The Transcript page displays the status of each course or learning object you've requested or been assigned. It also allows you to easily monitor your training status.

You can access the Transcript page in two ways:

1. From the Welcome page, go to the **Your Transcript** section and click **Your Transcript**.

2. From the Welcome page, mouse over the **Learning** tab and select **View Your Transcript**.

	Due Date
Underwater Firefighting	None
Microsoft Word Basics	None

The Transcript page displays:

1. The **Options** drop-down field, which allows you to add external training, export your transcript to a PDF, print your transcript, or run a transcript report.

2. Aggregate training hours completed within the current fiscal year.

3. Sorting options to view only active, completed, or archived training as well as filter options based on training due date and type.

4. A search box that allows you to search for specific training.

Archiving your training allows you to move any of your courses listed in the active and completed transcript page.

This feature is useful if you have withdrawn sessions listed in your active transcript page or if you have registered for a curriculum, material, or online course in error.

From the **Active** or **Completed** transcript page, search for the appropriate training.

1. Click the course title. This will take you to the **Training Details** page.

2. Click **Move to Archived Transcript** link.

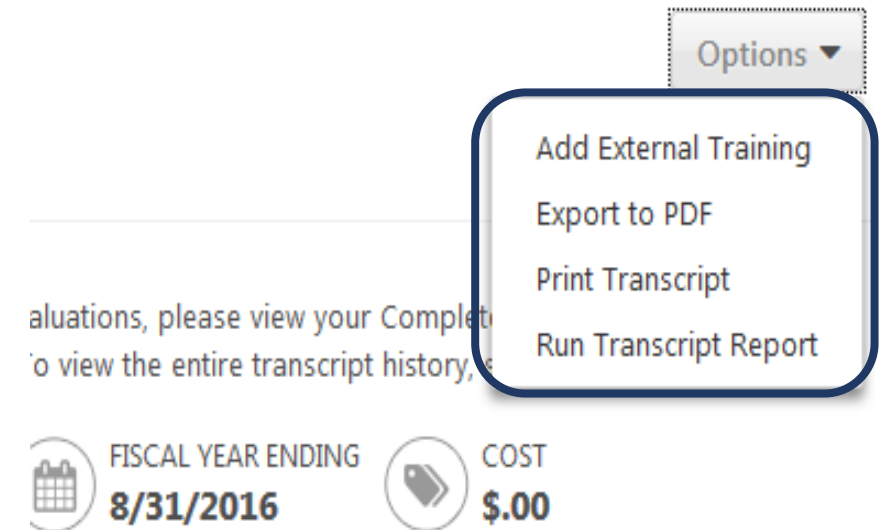3. Click the **Archive** button in the pop-up message.

*To restore an archived course to the active transcript page:

1. Select Archive from the Active drop down field.

2. Search for the appropriate training.

3. Click the course title. This will take you to the Training Details page.

4. Click Activate link.
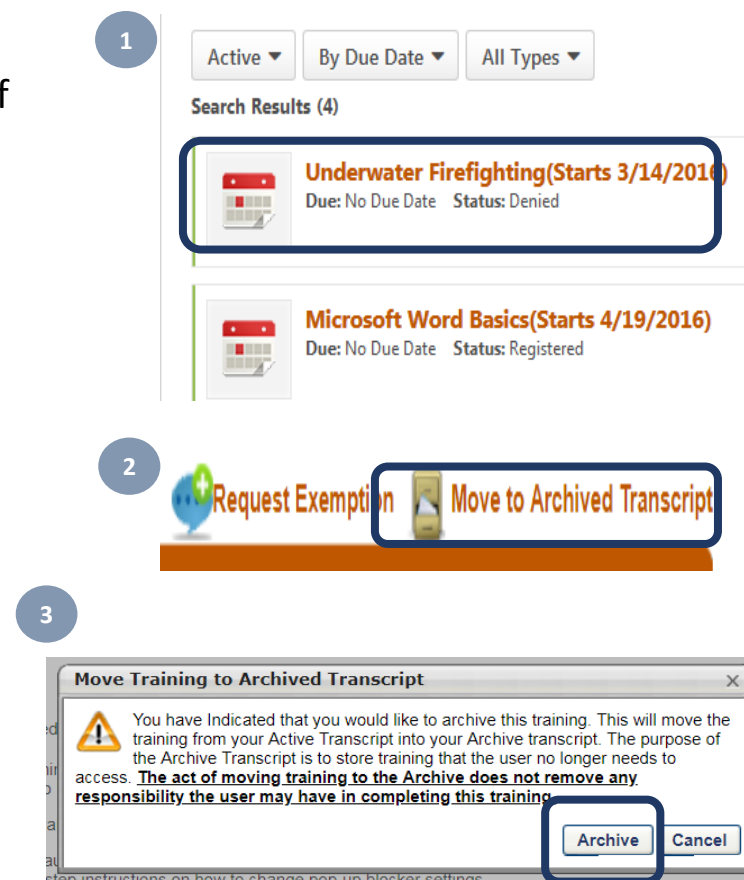
Click **Options** on the Transcript page to display the following selections:

- **Add External Training** - allows authorized users the ability to add external training to a transcript.

- **Export to PDF** - allows each user the ability to print the current view of the transcript to a PDF. Only training that is displayed on the viewable page is included in the PDF printed transcript.

- **Print Transcript** - allows each user to print an HTML version of the transcript information currently displayed on the page based on the sorting and filter options selected.

- **Run Transcript Report** - allows each user to view their entire transcript history.

Options ▼

Add External Training

Export to PDF

Print Transcript

Run Transcript Report

aluations, please view your Complet
to view the entire transcript history,

FISCAL YEAR ENDING
8/31/2016

COST
$.00

UTLearn defines "external training" as training that occurs outside of the training management system and that is pertinent to professional development requirements or job training.

To maintain a more complete picture of your overall learning and professional development, you can add external training to your UTLearn transcript by completing the steps listed below.

Note: Before you add external training to your transcript, first consult with your department about their policy regarding adding outside training.

1. From the Welcome page, mouse over the **Learning** tab and select **View Your Transcript**. This opens the Transcript page.

2. Click the **Options** drop-down field, and select **Add External Training**. This opens the Add External Training page.
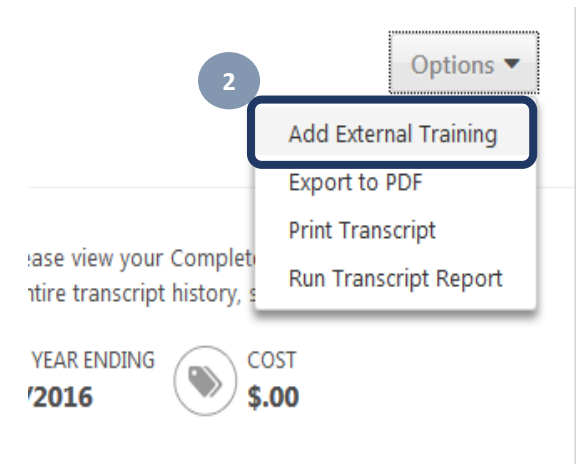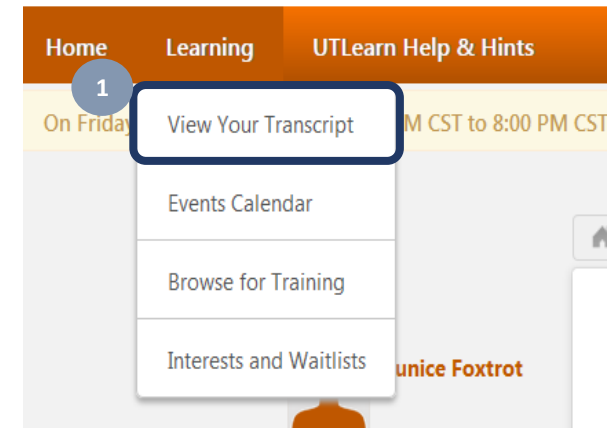
3. Enter all required information on the Add External Training page. Required fields are marked with a red asterisk. **Note:** Documents or files may be uploaded as part of the training inclusion request depending on any pertinent oversight and governance requirements.

4. Once you have completed the required fields on the page, click **Submit** to complete your request to add external training or click **Cancel** to terminate the request.

Once the request is submitted, the user's transcript will reflect the correct training status.

Add External Training

Enter information about job-related activities or training that you have taken outside of UTLearn (e.g. seminars, conferences, etc.). Separate approval may be required to mark the item complete.

* = Required

Language

English (US) ▼

3

Title *

Training Description *

Provider *

Training Dates *

Start Date 📅   End Date 📅

Schedule

Cost

$ USD ▼

Credits Earned

Training Hours

Hours   Minutes

0   0

Attachment(s)

Drag and drop files here or   Select a file

Cancel   Submit

4