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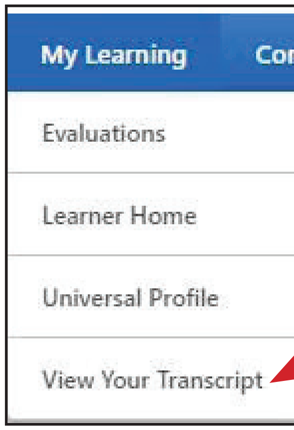
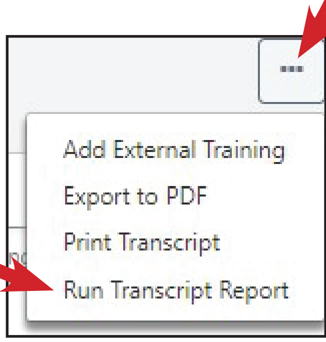
1. Hover over the ***My Learning*** tab and select **View Your Transcript.**



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



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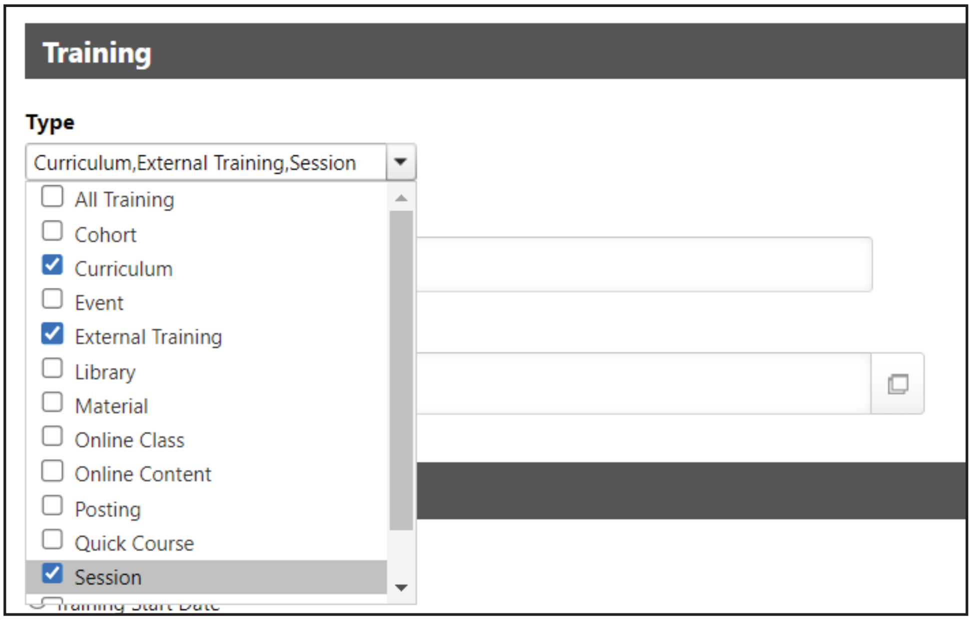
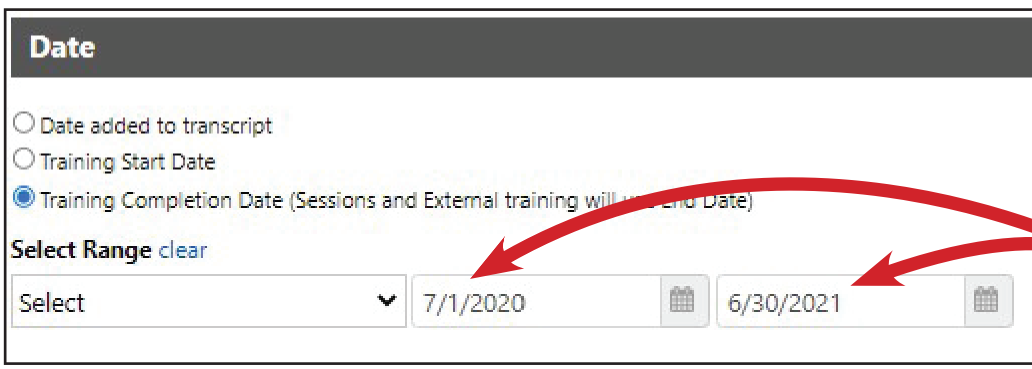
3. Set the following search parameters:

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

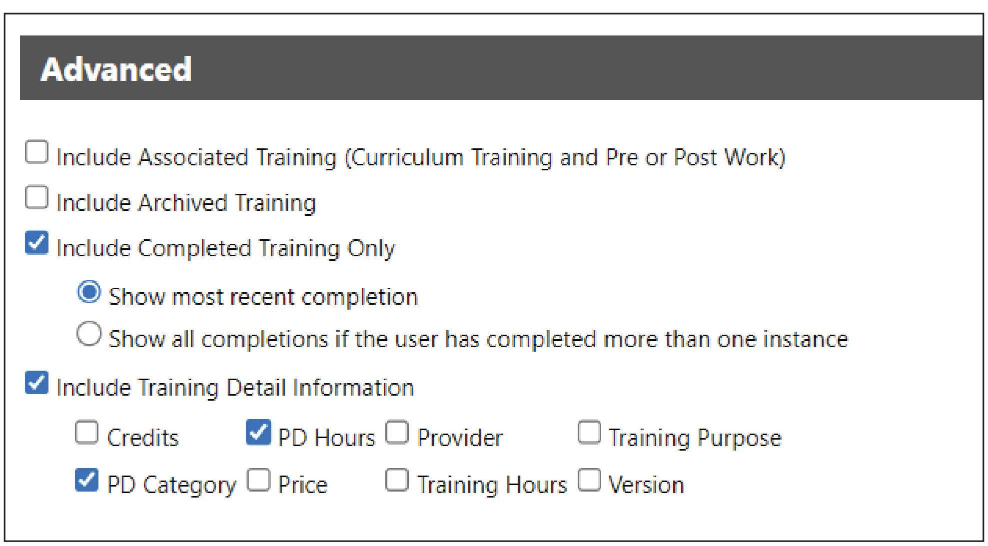


- **Date:** Select **Training Completion Date** and then enter the start and end date for the current program year



NOTE: Be sure to identify an accurate date range.

- **Advanced:** Select **Include Completed Training Only** and **Show most recent completion.** Next, select **Include Training Detail Information, PD Hours,** and **PD Category**



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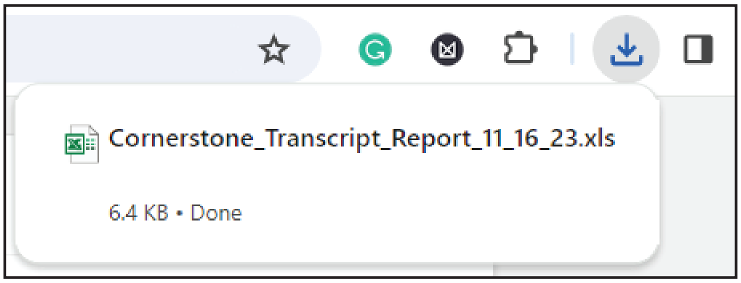
4. Click on the blue button, **Run Report** in the bottom corner.

5. The transcript report will automatically download into an Excel Spreadsheet.

Click on it to open the report.



6. If a pop-up appears, please state that YES you trust this source and want to open it.