

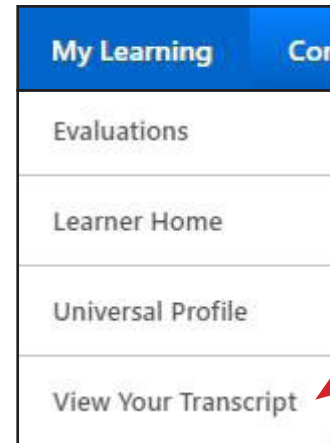
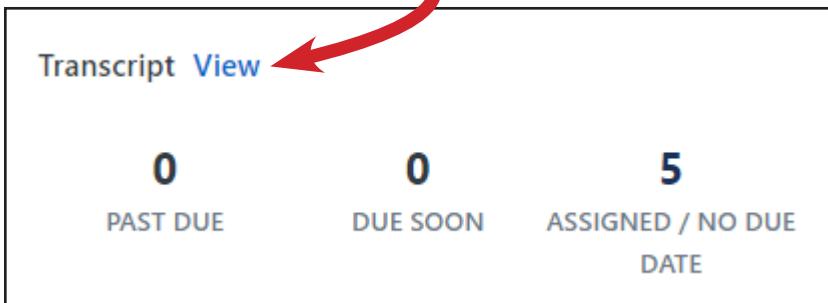
Viewing Your Active Transcript

There are several ways to view your **active transcript**. Your active transcript includes any professional development that you have been *assigned*, that are *in progress*, or you are *registered* for.

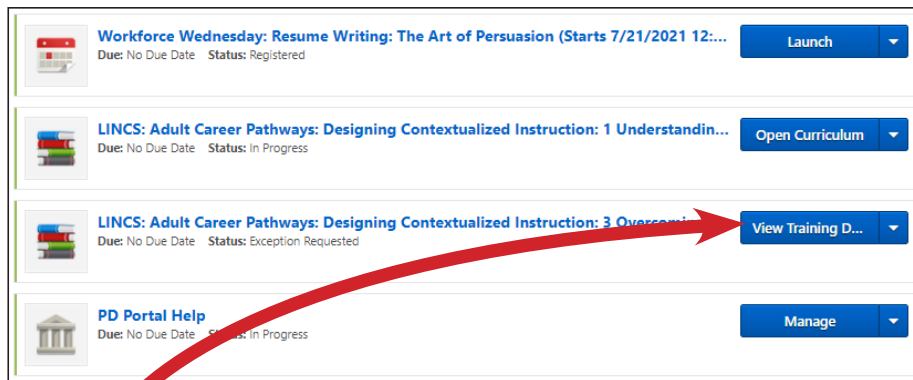
1. Hover on the **My Learning** tab and click on **View Your Transcript**.

OR

Click on **Transcript View**.



2. View your active transcript.



NOTE: If the button next to a curriculum says **View Training Details**, please make sure to complete the prerequisite first. **After** the prerequisite is complete, the button will say Open Curriculum.



Calendar - represents a live webinar or face-to-face training.



Stack of books - represents a curriculum (also known as an online course).



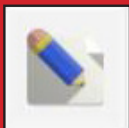
Building - represents a library of informational resources; no PD credit or certificates of completion are awarded for viewing the library materials.

3. To start an online course, simply click on **Open Curriculum**.

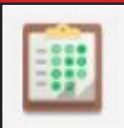


Did You Know?

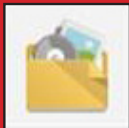
If you open a curriculum, the icons are different but equally important.



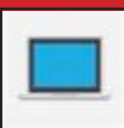
The **pencil** represents course instructions.



The **clipboard** represents a test.



The **file folder** represents a material.



The **computer screen** represents the online class (also known as the video lesson).

Most courses must be completed in the following order: course instruction, online class, test.

Your active trainings can also be found on your Learner Home page under the **My Transcript** carousel.

My Transcript

LIVE TRAINING

Session

Workforce

Wednesday: Resu

Registered

... [Launch](#)

CURRICULUM

Curriculum

LINCS: Adult Career

Pathways: Design

In Progress

... [Open Curriculum](#)

CURRICULUM

Curriculum

LINCS: Adult Career

Pathways: Design

Exception Requested

... [View Training D...](#)

LIBRARY

Library

PD Portal Help

In Progress

... [View Training D...](#)

NOTE: Hover on the training image to see the full title.