

LMS: Locating Training Hours for Supervisees

1. After the supervisor has submitted an [LMS Supervisor/Supervisee Updates form](#) (please allow up to 3 business days for CWTS to update this in the system), the supervisor will log in to their account at <https://learning.coloradocwts.com/login>.
2. The supervisor will see their supervisee(s) in their **Team** view (see screenshot below).

COLORADO
Office of Children,
Youth & Families
Division of Child Welfare

Child Welfare Training System

LMS Home CWTS Home Record of Learning **Team** Reports Find Learning Calendar Future Sessions LMS Help

Home / Team / Team Members

Team Members: 1 record shown

All members of your team are shown below.

Name	Last Login	Courses Started	Courses Completed
Maritza (STUDENT) Villagomez Plans Profile Bookings Records Required	20 Apr 2023	54	4

Export as: CSV Export

3. To view the supervisee training hours, click **Records** under the supervisee's name (see screenshot above).
4. Enter the current fiscal year (i.e., 2022-2023) under **Course Title** to see the supervisee's course progress and completion for this fiscal year (see screenshot below).

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Record of Learning for Maritza (STUDENT) Villagomez : All Courses

27 records shown

Search by

Course Title contains 2022-2023

Course completion date

Completion status

Search Clear

Show more...

Save this search

View a saved search... Choose...

Manage searches

Show/Hide Columns

Type	Course Title	Plan	date	Course due	Previous Completions	Progress	Training Cred Hours
	2. Hotline and RED Team: Where Assessment With Families Begins 2022-					100%	16

5. At the end of the supervisee's course list, there will be an option to export the information into CSV, Excel, or PDF.