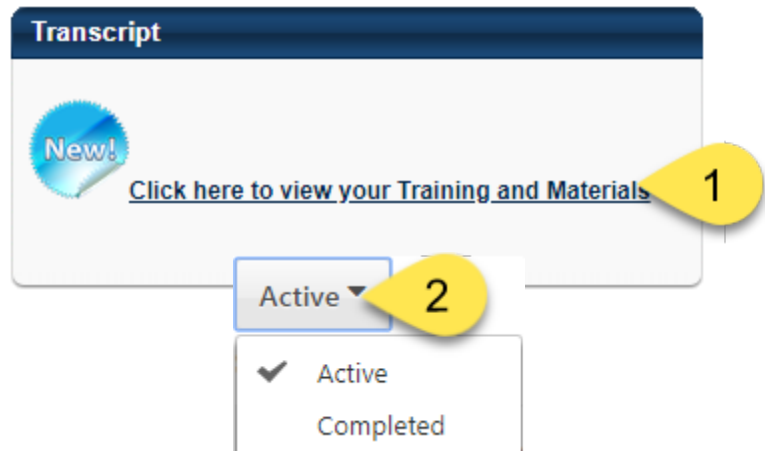


# RUNNING A TRANSCRIPT REPORT IN THE MICHIGAN ELECTIONS ELEARNING CENTER

## VIEW YOUR TRANSCRIPT

On the homepage, in the Transcript box,

1. Click the link to view Training and Materials
2. Click the *Active* button and click *Completed* to see all your completed items



## GENERATE A TRANSCRIPT REPORT

On your transcript page

1. Click the **Options** button
  2. Click **Run Transcript Report**
- This gives you the most information

Transcript for:

*\* tips! \**

**Did the item you launched not open? Allow pop-up windows on your computer.** Click here

**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

1 ...

2

- Add External Training
- Export to PDF
- Print Transcript
- Run Transcript Report

3. At the bottom in the *Advanced* section of the Transcript Report page
4. Check the *Include Training Detail Information*
5. Check the *Training Hours* box (Not all items in the eLearning Center have hours associated to them since some manuals and forms are considered self-paced).
6. Click *Run Report*

This will generate a file to download to your computer. Based on your computer settings you can either save the file to your computer or open with a specific program like Excel.

If the report doesn't open in excel, please check your Excel settings listed on the next page.

**Advanced** 3

Include Associated Training (Curriculum Training and Pre or Post Work)

Include Archived Training

Include Completed Training Only

Include Training Detail Information 4

Address  Price  Session Type  Training Purpose

Credits  Training Hours  Version 5

6 **Run Report**

## IF THE REPORT DOESN'T OPEN IN EXCEL, CHECK THE PROTECTED VIEW SETTINGS

In Excel, click

1. File
2. Options
3. Trust Center
4. Trust Center Settings
5. Protected View
6. Uncheck the Protected View boxes
7. OK to save

\*Also, in the Trust Center check File Block Settings to ensure you are not blocking specific types of Excel file types from opening or saving

The image is a composite of three screenshots from Microsoft Excel, illustrating the steps to access Protected View settings. The top screenshot shows the 'File' menu with 'Options' highlighted. The middle screenshot shows the 'Excel Options' dialog box with 'Trust Center' selected in the left sidebar and 'Trust Center Settings...' button highlighted. The bottom screenshot shows the 'Trust Center' dialog box with 'Protected View' selected in the left sidebar, and the three checkboxes under 'Protected View' are unchecked. The 'OK' button is highlighted in the bottom right corner.