

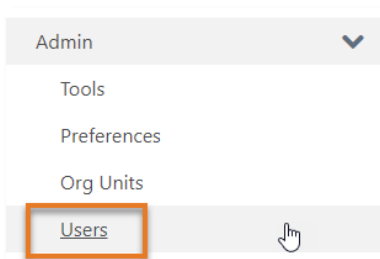
Transcript Management

As a learning administrator, you have the permission to look up and view a user's transcript. This is useful for troubleshooting content problems and allows you to mark learning objects complete if a user is experiencing a problem.

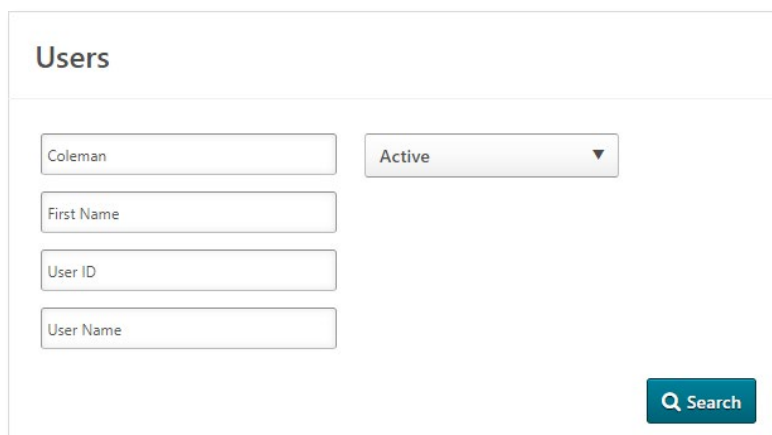
User Search


From any page within MyCareer@PCC, click on the Show Navigation Menu icon () in the upper right corner of the screen to reveal the Navigation Menu.

Select **Admin** to open a submenu and click on **Users**.



On the **Users** page, use the search tools to locate a specific user.

A screenshot of the 'Users' search page. It features a search bar with the text 'Coleman' and a dropdown menu set to 'Active'. Below the search bar are four input fields labeled 'First Name', 'User ID', and 'User Name'. A blue 'Search' button with a magnifying glass icon is located at the bottom right of the search area.


Scroll down to the results of your search, click the Options icon () for the user in question to reveal a dropdown menu and select **View Transcript**.

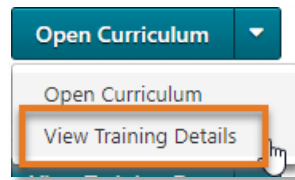
Coleman, Matt	MColeman	MColeman	Active	Client Admin Division (Division)	
Coleman, Matt	matt.coleman1	matt.coleman1	Active	Human Resources Management (Division) HR Training & Dev Coord (Position)	View Transcript 

User Transcript

From the transcript page, you can use filters and keywords to search for a specific learning object.


A screenshot of the transcript search filters. It includes three dropdown menus: 'Active', 'By Date Added', and 'All Types'. To the right is a search bar with the placeholder text 'Search for training' and a magnifying glass icon.

Once you have located the learning object, navigate to the Training Details page for the content. To do so, click the blue down arrow button () to reveal a dropdown menu and select View Training Details.



Training Details Page

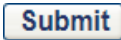
On the training details page, you will find basic information about a learning object at the top of the page. The fields that display here will vary depending on the type of training.

You can review **Assignment and Version History** and **Transcript History** by clicking on the Expand/Collapse icon () next to those sections at the bottom of the page.

The **Assignment and Version History** section displays each occurrence of training as a separate line item and includes the following information: delivery, transcript delivery method, version, effective date, start date, end date, due date, and status.

The **Transcript History** section displays a timestamp for when a learning object was added to the transcript and by whom the action was taken.

Marking Training Complete

To mark a piece of content complete, you must click on the **Mark Complete** hyperlink ([Mark Complete](#)). Clicking this link will open a popup window where you must enter an explanation for the status change. To save your update, click the **Submit** button ().

This link will display in different places depending on the type of training.

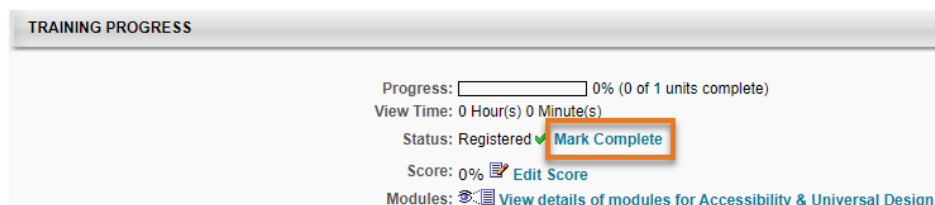
Materials, Videos and Tests

For Materials, Videos and Tests, the **Mark Complete** hyperlink will display next to the Status field at the top of the page.






Online Classes

For Online Classes, the **Mark Complete** hyperlink will display next to the Status field in the Training Progress section of the page.



Curricula

When marking complete learning objects that are included in a curriculum, you will need to navigate to the **Training Details** page for each LO that needs to be marked complete. To do so, click the Details icon () for the LO from the list on the curriculum Training Details page.

TITLE (CLICK ON ⓘ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	PRE-APPROVE	OPTIONS	DETAILS
⊙ Confined Space Awareness	Online Class	<input type="text"/>	<input type="checkbox"/>	Registered	N/A	None	
⊙ Confined Space Entry	Online Class	<input type="text"/>	<input type="checkbox"/>	Pending Prior Training	<input checked="" type="checkbox"/>	None	None
⊙ Confined Space Entrant	Environmental Health & Safety	<input type="text"/>	<input type="checkbox"/>	Pending Prior Training	<input checked="" type="checkbox"/>	None	None
⊙ Confined Space Attendant	Environmental Health & Safety	<input type="text"/>	<input type="checkbox"/>	Pending Prior Training	<input checked="" type="checkbox"/>	None	None
⊙ Confined Space Entry Supervisor	Environmental Health & Safety	<input type="text"/>	<input type="checkbox"/>	Pending Prior Training	<input checked="" type="checkbox"/>	None	None
⊙ Confined Space Quiz	Test	<input type="text"/>	<input type="checkbox"/>	In Progress	N/A	None	
⊙ PCC H&SM Chapter 5: Confined Space Entry and Tunnel Safety Plan	Environmental Health & Safety	<input type="text"/>	<input type="checkbox"/>	Pending Prior Training	<input checked="" type="checkbox"/>	None	None
⊙ H&SM Chapter 5 Appendix D Multi-gas Detector Calibration	Environmental Health & Safety	<input type="text"/>	<input type="checkbox"/>	Pending Prior Training	<input checked="" type="checkbox"/>	None	None
⊙ H&SM Chapter 5 Appendix E Tripod Inspection	Environmental Health & Safety	<input type="text"/>	<input type="checkbox"/>	Pending Prior Training	<input checked="" type="checkbox"/>	None	None
⊙ Confined Space Training	Event	<input type="text"/>	<input type="checkbox"/>	Pending Prior Training	<input checked="" type="checkbox"/>	None	None

On the resulting page, locate and click the **Mark Complete** link.