

Your Team's training records on Totara



Using the link:
[STFC Training Portal](#)

1.

Enter your STFC email address and federal password

2.

Clicking on Team will, by individual, show courses they have completed. Totara knows who is in your team based on Oracle records.

3.

Clicking on an individual's 'Records' will show you all the courses they have started in Totara.

Name	Last Login	Courses Started	Courses Completed
Baker, Gareth (STFC,DL,CSD)	6 Jan 2020	7	6
Black, Julie (STFC,RAL,CSD)	15 Aug 2019	17	17
Bradley, Mark (STFC,RAL,CSD)	6 Jan 2020	7	5

4.

Show/Hide Columns

Type	Course Title	Plan	Course due date	Previous Completions	Progress	Grade
📄	Asbestos Essentials				100%	100.0%
📄	Controlling Pollution BiteSize				0%	0.0% (80.0% to complete)
📄	Diversity Challenge				100%	0.0%
👤	DL Induction				No criteria	
📄	Management of Open Sources BiteSize				0%	0.0% (80.0% to complete)
📄	Risk management BiteSize				100%	80.0% (80.0% to complete)
👤	RTF Access				100%	

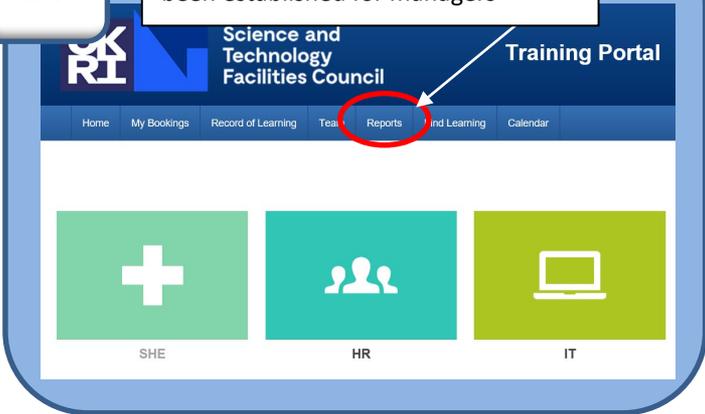
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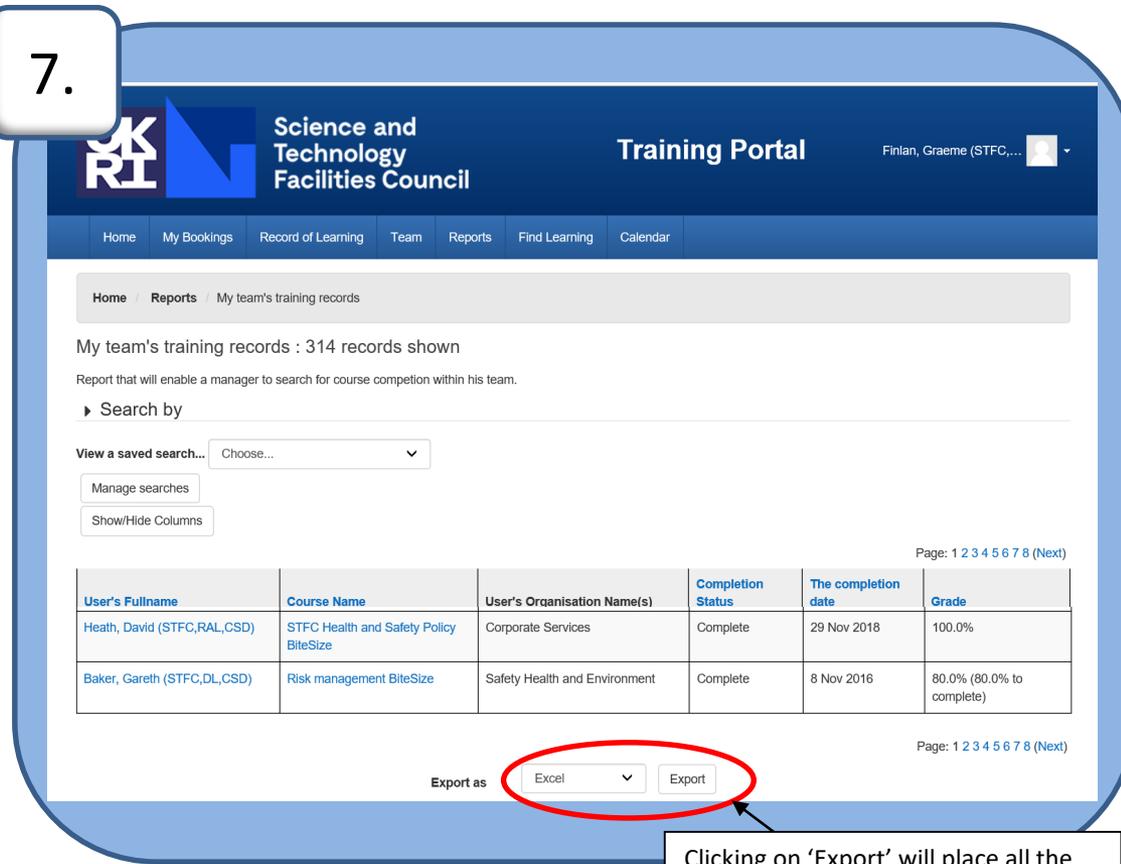
More detailed training data can found as follows:

5.

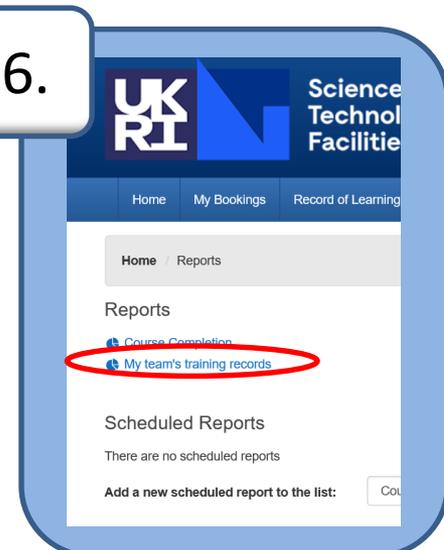
Clicking on Reports will show you standard training reports that have been established for managers



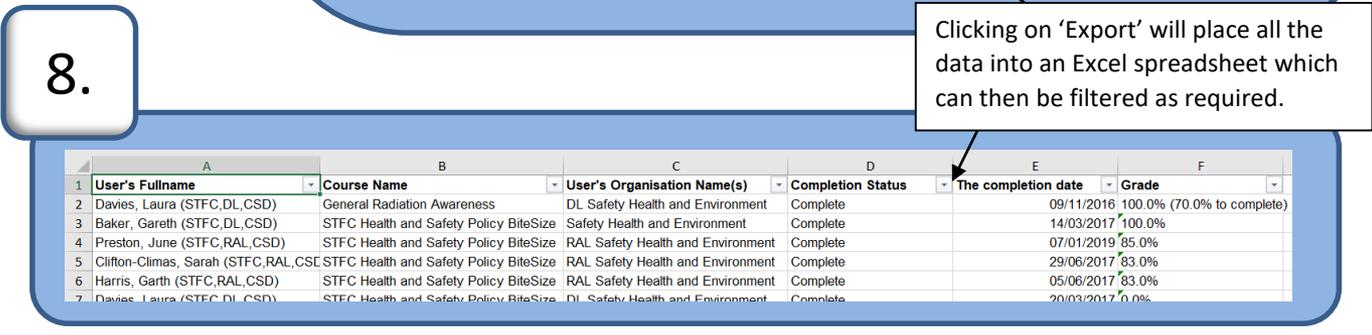
7.



6.



8.



Clicking on 'Export' will place all the data into an Excel spreadsheet which can then be filtered as required.