



## TMU© INSTRUCTIONS COMPLETING A STUDENT'S TRAINING IN TMU©

Completing a student's training will allow the student to take the Minnesota NA state test in the TMU© testing software platform.

Click on "Students" and search for the student either by a group of students that started the training on the same day or using the name of a student. Select that student and choose complete training and click "Go":

The screenshot shows the TMU© interface. At the top, there are navigation tabs for 'Students', 'Reports', and 'Profile'. Below this is a breadcrumb trail 'Home > Students'. A search bar is present with the text 'Search students'. To the right of the search bar, it says '34 results' and 'FILTERS'. An 'ACTIONS' dropdown menu is open, showing options: 'Select All Matching', 'Print Roster', and 'Complete Trainings'. Below the search bar is a table with columns: 'NAME', 'TRAINING', 'UPCOMING TESTS', and 'ACTIVE CERTIFICATIONS'. One student is listed: 'Blues, Elwood' (elwood@gmail.com) with training 'Nursing Assistant' (Attending Started 01/17/2022). A red arrow points to the 'Complete Trainings' option in the actions menu.

Enter the date that the training was completed in the "Ended" date field. Enter the number of "Classroom" and "Clinical" hours and then click "Complete Trainings":

The screenshot shows a form for completing training. It has three main sections: 'TRAINING', 'STARTED', and 'ENDED \*'. The 'TRAINING' section has a dropdown menu set to 'Nursing Assistant'. The 'STARTED' section has a date field set to '01/17/2022'. The 'ENDED \*' section has a date field with a yellow highlight. Below these are two input fields for 'CLASSROOM HOURS \*' and 'CLINICAL HOURS \*', both with yellow highlights. At the bottom, there is a section for the student's name 'Blues, Elwood' and the training type 'Minnesota 1135 Waiver Option (8888) (TP)'. A blue 'Complete Trainings' button is at the bottom right, with a red arrow pointing to it.

The students are now eligible to be scheduled by a test site to complete their state nurse aide competency knowledge and skill tests.

**If you have any questions, please don't hesitate to call D&SDT-Headmaster (888)401-0462.**