



**In order to complete your file, please follow the steps below cut and paste a copy of your clinical training. Thank you for your support of Florida SouthWestern State College.**

### **Viewing All Learning Activities and Inservice History**

Log into [PeopleSoft](#).

- Click on [Enterprise Learning 9.0](#).
- Click the [Self Service](#) link.
- Click the [Learning](#) link.
- Click the [All Learning](#) link.
- You can filter the **All Learning** results by the selections in this Filter Name dropdown menu. **or**
- For search results that produce multiple items, there are several ways to sort the data.
  - o Click the **View All** link to view the entire list.
  - o Use the “page” arrows to scroll through the data.

### **Enterprise Learning Management (ELM)**

#### **Shortcut Guide**

Self Service Shortcut Guide Page 3

- o Click column headings (**Title, Type, Status**, etc.) to sort the data.
- o Use the **Customize** link for additional sorting features.

### **Viewing Inservice Record Report**

Log into [PeopleSoft](#).

- Click on [Enterprise Learning 9.0](#).
- Click the [Self Service](#) link.
- Click the [Learning](#) link.
- Click the [Inservice Record Report](#) link