Configuration Tools > Learning > Training Tools > Training Removal Tool 2. Click the **Create New Training Removal Job** link to create a new training removal job.

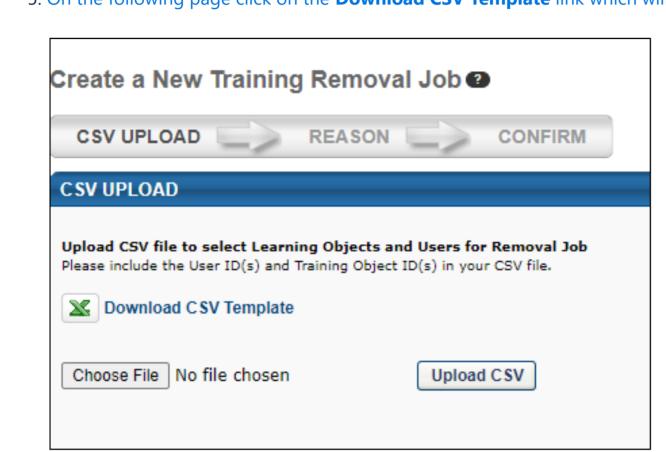


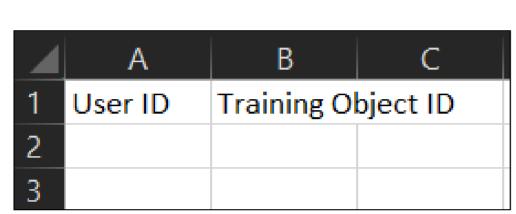
3. On the next page select how you would like to remove the training. The most common is **Remove by CSV upload** so this article will follow that process.



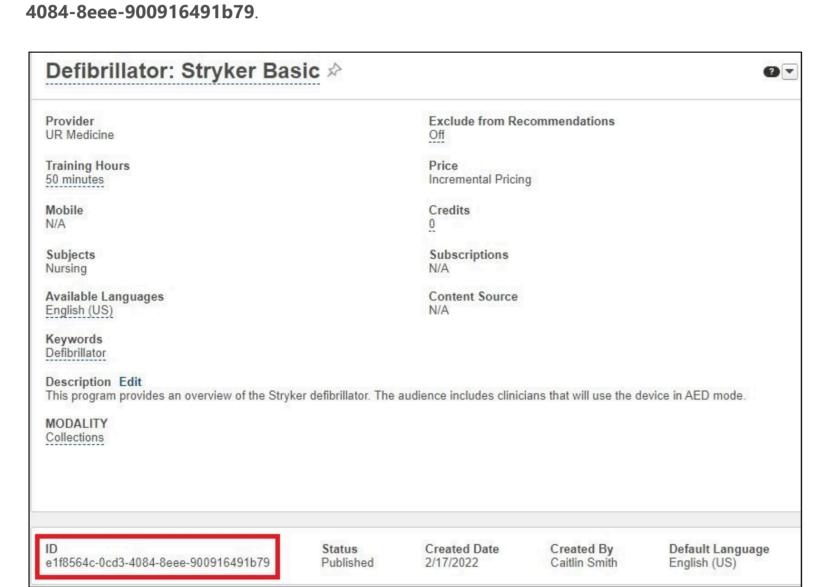
4. Select a name for the training removal and click the next button on the right.

5. On the following page click on the **Download CSV Template** link which will open an excel sheet that looks like the one below.





6. In the User ID column enter the URID's of the users that need to be removed. The Training Object ID is the unique identifier for the training and can be found on the training details page. In the below example the ID is: e1f8564c-0cd3-

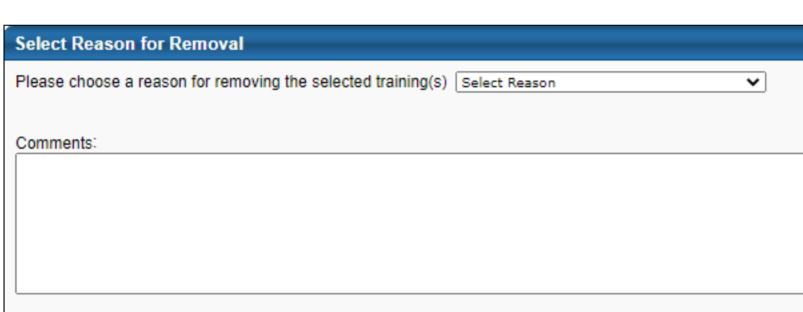


7. Once all the information is entered save the file. Next click **Choose File** and select the file you save then click **Upload CSV**. If successful, you will get the message: **CSV file uploaded successfully!**

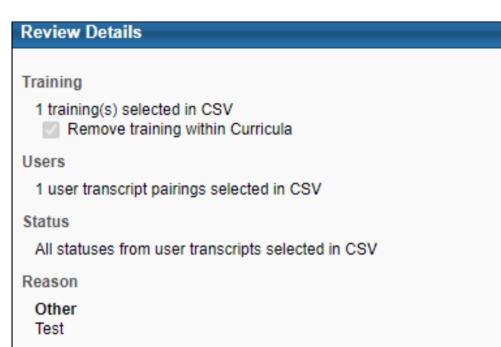
Removal Job Settings The following selections will apply to all user and training selections made through the CSV upload. Remove training within Curricula

9. On the next page, choose a reason for the removal from the dropdown and in the **comments** field enter additional information like who requested the removal.

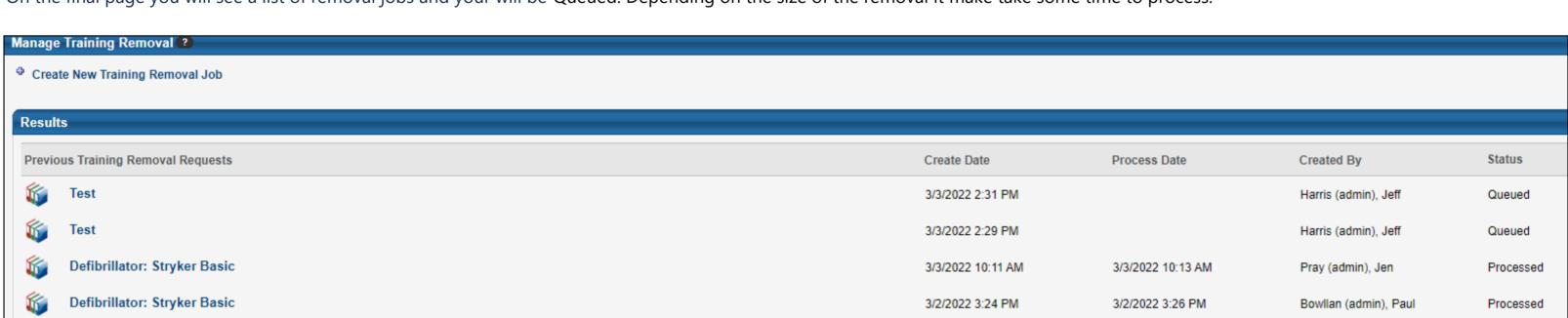
8. Before moving to the next page click the checkbox Remove training within Curricula (this will only appear if you are removing a curriculum).



10. On the next page review the details and submit.

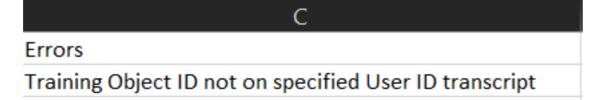


11. On the final page you will see a list of removal jobs and your will be Queued. Depending on the size of the removal it make take some time to process.



CSV Errors

• If you upload the CSV file you may get the following message: Problem with uploaded CSV. Click here to download • Click on the link to download and you should see a new column titled **Errors**



• Remove the rows that have the errors, remove the error column, save and re-upload the file.

Related articles

Removing Trainings with the Training Removal Tool

Powered by Atlassian Confluence 8.5.15 (prodnode0: 92527568) · Report a bug · Atlassian News