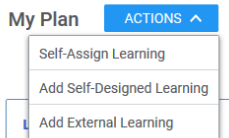
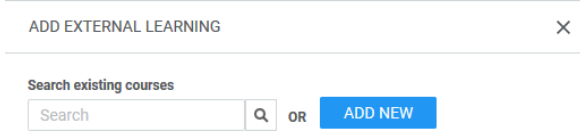
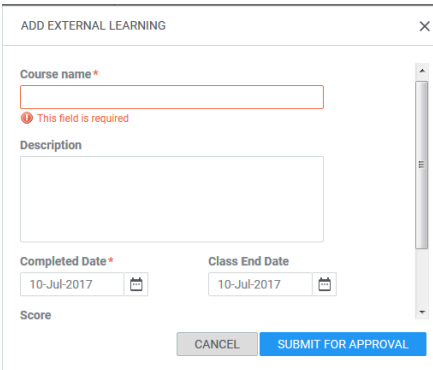
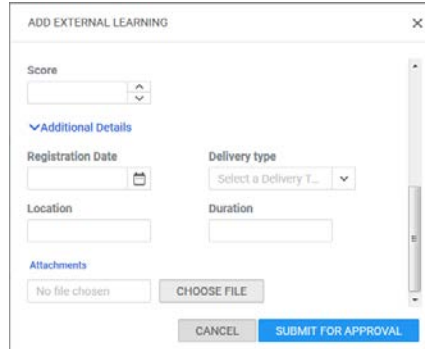


## RIT Talent Roadmap: Adding External Learning

External Learning is any professional development opportunity taken outside of the Center for Professional Development. Example items include webinars, conferences, seminars, etc. These submissions require supervisor approval in RIT Talent Roadmap.

1	Log in to <a href="#">RIT Talent Roadmap</a> using your RIT username and password.
1	<p>To add external learning to your transcript, go to your <b>Me</b> tab. Select the <b>Actions</b> dropdown menu and choose <b>Add External Learning</b>.</p> 
2	<p>Select <b>Add New</b>.</p> 
3	<p>When adding external learning it is important to include the <b>Course Name</b>, <b>Completed Date</b> and <b>Class End Date</b>. <b>Score</b> is optional.</p>  <p>After these values have been added scroll down and select <b>Additional Details</b>. Select the <b>Registration Date</b>, <b>Delivery Type</b>, <b>Location</b>, and type in the <b>Duration</b> in HH:MM format.</p>  <p>Once you finish entering the information, select <b>Submit for Approval</b> and an email will be sent to your supervisor.</p>