How to complete a student record that did not complete training in TMU©

We all have students that do not finish a nurse aide training for one reason or another. That student must be completed also in TMU as an incomplete (with training) designation.

Log into TMU and click on Students

TMU TENNESSEE	😤 Students	C Reports	Profile				SAMPLE V
		We	Come, SAMPI	LE INSTRU	CTO	R!	
Inbox See notificati	ons regarding your	⊠ account	Your Profile Manage your personal	l information	0	Students View related training record	ds and people
Change Di Update the d	iscipline iscipline being view	ed.					

You can search for the student by placing their name in the "Search For" field and selecting "Search". Once you found the student in the list, select "View" on the right side of the screen across from their name:

Home > Students		
Students Create New Stu	ident	Students
SEARCH BY	SEARCH FOR	
Name ~	Enter search term Search 🕤	All Completed Attending Eligible to Test
TRAINING PROGRAM		
All Training Programs	~	
SEARCH FILTERS Clear All F	ilters	
FILTER TYPE	SEARCHING FOR	
Name	jelly bean	REMOVE
NAME •	TRAINING	UPCOMING EVENTS
Bean, Jelly jb@google.com	Nursing Assistant Start 07/05/2021	VIEW

Click on "Trainings"

Once there you will click the three dots and "Edit":

Home > Students > Jelly Bean, Jelly Stude	y Bean > Training ant 🖂	gs				
C Identification	Incomplete Student	SMS Enabled	TRAINING PROGRAM	INSTRUCTOR	ENDED	EXPIRES
C Test History	Nursing Assistant	Attending	SAMPLE TRAINING PROGRAM (TP)	SAMPLE INSTRUCTOR		-
					Ed	it 🖣

Next, you will change the status of the student from "Attending" to "Incomplete". 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:

Incomplete 🗸 🛛 Normal	✓ ✓ Select Reason	
	Attendance	
STARTED	Academic Performance	
07/05/2021	Health Reasons	
	Personal Reasons	
CLASSROOM HOURS	Criminal History	
	Financial Reasons	
0.00	Moving	
CLINICAL HOURS	Behavior	

After you change the student from "attending" to "incomplete" and enter a "Reason" you must then enter their last day of attendance or today's date if they never showed up, and finally, select "Update".

STARTED *								EXPIRES	
07/05/2021									
CLASSROOM HOURS		< Sun	Mon	Jul Tue	y 202 Wed	21 Thu	Fri) Sat	
0.00									
CLINICAL HOURS									
0.00					14		16		
DISTANCE HOURS		18	19	20				24	
0.00		25	(26)		28	29	30		
LAB HOURS		1	2	3	4	5	6	7	
0.00									
TRAINEESHIP HOURS									
0.00									

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

If you have any questions, please don't hesitate to call us at 1-800-393-8664.