

## 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.

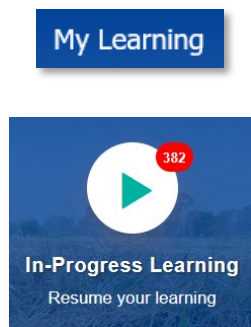
### What can you do from your transcript?

- 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

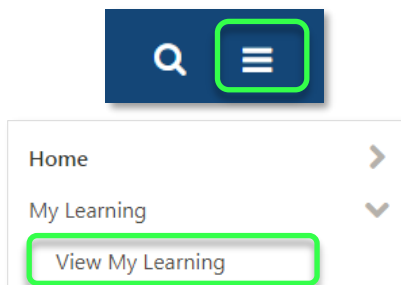
Access *Transcript* in several ways.

From the welcome page click the **My Learning** or **In-Progress Learning**.

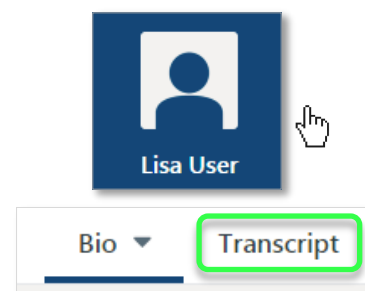


From the navigation menu click the **My Learning** sub navigation.

Click **View My Learning**.







From your *user profile*, on the sub menu, click **Transcript**



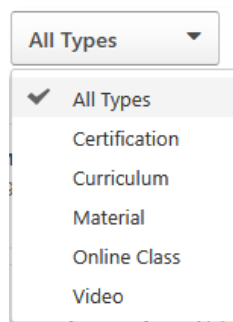
## My Learning

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

|   |  |
|---|--|
|  | <b>Become a DisasterReadyPro</b><br>Due : No Due Date   Status : In Progress   Training Type : Curriculum   Training Status : Active                         |
|  | <b>Managing Travel in a Crisis</b><br>Due : No Due Date   Status : In Progress   Training Type : Online Class   Training Status : Active                     |
|  | <b>Sphere Minimum Standards</b><br>Due : No Due Date   Status : Registered   Training Type : Video   Training Status : Active                                |
|  | <b>Protection: An ALNAP Guide for Humanitarian Agencies</b><br>Due : No Due Date   Status : Registered   Training Type : Material   Training Status : Active |

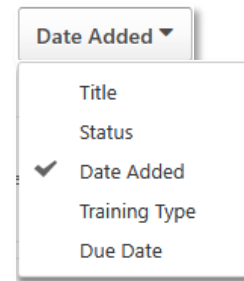
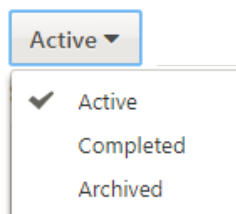
## Filter

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



## Completed Learning

Access any learning you have previously completed



## Sort

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

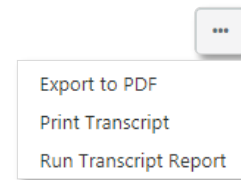
## Search for Training

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



## Print

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

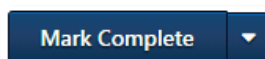


## Manage Learning

*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 *View Training Details* link under the arrow.

