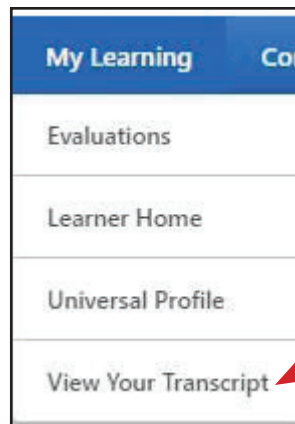


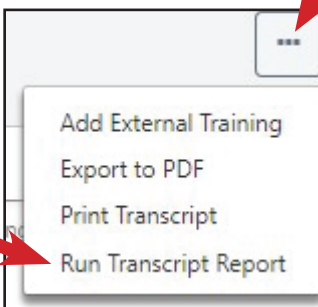
Running a Report for Completed Professional Development

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**, **External Training**, and **Session**

The screenshot shows the 'Training' filter section. At the top, there is a dropdown menu with the text 'Curriculum, External Training, Session'. Below this is a list of checkboxes for different training types: All Training, Cohort, Curriculum (checked), Event, External Training (checked), Library, Material, Online Class, Online Content, Posting, Quick Course, and Session (checked). The 'Session' option is highlighted at the bottom of the list.

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

The screenshot shows the 'Date' filter section. There are three radio button options: 'Date added to transcript', 'Training Start Date', and 'Training Completion Date (Sessions and External training will use End Date)'. The third option is selected. Below the radio buttons is a 'Select Range' dropdown set to 'Select'. To the right of the dropdown are two date input fields: '7/1/2020' and '6/30/2021', each with a calendar icon. Red arrows point from a note box to these date fields.

NOTE: Be sure to identify an accurate date range.

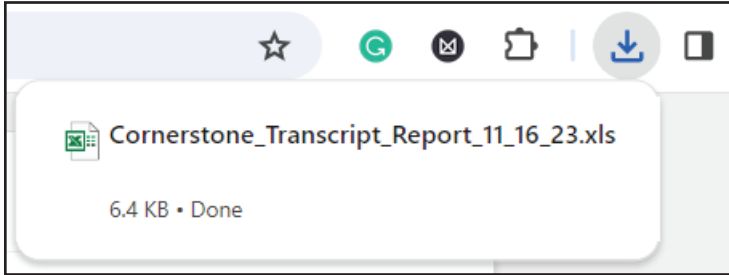
- **Advanced:** Select **Include Completed Training Only** and **Show most recent completion**. Next, select **Include Training Detail Information**, **PD Hours**, and **PD Category**

The screenshot shows the 'Advanced' filter section. It contains several checkboxes: 'Include Associated Training (Curriculum Training and Pre or Post Work)', 'Include Archived Training', 'Include Completed Training Only' (checked), and 'Include Training Detail Information' (checked). Under 'Include Completed Training Only', there are two radio button options: 'Show most recent completion' (selected) and 'Show all completions if the user has completed more than one instance'. Under 'Include Training Detail Information', there are several checkboxes: 'Credits', 'PD Hours' (checked), 'Provider', 'Training Purpose', 'PD Category' (checked), 'Price', 'Training Hours', and 'Version'.

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.

