



View Transcript

There are four types of transcripts that you can view: All, Active, Completed, and Archived.

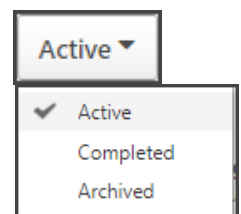
All Includes all transcript training.

Active Includes training that is not yet completed.

Completed Includes training that has been completed.

Archived Includes training that has been completed, inactive, or no longer needed (you can move your training to Archive).

1. Navigate to your Transcript. Use the **Menu** and go to **Learning > Transcript**.
2. Select the **Active** button dropdown menu to view transcript types and select the transcript type that you want to view.



Select **drop down** to view a transcript type.

Select the **Options** icon to Run or Print a transcript report.

Type in training title or keyword to **Search** for training.

Training **Due Date** and **Status** displays under training title.

Select drop down for allowable actions.

Transcript: [redacted]

Use the transcript to manage all active training.

Active ▾ By Date Added ▾ All Types ▾

Search Results (22)

Respectful Workplace
Due: No Due Date Status: In Progress

Youth Counselor Academy Curriculum
Due: No Due Date Status: In Progress

Search for training [input] 🔍

Launch ▾

Open Curriculum ▾



See the Job Aid, **Print Transcript**, for steps to Run or Print a transcript report.
See the Job Aid, **Move Training to Archived**, for steps to archive training.