

# About Your Transcript

Learn more about managing your transcript

## What is your transcript?

Every learner 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 requested or completed.

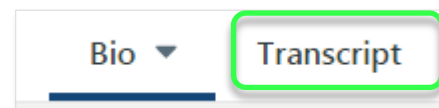
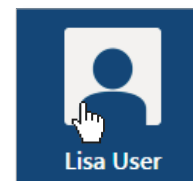
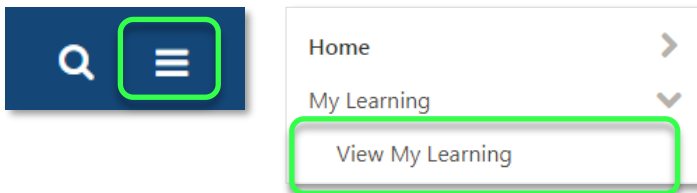
## What can you do from your transcript?

- 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

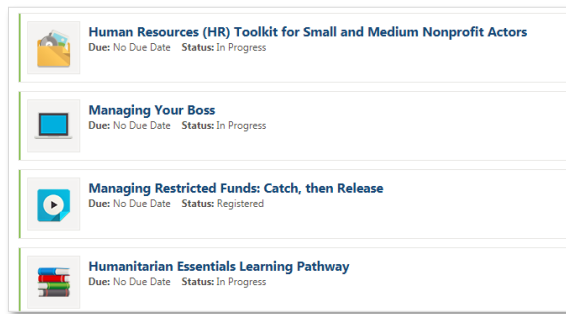
Access your transcript one of two ways.

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**



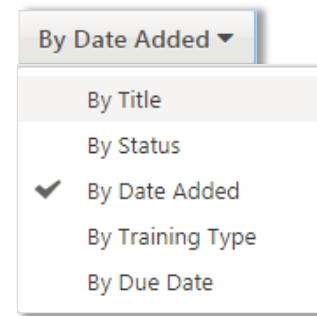
## My Learning

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



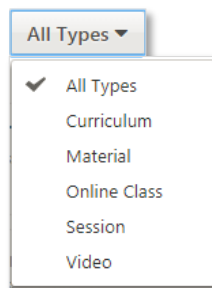
## Sort

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



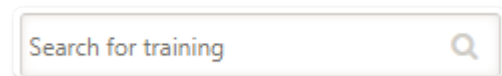
## Filter

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



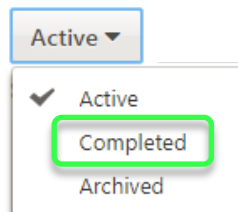
## Search for Training

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



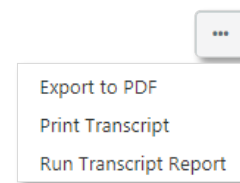
## Completed Learning

Select **Completed** to access learning you have previously completed



## Print

Click on the **Options** menu to print, export or run a transcript report.

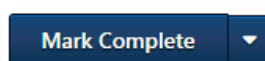


## Manage Learning

Use the action buttons **Launch** (for materials, videos and online courses) or **Open Curriculum** (for a curriculum) to the right of each training title to view learning.



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



## Training Details

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

