

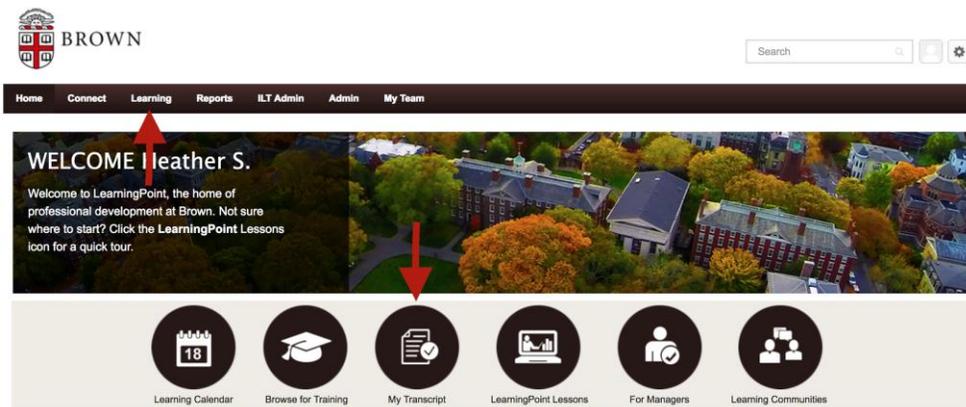
## LEARNINGPOINT JOB AID: VIEWING YOUR TRANSCRIPT

Your LearningPoint transcript contains a complete history of all of your professional development activities at Brown. In preparation for the transition to Workday Learning, you should review your transcript and print your professional development history for your files. Only active courses and their associated attendance history will be transferred to the Workday Learning system.

### ACCESSING YOUR TRANSCRIPT

To find your transcript:

1. Login to [www.brown.edu/learningpoint](http://www.brown.edu/learningpoint)
1. Select “View Your Transcript” from the “Learning” tab on the navigation bar, or click the “My Transcript” icon in the icon menu.



### VIEW ACTIVE COURSES:

1. The transcript automatically defaults to display active courses.
2. You can sort your training by clicking the pull down menu that says “Date Added”. You can sort by title, status, date added, training type or due date.
3. The transcript displays all types of training. Pull down the “All Types” menu to choose to display curriculum, online classes or sessions (instructor led training).

### VIEW COMPLETED OR ARCHIVED COURSES:

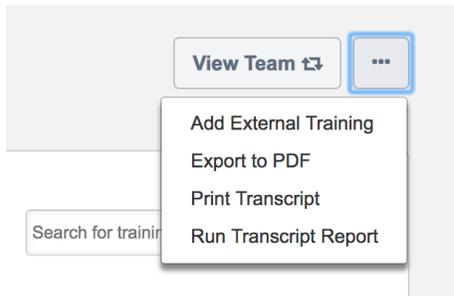
To view completed or archived courses:

4. Select the “Active” pull down menu above the list of your courses.
5. Choose to view “Completed” or “Archived” courses.
6. Completed courses are courses where the attendance has been marked and the session has been marked complete.
7. Archived courses are courses that the user has decided to move off of the active transcript. This might include courses that the user has withdrawn from or is no longer of interest.
8. Completed and Archived courses can also be sorted by type or by title, status, date added, training type, due date and completion date.

## PRINTING OR EXPORTING YOUR TRANSCRIPT

To print or export your transcript:

1. Look for the three dots at the top right side of your transcript.



2. Click the dots to display the pull-down menu with the following options:
  - a. Add external training
  - b. Export to PDF
  - c. Print Transcript: Allows you to print a copy of the transcript. Note: If you have selected the Active transcript, only the Active courses will print.

## RUNNING YOUR TRANSCRIPT REPORT

The best way to preserve your entire transcript is to run a transcript report. The report will display status and progress information for all of your training.

1. Choose "Run Transcript Report" by clicking the three dots on the top right hand side of your transcript.
2. When the report wizard appears, choose the training type, a specific training title or specific subjects for your report. To capture your entire learning history, choose all training and leave the other fields blank.
3. Decide how you would like your transcript organized- Date added to transcript, Training Start Date, or Training Completion Date.
4. Choose a date range for your transcript. To capture all data, choose October 2011 (the start of LearningPoint) or your start date through the current date.
5. Select any advanced options.
6. Click "Run Report."
7. The report will download as an excel file.

## TROUBLESHOOTING YOUR TRANSCRIPT

If you find that you have any problems with your transcript, please contact [CLPD@brown.edu](mailto:CLPD@brown.edu) and we will do our best to help you resolve them.