Instructions to Run a Transcript Report:

To run a transcript report, navigate to your transcript and click on the three-dot button on the upper right of the page. Then select Run Transcript Report.

Step 1: Exclude Events

Under Type, click on the drop-down arrow and uncheck the Event category only. This is because the workshops you attend will show up as both Sessions and Events, so you do not want them counted twice in your report.

Step 2: Choose the Type of Report

Listed under the Date header, there are three types of Transcript Reports you can run (#3 is the most common).

1. Date Added to Transcript
• You can choose to run a report showing all training that has been added to your transcript. This would include registered, in-progress and completed training.

2. Training Start Date

• This report will only show items with a start date that falls within the selected date range.

3. Training Completion Date (Most Commonly Used)

• The training completed report will only show completed hours within the dates you specify (an academic term or year, for example).

Step 3: Include All Completions

If you are running report #3 (Training Completion Date), the Include Completed Training Only box will automatically become checked. To make sure you capture all completions, check the Show all completions if the user has completed more than one instance box (if you completed the same training more than once and want your report to reflect that information).

Step 4: Include Training Hours

If you want to see your total hours completed, under Advanced, check the Include Training Detail Information box and then the Training Hours box.

Step 5: Run Report

Review all of your selections for accuracy. To finalize, click Run Report and the system will generate an Excel document listing all of your completed activities and total hours for the date range you selected. Note for faculty: Instead of filling out the old flex obligation forms, you may now use these easy reports to submit your flex hours to the appropriate office!
Advanced

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
  - Show most recent completion
  - Show all completions if the user has completed more than one instance
- Include Training Detail Information
  - [ ] Credits
  - [ ] Price
  - [ ] TITLE 5 Category
  - [ ] Training Purpose
  - [ ] How does this training lead to student, instructional, or staff improvement?
  - [ ] Provider
  - [ ] Training Hours
  - [ ] Version

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