How to Mark Employees Training Complete

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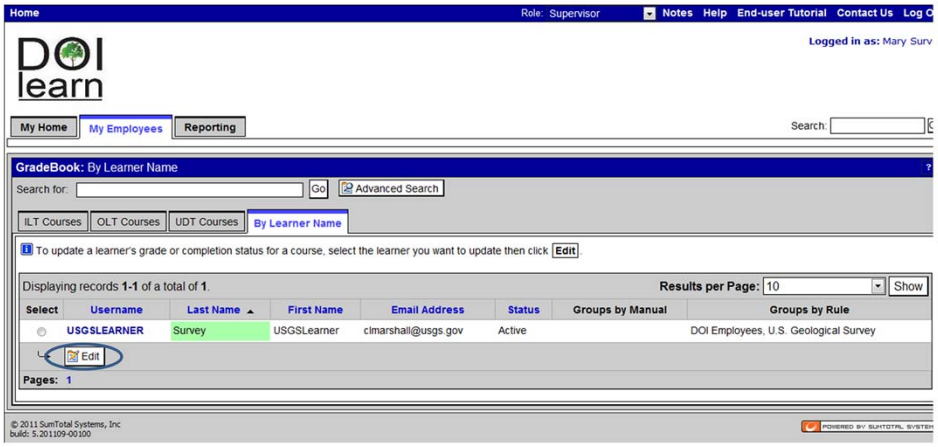
Log into DOI LEARN at: https://gm2.geolearning.com/geonext/doi/login.geo

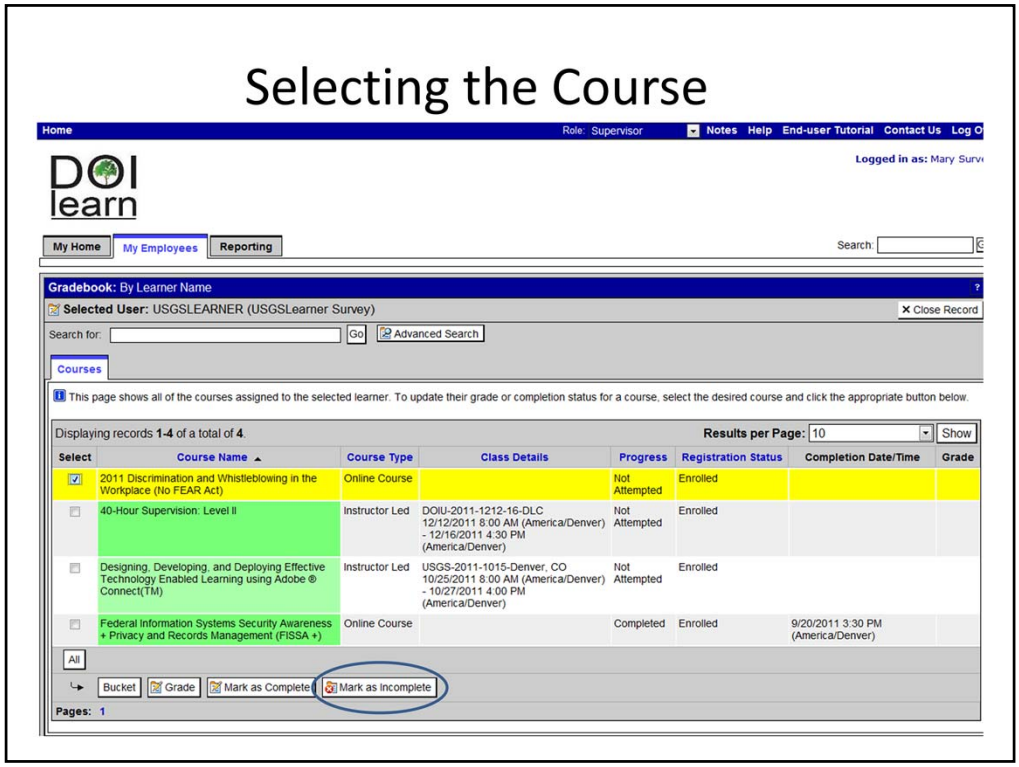
Accessing the Grade Book

- Change your Role to Supervisor or Instructor
- Go to the **My Employees** tab
- Select **Mark Training Complete in the Gradebook**

Search for the Employee



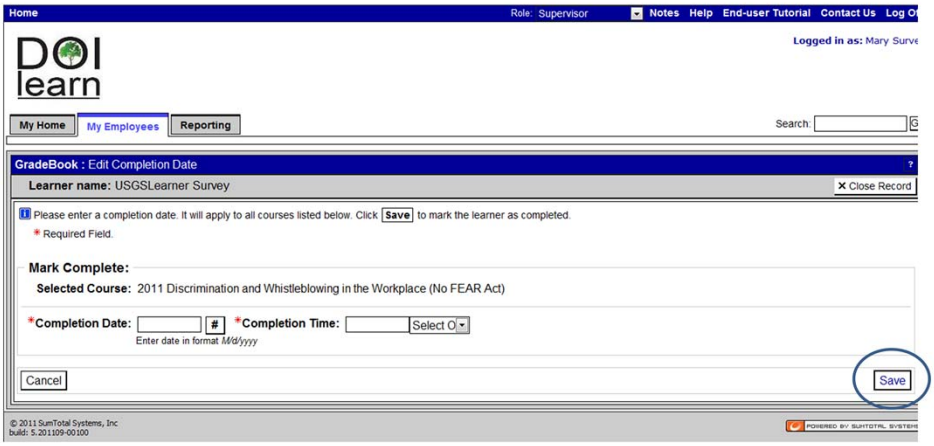
- Click on the **By Learner Name** tab
- Select the radio button next to the Employee you would like to mark complete
- Click **Edit**



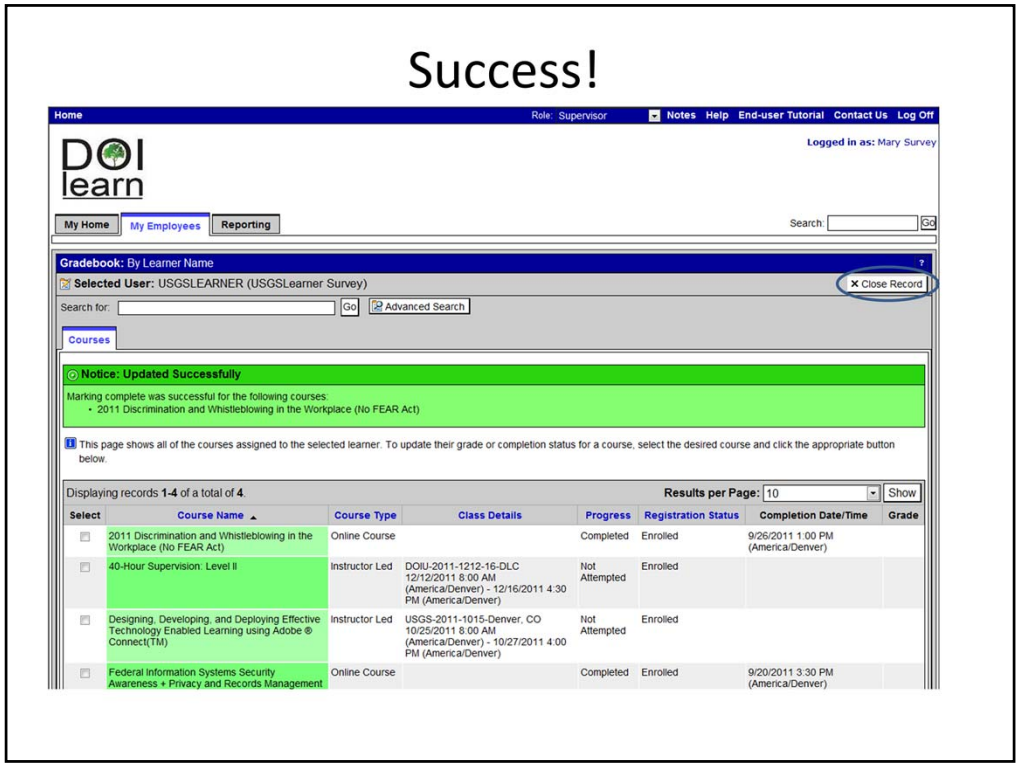
After you have selected the Course you would like to mark complete, Click on **Mark as Complete**

Note: You do not have to input a Grade.

Selecting the Course



- Type in the **Date of Completion** using the format provided on the screen or use the calendar box to choose one.
- Type in the **Time of Completion**, and select AM or PM.
- Click on **Save**



Make sure the bar is green and tells you the update was successful if not you must read the error message and repeat the steps.

Click **Close Record**