

Viewing the Transcript

Introduction: All of the courses you are enrolled in, whether you have completed them or not, appear in your Transcript in the Learning Management System (LMS). There are several options for viewing, printing, and downloading your Transcript in the LMS. Additionally, you have the ability to view, save, and print any Completion Certificates for the courses you have completed.

This Quick Reference will walk you through the different options for viewing your Transcript and also show you how to print your Completion Certificates.

Access the Transcript

You first need to access the Transcript in the LMS. To access your Transcript, click the **Transcript** tab from the My Courses page.



Transcript Options

Clicking the Transcript tab causes your **Transcript** to appear. By default, the Transcript appears in the **Summary** version in which you can see the following details:

- Course ID
- Course Title
- Score (if course has a test)
- Completion Percentage
- Pass / Completion Date
- Enrollment Date

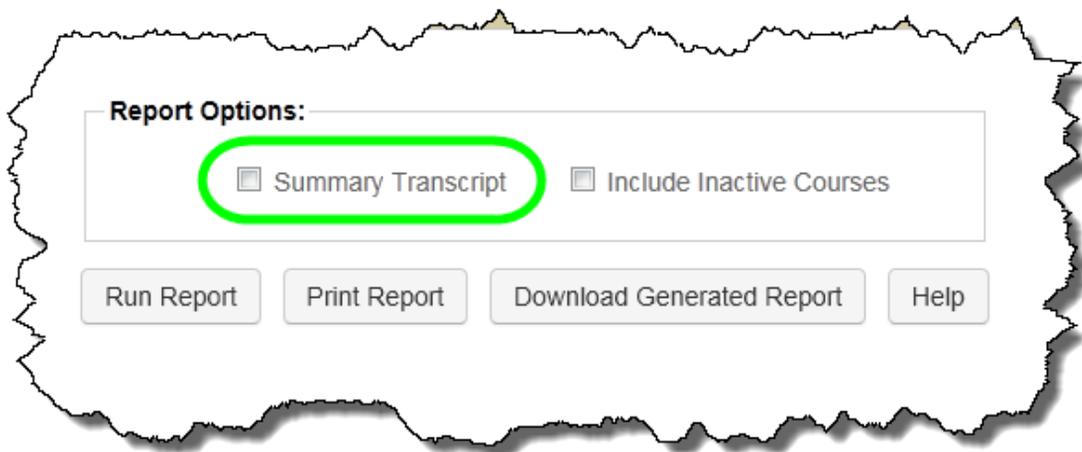
The screenshot shows the 'Transcript' section of the LMS interface. At the top, there are tabs for 'Enrolled', 'Completed', and 'Transcript'. Below the tabs is a yellow instruction bar: 'Click the "Launch Course" icons below to launch courses. The icon looks like: [icon]'. The main content area is titled 'Transcript' and contains a 'Report Options' section with two checkboxes: 'Summary Transcript' (checked and circled in green) and 'Include Inactive Courses'. Below the options are buttons for 'Run Report', 'Print Report', 'Download Generated Report', and 'Help'. A large yellow box with a green border contains the text 'Summary version of Transcript', with two green arrows pointing to the 'Score' and 'Completion %' columns of the table below. The table has the following data:

Course ID	Title	Score	Completion %
M0300_MED	Michigan's Electronic Death Registration System (EDRS) for Medical Personnel and Staff (Web Based)		100%
M0300_LR	Michigan's Electronic Death Registration System (EDRS) for Local Registrars and Staff (Web Based)		100%
M0300_FD	Michigan's Electronic Death Registration System (EDRS) for Funeral Directors and Staff (Web Based)		100%
M0500-15	Michigan WIC Civil Rights Training 2012 (Web Based)	89	100%

Transcript Options (Continued)

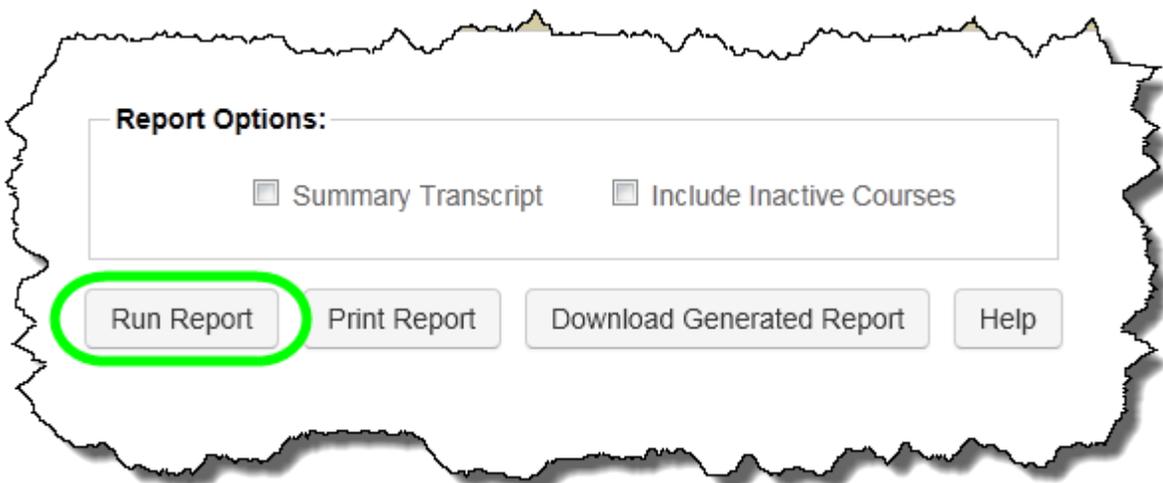
There is a more detailed version of your Transcript that will show you additional information such as how much time you spent in a course, the number of attempts, and the date/time of each attempt. To view the more detailed version of your Transcript, you need to:

1. Uncheck the box in front of **Summary Transcript** in the Report Options box.



The screenshot shows a 'Report Options' box with two checkboxes: 'Summary Transcript' and 'Include Inactive Courses'. The 'Summary Transcript' checkbox is checked and highlighted with a green oval. Below the box are four buttons: 'Run Report', 'Print Report', 'Download Generated Report', and 'Help'.

2. Click the **Run Report** button.



The screenshot shows the same 'Report Options' box, but now the 'Summary Transcript' checkbox is unchecked. The 'Run Report' button is highlighted with a green oval.

Transcript Options (Continued)

Your full Transcript appears on the screen.

Course: Smoke Free for Baby and Me (S0200)
 Session: Web Based (117)
 Percent Complete: 100%
 Completion Date: 2014-01-30 17:02:00
 Credit Hours: 0
 Last Access: 2014-01-30 17:07:00
 Total Time: 00:08:14.0

Content Item	Status	Score	Time
A001 (I_A001)	Passed	100	

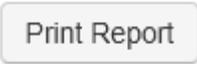
Attempt:	Score:	Date/Time:
1	18	2013-10-04 13:20:57
2	73	2014-01-30 16:59:11
3	82	2014-01-30 17:02:26
4	100	2014-01-30 17:07:28

Course: What's Children's Speech

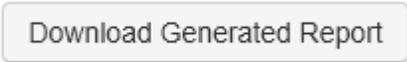
To return to the Summary version of your transcript, you need to check the box in front of the **Summary Transcript** option then click the **Run Report** button again.

Print or Download the Transcript

Whether you are looking at the Summary version or the more detailed version of your Transcript, you have the ability to print your Transcript and/or download it.

1. To print your Transcript, click the **Print Report**  button. A printable version of the transcript will appear in a new tab in your browser window along with a pop-up Print window.

2. To download your Transcript, click the **Download Generated Report** button.

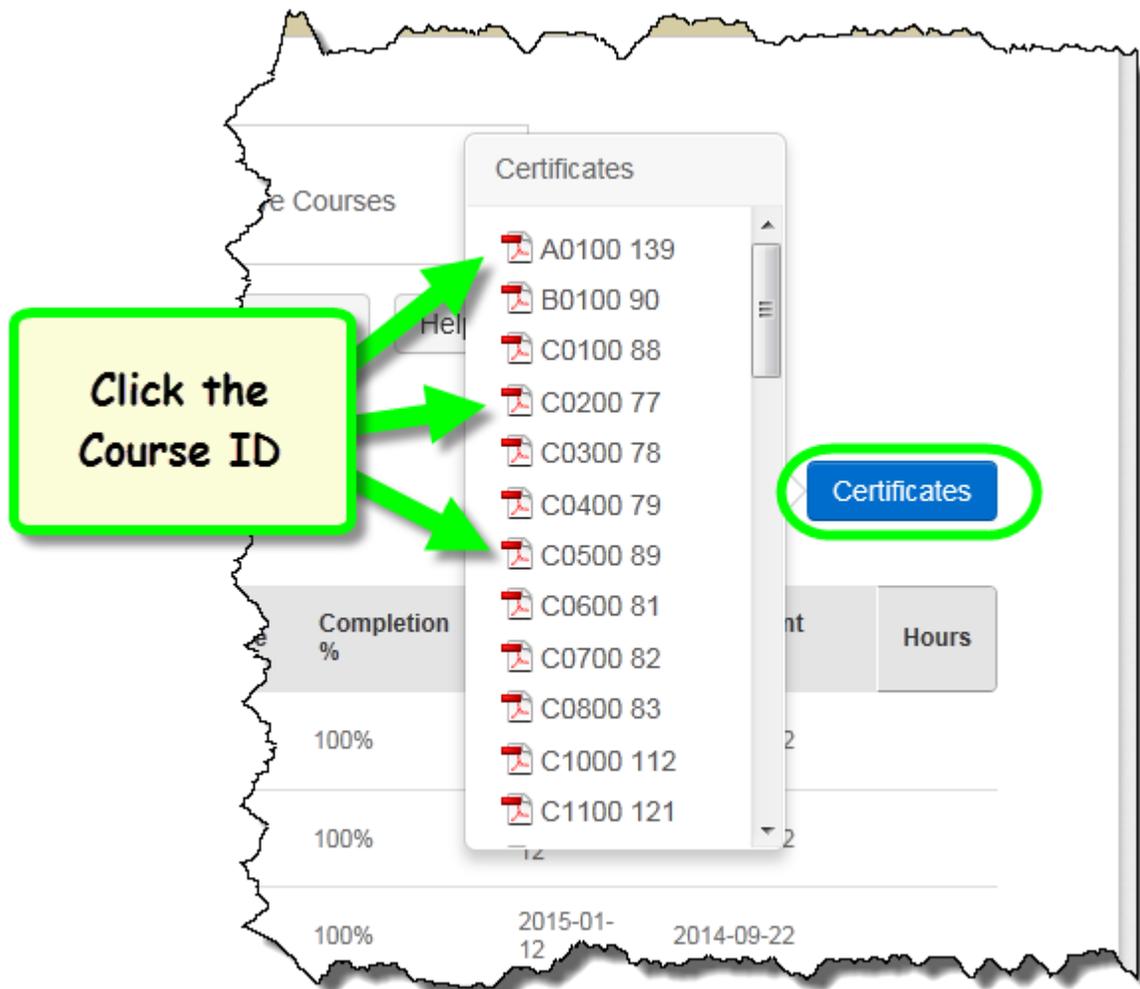


Your report will download is a CSV file format, which you can then open in Microsoft Excel.

Access Completion Certificates

You can access the *Completion Certificates* for any courses you have completed in the LMS.

1. From the Transcript tab, click the **Certificates** button.
2. When the Certificates menu appears, click the **Course ID** for the completion certificate you want to view.



Access Completion Certificates (Continued)

Your Completion Certificate will appear in a new browser tab in PDF form. You can save or print the Completion Certificate using the options available.

