

RIT Talent Roadmap -Manager:

How to Add Completed Learning to a Direct Report

1	Log in to RIT Talent Roadmap with your RIT username and password.
2	To add completed learning, first, click the My Team button.
3	On the right-hand side, below Team Actions you can Add Completed Course to a direct report. 
4	After clicking Add Completed Course, select Add New . 
5	Fill out the information as necessary and remember to include the course name . You can also enter the Delivery Type and Duration (HH:MM) by expanding the additional details section. 
6	Press Save and Next to proceed to the next screen. Check the individuals that took the course and mark the completion date . Next, input a score of 100 for those who have successfully completed the training. Finally, press Save . 
7	Once saved, the box will appear below. Click close . 