

# About Your Transcript

Learn more about managing your transcript

## What is your transcript?

Every user has a personalized transcript which enables you to manage your training. The Transcript or learning record, displays the status of each learning object you have previously requested or been assigned.

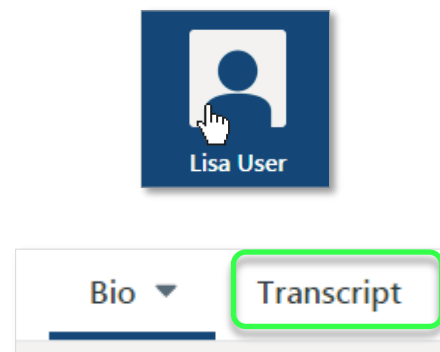
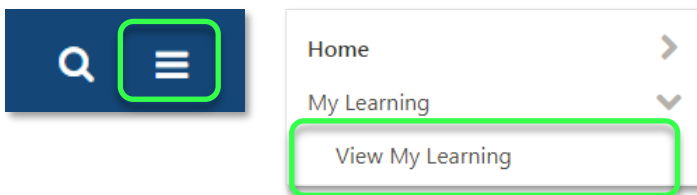
## What can you do from your transcript?

- Launch and complete your requested or assigned learning
- Access completed learning
- Print certificates of completion
- Rate your completed learning
- Print your transcript history
- View more information about your requested learning

## Accessing Your Transcript

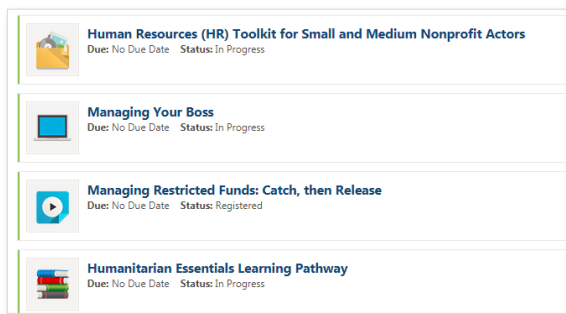
Access *Transcript* one of two ways.

1. From the navigation menu click the **My Learning** sub navigation. Click **View My Learning**.
2. From your *user profile*, on the sub menu, click **Transcript**



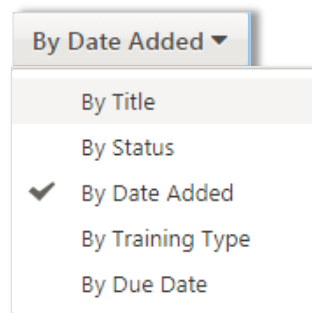
## My Learning

View all your requested learning in a list. See the training title, type, due date and status.



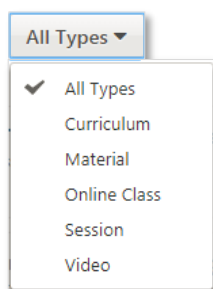
## Sort

Learning is sorted by *data added*. Click **By Date Added** to sort by *title*, *status*, *training type* or *due date*



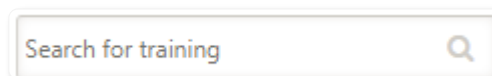
## Filter

Filter by training type by clicking on the **All Types** button



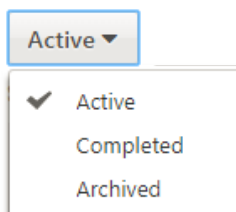
## Search for Training

To find a specific learning object on your transcript. Enter a training title in the *Search for training* box.



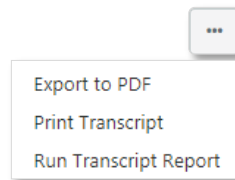
## Completed Learning

Access any learning you have previously completed



## Print

Click on the **Options** menu to see *print* and *export* options, as well as run a transcript report

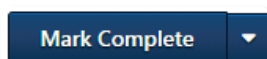


## Manage Learning

*Complete* or *continue* learning through the *action buttons* to the right of each training title. Depending on the type of learning, you will see different options.



*Materials* can be completed after launching, by clicking on the **Mark Complete** button



## Training Details

View more information about requested learning by either clicking on the *training title* or training details link under the arrow.

