View Transcript

In Workday Learning, the View Transcript feature helps you track your learning progress and easily access your records for personal development or compliance purposes. It shows your courses that are not yet started, those currently in progress, and provides a complete overview of your learning history.
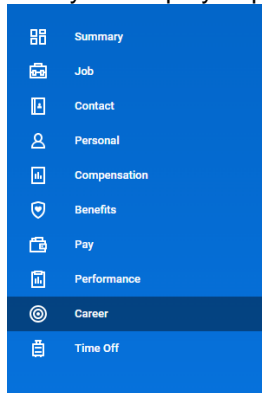
Procedure:

Basic Navigation Process #1:

≡ MENU

1. From the homepage, click **Menu** the icon in the top left corner _____.
2. Click the **Learning** option.
3. From the left side panel, click the **Links** arrow, this will provide a list of options to choose from
4. Underneath the links option, click the **My Transcript** option.

Basic Navigation Process #2:

1. From your employee profile, click on the **Career** tab on the left side panel.

⊞	Summary
⊡	Job
▣	Contact
◌	Personal
▥	Compensation
♡	Benefits
▣	Pay
▥	Performance
◎	Career
▤	Time Off

2. Click the **Learning** tab at the top of this page.
3. There you will see your Transcript and learning completion records.

What you can see in the My Transcript Section:

Screen Displays	Description
Not Started	Indicates that you are enrolled in a course, but you have not yet begun any of the course content. This means: • You have signed up or been assigned to the course. • The course is available for you to start. • No progress has been made so far in the course. Once you begin engaging with the course materials, the status will change to **"In Progress**
In Progress Courses	Are those that you have started but have not yet completed. This status means: • You have begun interacting with the course materials. • Some course sections or modules may be completed, but the overall course is unfinished. • The course is still available for you to continue at any time. Once you finish all required sections, the status will update to **"Completed.**
Learning History	Is a comprehensive record of all the learning activities you've completed within the platform. This includes: **Completed Courses**: All courses, training sessions, and programs you have successfully finished. • **Certifications**: Any certifications or qualifications you've earned. • **Self-Guided Learning**: Any on-demand or self-paced courses you've completed. • **Dates**: The dates of enrollment, completion, and certification. It allows you to track your past learning achievements, monitor professional development, and provide evidence of completed training when needed for performance reviews or compliance purposes.

My Transcript

Not Started 1 item

Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
🔍	DEMO - Sexual Harassment - DBM Only Course	Digital Course	Enrolled	07/22/2024	Not Started	Do Not Track		0	Enrollment

In Progress 1 item

Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
🔍	CJAMS For Adult Services - IHAS E-learning Modules	Digital Course	Enrolled	07/22/2024	In Progress	Do Not Track		0	Enrollment

Learning History 4 items

Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
🔍	DEMO - DHS Specific Digital Course	Digital Course	Enrolled	07/22/2024	Completed	07/22/2024 11:04:57 AM	Do Not Track		0	Enrollment

4. Click the Learning Home button to return to the Learning homepage.

Tip: Click the icons on the top right legend of each section to access the following:

- Export to Excel
- Select to Filter Grid Data
- Expand and Collapse Chart
- Toggle Full Screen View
- Collapse Rows and Expand Rows

5. The System Task is complete.