

# TRANSCRIPT MANAGEMENT

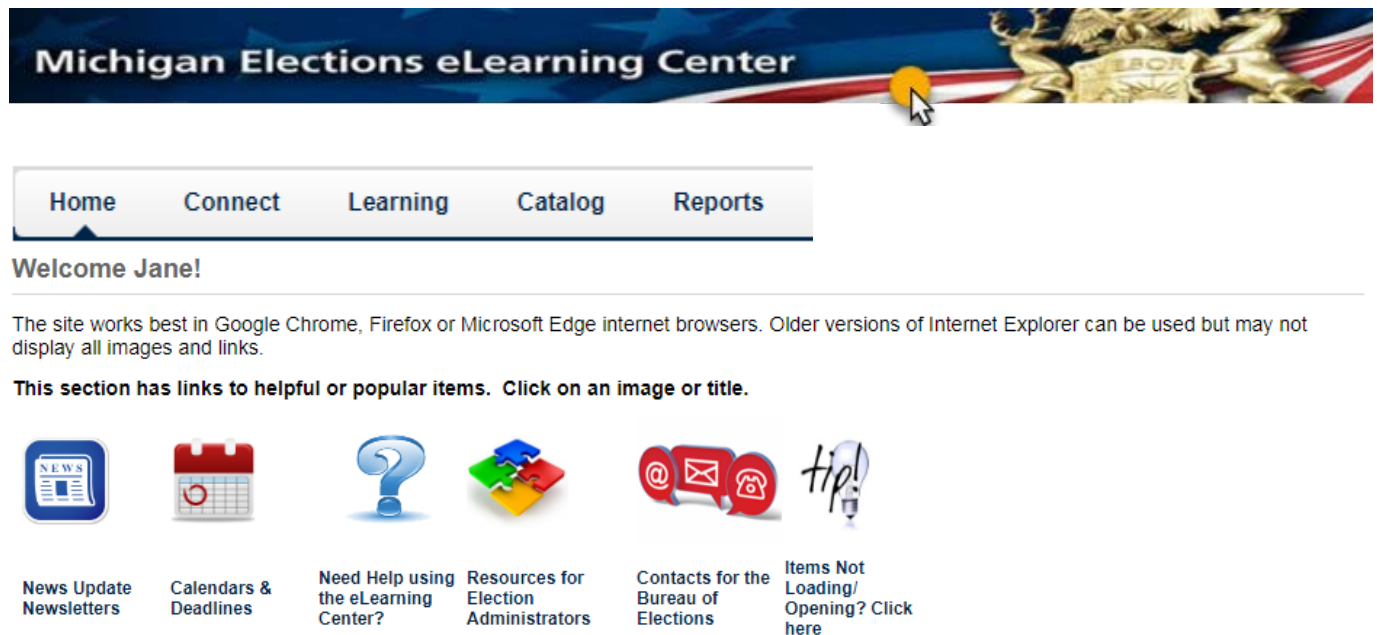
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## HOMEPAGE

When you first login to the Elections eLearning Center, your **homepage** is displayed with the Welcome banner and the helpful link icons across the page.

- Click the banner image on any page in the Elections eLearning Center to return to the homepage









**Michigan Elections eLearning Center**

Home   Connect   Learning   Catalog   Reports

**Welcome Jane!**

The site works best in Google Chrome, Firefox or Microsoft Edge internet browsers. Older versions of Internet Explorer can be used but may not display all images and links.

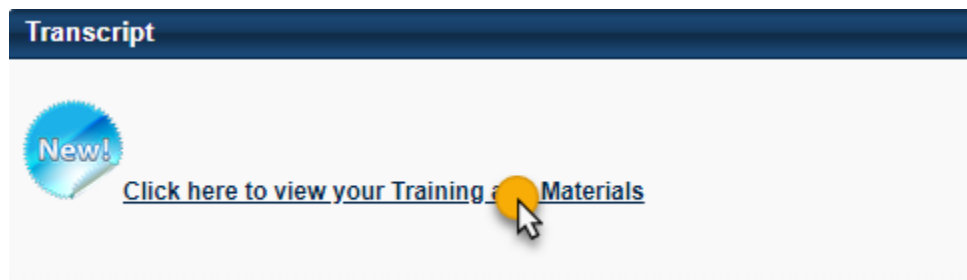
**This section has links to helpful or popular items. Click on an image or title.**

					
News Update Newsletters	Calendars & Deadlines	Need Help using the eLearning Center?	Resources for Election Administrators	Contacts for the Bureau of Elections	Items Not Loading/Opening? Click here

## TRANSCRIPT BOX ON THE HOMEPAGE

When you are assigned training or open an item, they appear in your Transcript. The **Active** transcript is everything you are working on. The **Completed** transcript lists all your past training and accessed resources.

Click the link in the Transcript box to view your transcript page.



**Transcript**

**New!**

[Click here to view your Training Materials](#)

## TRANSCRIPT PAGE

The Transcript Page has several sections:

1. **Tips** for helping with the Elections eLearning Center
  - a. A link to a help document to adjust your computer settings to allow pop-up windows if your item didn't open
2. Click the buttons to **filter** or sort your transcript
  - a. **Active & Completed**
  - b. Sort by Date, Title, Type or Due Date
  - c. Filter by Training Type
3. **Search** box to find items in your transcript
  - a. Works with Active & Complete button – will only show items based on which is selected
4. Use **Action Buttons** to Launch, Mark Complete, Sign or View Training Details for each item
5. Click the **Arrow** to view other choices
6. **Options** button allows you to run Transcript Reports – see those separate instructions
7. **Resources** tab takes you to your folders to exchange files with the Bureau of Elections

The screenshot shows the Transcript Page for Jane Clerk. At the top, there is a navigation bar with tabs for Public Profile, Transcript, In Progress, and Resources. The Transcript tab is selected. Below the navigation bar, there is a breadcrumb trail: Home > Jane Clerk > Transcript for: Jane Clerk. The main heading is "Transcript for: Jane Clerk".

Callout 1 points to a "tips!" section with the following text: "Did the item you launched not open? Allow pop-up windows on your computer. Click here for instructions. Mark items complete to move it from Active to your Completed transcript. Need help with the Transcript Page? Click here for instructions. Click on the buttons below to see more options: Active to Completed; By Date Added for other Sort Options; All Types for Filtering by Type".

Callout 2 points to filter buttons: "Active", "By Date Added", and "All Types".

Callout 3 points to a search box labeled "Search for training".

Callout 4 points to a search result card for "\* QVF Refresh Manual for Complete Access". The card shows "Due: No Due Date" and "Status: In Progress". There is an "Open Curriculum" button.


Callout 5 points to an action menu for the first search result. The menu is open, showing options: "Mark Complete", "Launch", and "View Training Details".


Callout 6 points to a three-dot menu icon in the top right corner.


Callout 7 points to the "Resources" tab in the navigation bar.


## DUE DATES AND STATUS

Each item on the transcript will list the status and possibly a due date.



**Form # 1 Voting System Vendor Selection - Bay Area Counties**  
Due: No Due Date Status: Pending Completion Signature 



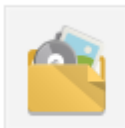
**\* QVF Refresh Manual for Complete Access**  
Due: No Due Date Status: In Progress 

## HOW TO MARK ITEMS COMPLETE


Most items will stay in your Active transcript until marked complete which will move them to your Completed transcript. This allows you to keep documents and videos in your transcript for quick access.

When you are done reviewing or submitting documents, videos and reports, you tell the system to move it from your *Active* transcript to *Completed*.

1. Next to the item, click the **Mark Complete Button**



**2018 Michigan Election Dates Booklet**  
Due: No Due Date Status: In Progress



**Mark Complete** ▼

**Online courses and tests** will complete when you reach the last page of the course and click the course **EXIT button**.

**In Person classes** will be marked complete after the instructor updates the attendance records based on the sign in sheets for the class and any assigned pre or post class work.

- i) If you withdraw from a class, you will be prompted to select a different session.
- ii) If you do not intend to take the class, you will have to call the Bureau of Elections to have the class removed from your transcript.

## ELECTRONIC SIGNATURES

Sometimes the Bureau of Elections will require an electronic signature to accompany a training item, form or report.

If an item on your transcript page has the status *Pending Completion Signature*,

**Due:** No Due Date **Status:** Pending Completion Signature



On the *Transcript Page*,

1. Click the **Mark Complete** button
2. The button will change to Sign; click the **Sign** button
3. The *Training Details* page will be displayed
4. The *Status* will read *Pending Completion Signature*
5. Your signature is populated based on the name in your account profile
6. Click the **Sign** button on that page
7. The status will change to *Completed* and be moved to the *Completed* section, no longer visible under Active



**Training Details**

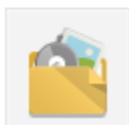
Training Type: Forms  
Provider: BOE  
Version: 1.0  
Training Hours: 0 Hours 0 Min  
Description: After selecting the preferred vendor your vendor quote on your compute  
Status: Pending Completion Signature  
Training Purpose:  
Due Date: None

**Acknowledge Completion**

Jane Clerk Sign  
(Jane Clerk)

Completed ▾ By Completion Date ▾ All Types ▾

Search Results (108)



### Form # 1 Voting System Vendor Selection - Bay Area Counties

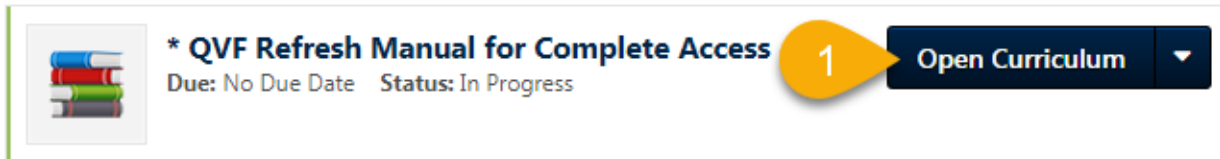
Completed: 4 Status: Completed



## CURRICULUMS

**Curriculums** will automatically be given a status of **Completed** when **all** items in the program are complete.

1. Click the **Open Curriculum** button to view the training components



\* **QVF Refresh Manual for Complete Access** 1 **Open Curriculum** ▾  
Due: No Due Date Status: In Progress

2. Some curriculums have sections or groups of work; click on a **section title** to view the components; all training (or their equivalent) in each section must be completed in order to receive a complete
3. **Completed** status of each *section* is indicated by a checkmark
4. The heading lists the % complete and the # of items complete, required and total items
5. Use the Action buttons to **Launch** or open an item
6. **Completed** items are indicated by a checkmark
7. Click the **View Training Details** button for more information about the item and your training history

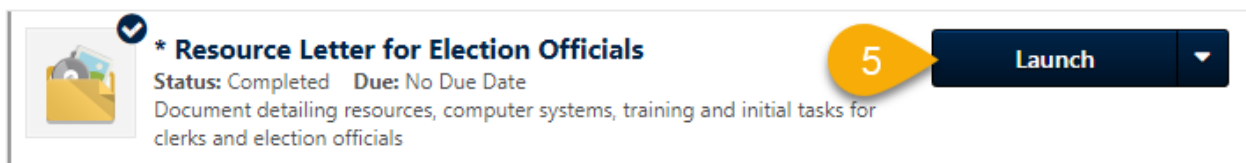


**Accreditation - Initial Program for Election Officials**

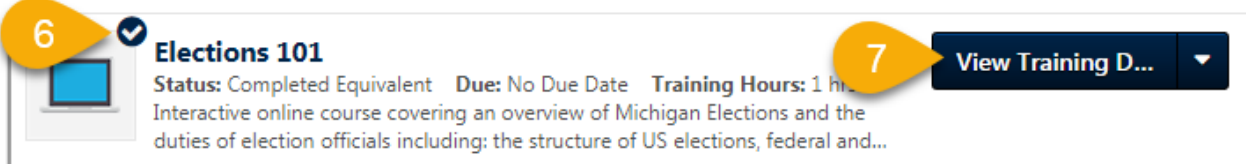
- ✓ INITIAL COURSEWORK 2
- ✓ IN-PERSON CLASS
- ✓ POST-CLASS COURSEWORK



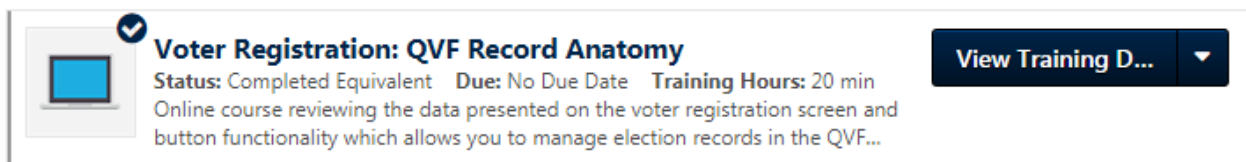
4 **Initial Coursework**  
100% Completed: 3 Min Required: 3 Total Items: 3



✓ \* **Resource Letter for Election Officials** 5 **Launch** ▾  
Status: Completed Due: No Due Date  
Document detailing resources, computer systems, training and initial tasks for clerks and election officials



6 ✓ **Elections 101** 7 **View Training D...** ▾  
Status: Completed Equivalent Due: No Due Date Training Hours: 1 hr  
Interactive online course covering an overview of Michigan Elections and the duties of election officials including: the structure of US elections, federal and...



✓ **Voter Registration: QVF Record Anatomy** **View Training D...** ▾  
Status: Completed Equivalent Due: No Due Date Training Hours: 20 min  
Online course reviewing the data presented on the voter registration screen and button functionality which allows you to manage election records in the QVF...