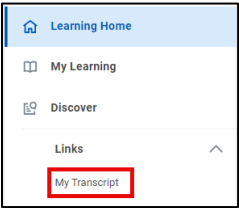


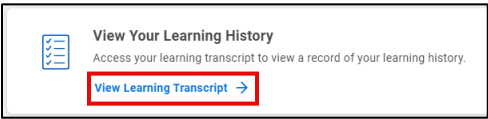
# View Transcript

A transcript displays all the courses you have enrolled in or completed. To view your transcript:

1. From the Learning app or from the My Learning page, click the **My Transcript** tab.



2. Click **View Learning Transcript**.



3. Your transcript will display course Name, Content Type, Registration Status, Date Enrolled, Completion Status, Attendance Status, Grade, Score, etc.:
  - a. **Not Started**: Displays courses you are currently enrolled in but haven't started.
  - b. **In Progress**: Displays courses that have been started but not completed.
  - c. **Learning History**: Displays all completed courses.

My Transcript							
Not Started 0 items							
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	
No items available.							
In Progress 0 items							
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	
No items available.							
Learning History 0 items							
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	
No items available.							

4. To export your transcript, click one of the two icons to the right of the My Transcript heading.



- a. Click **Export to Excel**  to download your transcript to an Excel workbook file.
  - b. Click **View Printable Version**  to download your transcript to a PDF file.
5. To return to your learning dashboard, select **Learning Home**.