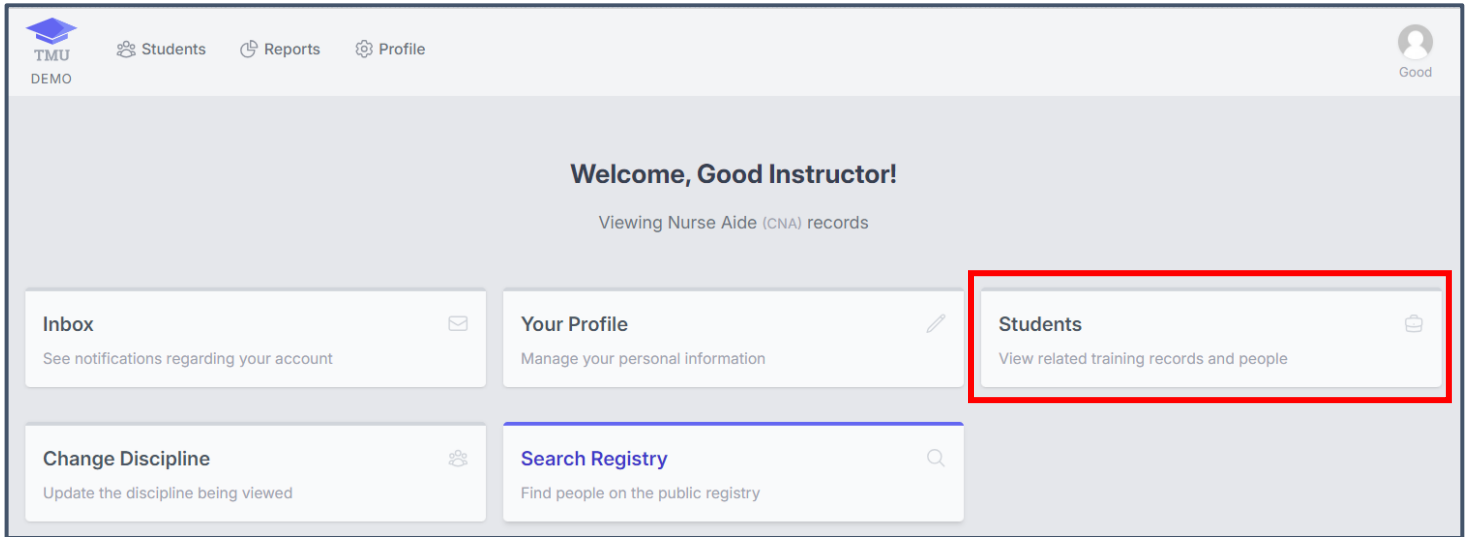


## INSTRUCTORS

### How to Complete a Record for a Student/Candidate who did not Complete Training in TMU© (For Students who do not successfully complete a training program.)

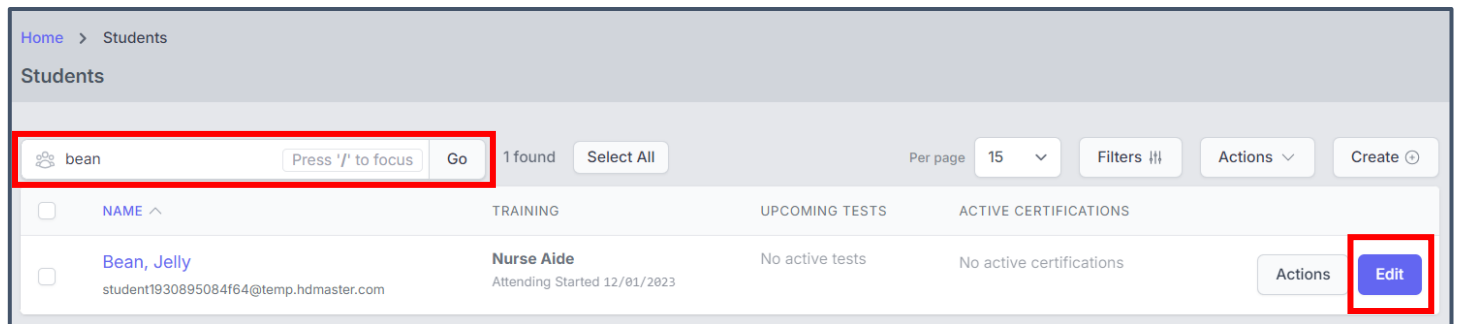
We all have students that do not finish a nurse aide, or other discipline, training program for one reason or another. That student must be completed in TMU© as an **incomplete** (with training) designation. This is done so that the record is completed (not left as attending forever) and so that you may track attrition (with reasons) for your program.

Log into your state's TMU© and click on **STUDENTS**:



The screenshot shows the TMU© dashboard interface. At the top left, there is a logo for TMU DEMO and navigation links for 'Students', 'Reports', and 'Profile'. At the top right, there is a user profile icon labeled 'Good'. The main content area features a welcome message 'Welcome, Good Instructor!' and 'Viewing Nurse Aide (CNA) records'. Below this, there are four main menu items: 'Inbox' (See notifications regarding your account), 'Your Profile' (Manage your personal information), 'Students' (View related training records and people), and 'Change Discipline' (Update the discipline being viewed). A 'Search Registry' option is also present. The 'Students' menu item is highlighted with a red rectangular box.

You can search for the student by placing their name in the search field and clicking on **GO**. Once you found the student in the list, select **EDIT** on the right side of the screen:



The screenshot shows the 'Students' page in TMU©. At the top, there is a breadcrumb 'Home > Students' and the title 'Students'. Below the title, there is a search bar containing the text 'bean', a 'Go' button, and a '1 found' indicator. To the right of the search bar are buttons for 'Select All', 'Per page' (set to 15), 'Filters', 'Actions', and 'Create'. Below the search bar is a table with the following columns: 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. The table contains one entry for 'Bean, Jelly' with the email 'student1930895084f64@temp.hdmaster.com', 'Nurse Aide' training, and 'Attending Started 12/01/2023'. To the right of the table, there is an 'Actions' button with an 'Edit' button highlighted by a red rectangular box.

## INSTRUCTORS

How to Complete a Record for a Student/Candidate who did not Complete Training in TMU©  
(For Students who do not successfully complete a training program.)

Click on **TRAININGS**:

Home > Students > Edit

Bean, Jelly Student

Identification **Incomplete Student** Fake Email SMS Enabled

**Trainings**

Test History

Employments

Login Info

FIRST \* MIDDLE LAST \* SUFFIX

Jelly [ ] Bean [ ]

PHONE \* ALTERNATE PHONE

(201) 333-4040 [ ]

BIRTHDATE \*

[ ]

GENDER  MALE  FEMALE  OTHER

AUDIO TESTS?

UNLISTED FROM PHONE AND MAILING LISTS

Mailing Address ADDRESS \*

[ ]

CITY \* STATE \* ZIPCODE \*

[ ] Select State [ ]

Sponsor SPONSOR

No Sponsor [ ]

Actions Save Changes

Click on **ACTIONS** and choose **EDIT**:

Home > Students > Jelly Bean > Trainings

Bean, Jelly Student

Identification **Incomplete Student** Fake Email SMS Enabled

**Trainings**

Test History

Employments

Login Info

TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES
Nurse Aide	Attending Normal	Good Training Program	Good Instructor		

Actions Edit

## INSTRUCTORS

How to Complete a Record for a Student/Candidate who did not Complete Training in TMU©  
(For Students who do not successfully complete a training program.)

Under **STATUS**, choose **INCOMPLETE**:

The screenshot shows the 'Edit Training' form for a student named 'Jelly Bean'. The form includes several dropdown menus for 'CHOOSE DISCIPLINE', 'CHOOSE TRAINING', 'CHOOSE TRAINING PROGRAM', and 'CHOOSE INSTRUCTOR'. The 'STATUS' dropdown menu is open, showing options: 'Attending', 'Completed', and 'Incomplete'. The 'Incomplete' option is highlighted in blue. A red box highlights the 'STATUS' dropdown menu, and a red arrow points from the 'Incomplete' option to the 'STATUS' dropdown. The 'Save Changes' button is also highlighted with a red box and a red arrow.

Home > Students > Jelly Bean > Edit Training

Edit Training

STUDENT  
Jelly Bean

CHOOSE DISCIPLINE \*  
Nurse Aide

CHOOSE TRAINING \*  
Nurse Aide

CHOOSE TRAINING PROGRAM \*  
Good Training Program

CHOOSE INSTRUCTOR \*  
Instructor, Good

STATUS  
Attending  
Completed  
Incomplete

STATUS  
Attending

TYPE  
Normal

STARTED \*  
12/01/2023

ENDED

EXPIRES

CLASSROOM HOURS  
0.00

CLINICAL HOURS  
0.00

DISTANCE HOURS  
0.00

LAB HOURS  
0.00

TRAINEESHIP HOURS  
0.00

Save Changes

## INSTRUCTORS

### How to Complete a Record for a Student/Candidate who did not Complete Training in TMU©

(For Students who do not successfully complete a training program.)

A **REASON\*** field will appear allowing you to select the reason that the student was unsuccessful in training, please select the most relevant reason in your individual student's case

After you change the student from 'Attending' to '**Incomplete**' and select a 'Reason' enter their last day of attendance or today's date (in the **ENDED\*** box) if they did not return to the program and click **SAVE CHANGES**:

The screenshot shows a form with the following fields and values:

- STATUS: Incomplete
- REASON\*: Select Reason
- Reasons list: Academic Performance, Health Reasons, Personal Reasons, Criminal History, Financial Reasons, Moving, Behavior, Language Skills
- ENDED\*: 12/29/2023
- Save Changes button

The student's record **STATUS** shows **INCOMPLETE**:

The screenshot shows the student record for Jelly Bean. The STATUS field is highlighted in red and shows 'Incomplete'. The table below shows the training record:

TRAINING	STATUS	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES	Actions
Nurse Aide	Incomplete Normal	Good Training Program	Good Instructor	12/29/2023		Actions

The student's record is now completed, and they will be removed from your list of current students.

**If you have any questions, please call D&SDT-HEADMASTER at (888)401-0462.**