

Office of Clinical Trials Research

Instructions for printing the UVMCC Mandatories in eLearn:

Sign into eLearn

Click “Training Records”

Click “Records/Transcripts:

Click “Print Records/Transcript Report” (at bottom of screen)

Click “Select learning modules/programs” - then enter 20xx (current year) in Search Text – click Search

Select all available choices by clicking on



Click OK

Enter Start date – 07/01/20xx (previous year)

Enter End date – (current date)

Summarized Report - YES

Click PRINT preview – Click PRINT, Print PDF, Scan