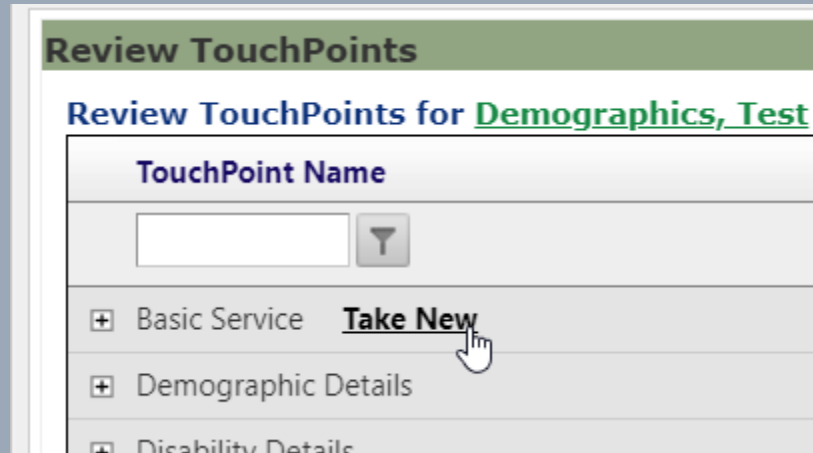




Recording LinkedIn Learning in ETO



Create a new Basic Service touchpoint

(Optional) Select the relevant program the participant is enrolled in

Basic Service

Select Active Program Enrollment, Other Program, or Local Contract if applicable

The "Active Program Enrollments" dropdown below populates with open Program Enrollments in this order:
Program Name - Start Date - Office - Staff Member

Active Program Enrollments

Migration Program ID

Other Program

Service Provided *

-- Select --

-- Select --

Basic Assessment (2.0)

D Career Guidance Services (3.0)

CCWA Other Career Connected Learning (Basic)

CCWA Other Career Connected Learning (Information Only)

Deskside Job Seeker Assistance (3.0)

Employment Referral (2.0)

Essential Skills Module 1 - WDA07

Essential Skills Module 2 - WDA07

Select service provided*

*Career Guidance services?

Search for “LinkedIn Corporation”
under Provider, optionally you can
put it in ‘Provider Name’

The screenshot shows a web form with the following elements:

- Provider and Course Details**: The main title of the form section.
- Provider**: A label for the search field.
- : A search input field containing the text "linkedin".
- LINKEDIN CORPORATION**: A dropdown menu item that is currently selected and highlighted.
- ▼ Items 1-1 out of 1**: A pagination indicator at the bottom of the dropdown menu.
- Provider Name**: A label for a field below the dropdown, partially visible.
- Course**: A label for a field below the dropdown, partially visible.

Course:

Mathematics

11/100

Activity Date *

2/28/2021

**Activity End Date**



2/28/2021

**Notes**

Passed with a B+

16/8000

Uploaded Document

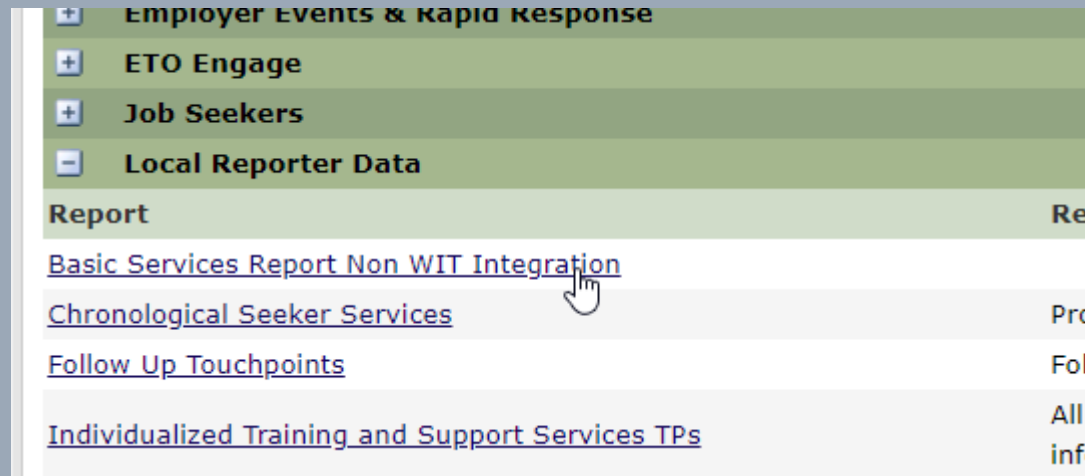
 test.docx  Remove

Select

Save changes after filling out all other necessary information (Be sure to select correct dates)

Touchpoint (should be) saved!

To find the information via a report:

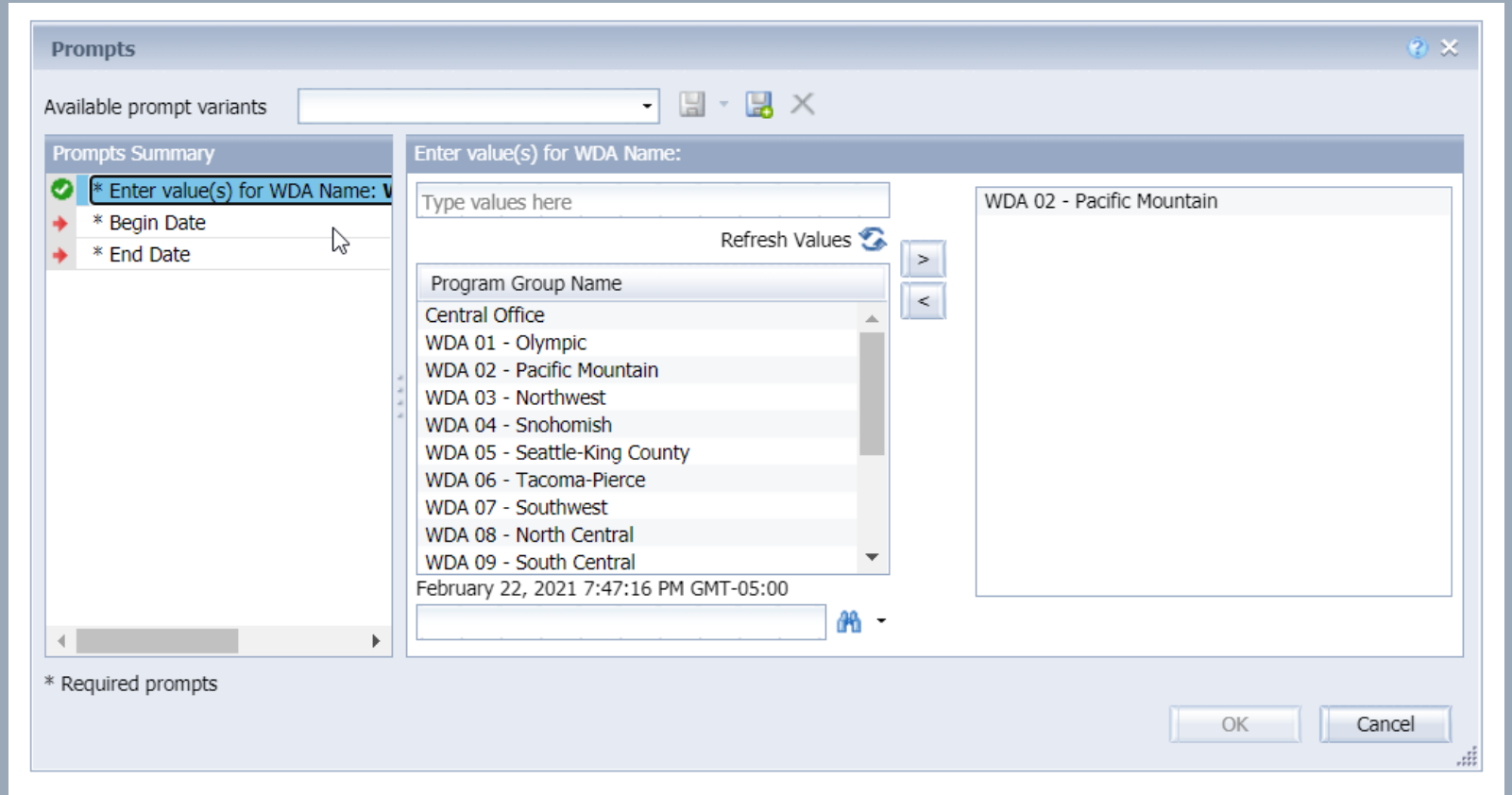


To Find report: Go to Reports Menu -> Local Reporter Data -> Basic Services Report Non WIT Integration

Enter appropriate values for the report.

NOTE: Be sure to select the correct WDA that the participant(s) in question are in! You may select multiple WDA's.

NOTE 2: This report takes ~5-10 minutes to run, potentially longer if a large subset of data is selected (such as an entire year timeframe instead of a month)



Once report is run, you can export to a spreadsheet for faster/easier navigation

:/OpenDocument/1706101713/OpenDocument/opendoc/openDocument.faces?logonSuccessful=true&shareId=2 - Google Chrome

OpenDocument/1706101713/OpenDocument/opendoc/openDocument.faces?logonSuccessful=true&shareId=2

Individualized, Training and Support Services active during: 02/14/2021 through 02/22/2021

Click here to export report into an Excel file for easier navigation

Version 07_24_2017_3

Is Youth Program	Program Category	WDA Name	Office Name	Last Updated By	Opted Out of Data Sharing?	N
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	Bartlett, Kylie	No	ST
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	Bartlett, Kylie	No	De
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	Baxter, Julie	No	HI
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	AS
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	TF
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	TI
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	Er
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	Ro
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	Si
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	Di
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	Di
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	Al
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	Al
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	TI
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	Co
Not Youth Program	Other Than WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain WI	BLACKSTOCK, LEE	No	Co

Follow this prompt here. You may also download as a .CSV file if preferred

The image shows a screenshot of an 'Export' dialog box from a software application. The dialog has a title bar with a question mark icon and a close button. The main content area is titled 'Select' and contains the following options:

- Reports
- Data

Below these options is a rectangular box containing three checkboxes:

- Select All
- ITS Services
- Desk Aid

Below the box is a horizontal separator line. Underneath the line, there is a 'File Type:' label followed by a dropdown menu currently set to 'Excel (.xlsx)'. Below the dropdown are two radio button options:

- Prioritize the formatting of the document
- Prioritize easy data processing in Excel

At the bottom of the dialog, there is an 'Images DPI:' label followed by a dropdown menu set to 'Default'. At the very bottom right, there are two buttons: 'OK' and 'Cancel'. A mouse cursor is pointing at the 'OK' button.

Once opened in Excel, Select All rows and convert into a table (follow order by number as seen on right)

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Table' button in the 'Tables' group is highlighted with a red box and the number 2. A red box with the number 1 highlights the top-left corner of the data range. A 'Create Table' dialog box is open, showing the data range '=S1:S1048576' and the 'My table has headers' checkbox checked. The 'OK' button in the dialog box is highlighted with a red box and the number 3.

	A	B	C	D
1	Is Youth Program	Program Category		Office Name
2	Not Youth Program	WIA/WIOA/Trade		Pacific Mountain W Bartle
3	Not Youth Program	WIA/WIOA/Trade		Pacific Mountain W Bartle
4	Not Youth Program	WIA/WIOA/Trade		Pacific Mountain W Baxte
5	Not Youth Program	WIA/WIOA/Trade	WDA 02 - Pacific Mountain	Pacific Mountain W BLAC

The column that shows the LinkedIn Learning service will be under “Provider” or “Provider Name”

N	O	R	T	V
Activity end date	Activity Start Date	Contract	Training Provider	Course
	7/6/2020			
	2/24/2020			
	2/26/2020			
	9/9/2016			
	10/6/2016			
	9/7/2016			
	9/29/2016			
	9/29/2016			
	8/30/2016			
	10/6/2016			
	9/28/2016			
	9/30/2016			
	10/11/2016			
	10/11/2016			
	6/14/2017			
	6/14/2017			
	1/27/2020			
	12/30/2019			
	1/16/2020			

Sort A to Z

Sort Z to A

Sort by Color >

Clear Filter From "Training Provider"

Filter by Color >

Text Filters >

Search

- CLOVER PARK TECHNICAL COLLEGE
- ENTERPRISE FOR EQUITY
- EVERGREEN RURAL WATER OF WA
- FOSBRE ACADEMY OF HAIR DESIGN
- GLACIER AVIATION INC
- GRAYS HARBOR COLLEGE
- GREEN RIVER COMM COLLEGE
- LINKEDIN CORPORATION
- MICROSOFT CORP
- OLYMPIC COLLEGE
- PENINSULA COLLEGE
- PROCARE MEDICAL CENTER
- SEATTLE COMMUNITY COLLEGE

OK Cancel

Airframe and Power Plant

Average: 44245.4