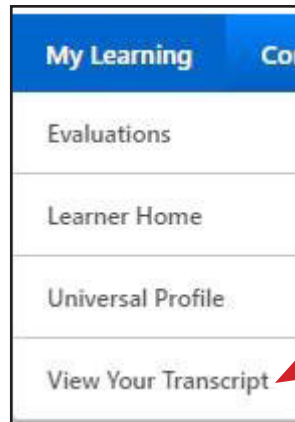


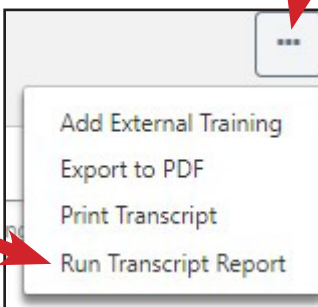
Running a Report for Completed Professional Development

NOTE! This report is only for training completed through the PD Portal. Questions regarding training completed outside of the PD Portal should be directed to your supervisor.

1. Hover over the **My Learning** tab and select **View Your Transcript**.

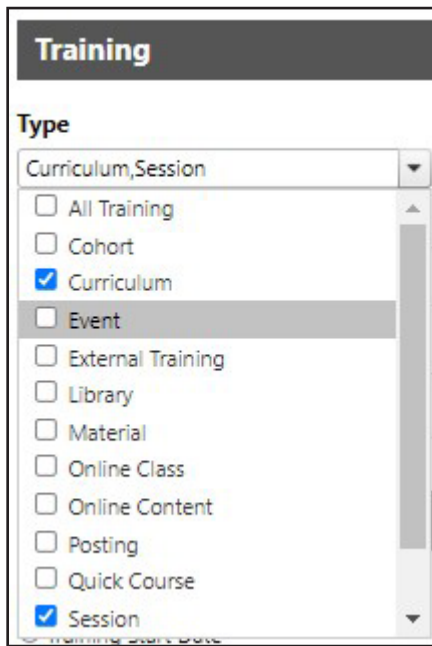


2. Click on the **three dots** at the top of your transcript and select **Run Transcript Report**.



3. Set the following search parameters:

- **Training:** Check only **Curriculum** and **Session**



Training

Type

Curriculum,Session

All Training

Cohort

Curriculum

Event

External Training

Library

Material

Online Class

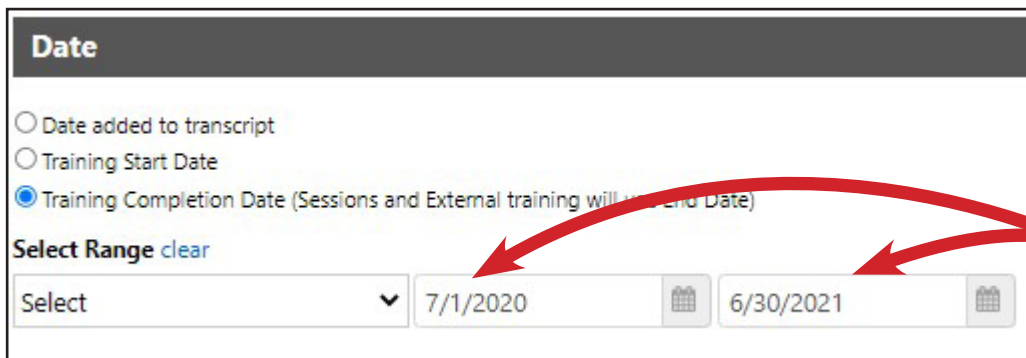
Online Content

Posting

Quick Course

Session

- **Date:** Select dial **Training Completion Date** and then **Select Range** for the current program year



Date

Date added to transcript

Training Start Date

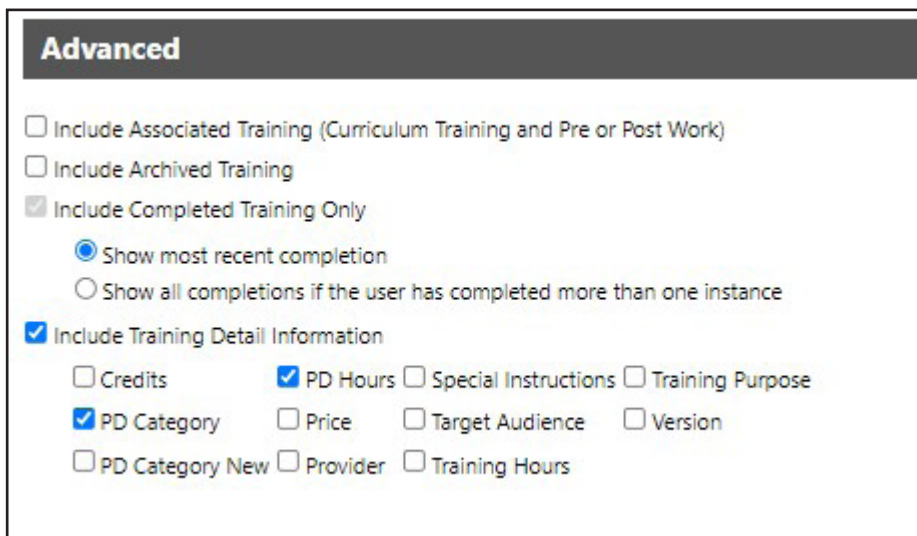
Training Completion Date (Sessions and External training will use End Date)

Select Range [clear](#)

Select 7/1/2020 6/30/2021

NOTE: Be sure to identify an accurate date range.

- **Advanced:** Check the box next to **Include Training Detail Information** and also **PD Category** and **PD Hours**



Advanced

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

Include Archived Training

Include Completed Training Only

Show most recent completion

Show all completions if the user has completed more than one instance

Include Training Detail Information

Credits PD Hours Special Instructions Training Purpose

PD Category Price Target Audience Version

PD Category New Provider Training Hours

4. Click on the blue button, **Run Report** in the bottom corner.

5. The transcript report will automatically download into an Excel Spreadsheet. Click on it to open the report.

