**APPENDIX G. DATA FROM ONLINE/ELECTRONIC TRAINING PLATFORMS**

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This document includes a list of data elements on trainee records that will be requested from the *National Career Development Association (NCDA): Facilitating Career Development Training* and the *World Education, Inc.: Navigating Pathways Training* databases.

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| --- | --- | --- |
| **Data element from online training platforms (by trainee)** | **Description** | **Frequency requested** |
| Frequency of use of training platform | Number of times trainee used the training platform | Weekly basis (if available) |
| Frequency of use of training platform: Minutes used | Number of minutes trainee used the training platform | Weekly basis (if available) |
| Attendance | Indication of attendance at synchronous sessions | Weekly basis (or after each individual session) |
| Modules (or sections) completed | Indication of completion of training modules or sections for asynchronous sessions | Weekly basis (if available) |
| Performance on any built-in assessments | Scores for any training assessments | End of training (if available) |
| Training support | Number of times contacted help desk for support | End of training (if available) |
| Completion of training | Indicator that trainee completed training | End of training (if available) |
| Certification | Indicator that trainee received a certification as a result of training | End of training (if available) |