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.

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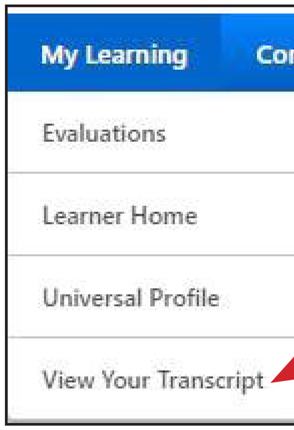
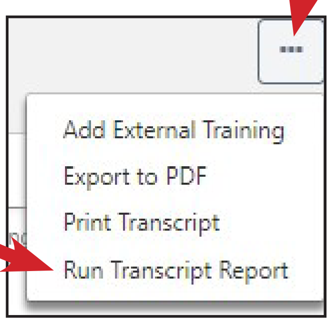
1. Hover over the ***My Learning*** tab and select **View Your Transcript.**



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



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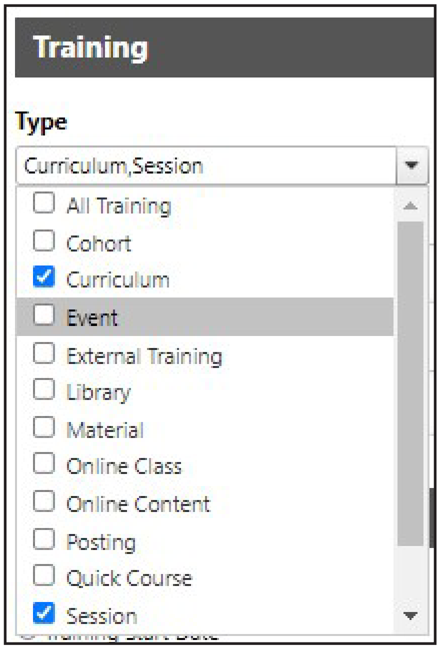
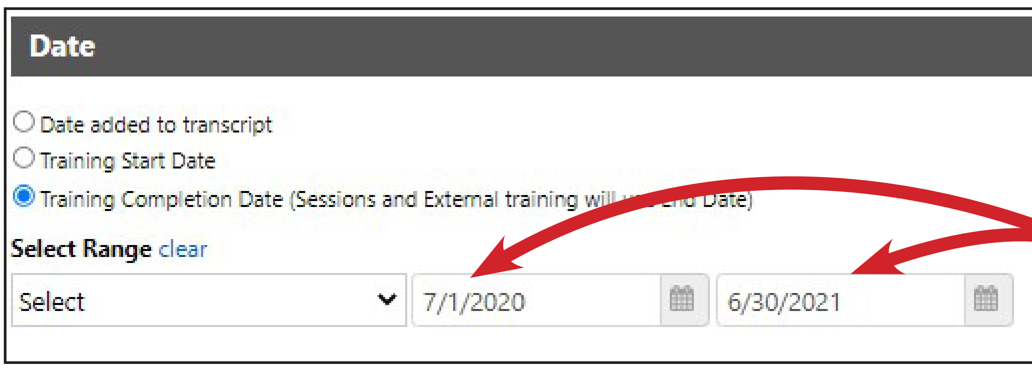
3. Set the following search parameters:

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

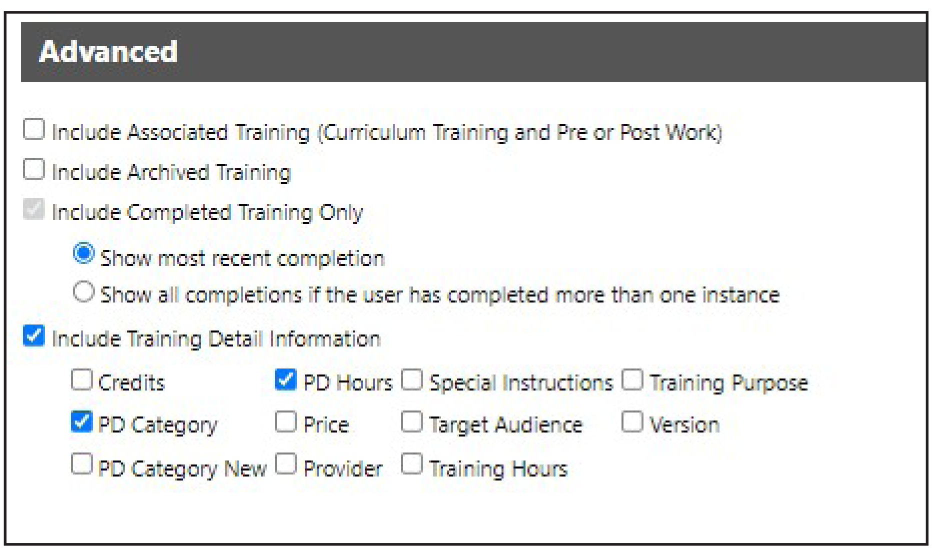


- **Date:** Select dial **Training Completion Date** and then **Select Range** for the current program year



! 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**



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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.