Purpose

Print a learner transcript from Manager Mode.

Procedure

- 1. Log into the Learning Hub.
- 2. Click on the Manager icon>Manager Dashboard OR click MY TEAM



3. All of your direct reports show up as individual boxes so you can see their status.

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Tasks No ta	asks data to be sh	nown.	▼ EXCEPTION REPORT				🖶 Print
			LEARNING ACTIVITIES	Last updated:	5/6/2019-7:	14 AM PDT	
			Direct Reports DirectReports + Othe	15			
			USERS (30) ACTIVITIES	User Search		٩	
			🖶 Print 🕱 Export		Direct Reports	✓ Sort b	əy: *©
			Sabina B Brych null@sumtotalsystems.com User Number: Required: 0 Recommended: 0 100%	Carmen E Caffey null@sumtotalsystems.com User Number: Required: 0 Recommended: 0 100%	n INCOMPLETE		~ ~ ~

UW Medicine Learning technologies & infrastructure

- UW Medicine 4 -**II**1 Q :2 8 ***** EXCEPTION REPORT No tasks data to be shown 🖶 Print Last updated: 5/6/2019-7:14 AM PDT LEARNING ACTIVITIES Direct Reports Not Completed Completed USERS (30) ACTIVITIES User Search.. ٩ Direct Reports 🗸 Sort by: 🎲 ₩ Export Required: 0 Required: 0 Required: 0 Recommended: 0 Recon nded: 0 My Observation Checklist Observer Checklists PROFILE PROFILE PROFILE 0 INCOMPLETE Training Analysis Linh P Cao Training Schedule Pamela L Casey Safia Farah User Numi User Number: User Number: Required: 0 Required: 1 Required: 0 nded: 0 mmended: 0 nded: 0
- 4. Click the down arrow next to Profile and then click Training Transcript

5 Clicking this will put you in <u>Emulation Mode.</u> When you see the EYE in the upper left corner you are in Emulation Mode which means you are acting as that person.

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TRA	NING TRANSCRIPT					PRINT	EXPORT	TO PDF
Select Date Start D 3/27/20	a year or date range to filter completed training records. Range End Date 18 08:41pm I 3/27/2019 08:41pm I F	REFRESH						
List of o Userna Primar ANESTH Primar	ompleted activities from 3/27/2018 to 3/27/2019 me: y organization: HESIOLOGY y job:			User nun E-mail: null@sum	iber: totalsystems.com			
Anesth	esiology Technician 2 (NE S SEIU 925 HCP/LT) ITIES							
Activi	у	Start Date	Completion Date 🗸	Estimated Credit Hours	Attended Duration	Expiration D	ate S	core
Online	Course: UWMC 2018 CM - Bariatric Sensitivity for Clinical Staff	5/31/2018	5/31/2018		Days: 0, Hours: 0, Minutes: 6, Seconds: 3		9	0

6. You can adjust the date range by clicking ALL or a specific year, or you can change the calendar to find a specific date. Then click Refresh.

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All 2018 2017 2	RANSCRIPT ter range to filter completed tra End Date SU27/2019 07.42p 2015 1 5 7 8 9/27/2019 07.42p 14 15 16 14 15 16 12 23 24 12 23 24 12 28 4 12 28 4 12 29 10 12 28 10 12 28 10 12 28 10 12 28 10 12 28 10 12 28 10 13 Ether kare 10 14 15 17 15 16 16 16 17 16 13 28 10 14 16 16 15 16 10 16 16 10	Ing records.		User num 847003377 E-mail: null@sumt	ber: i otalsystems.com	PRINT	EXPORT T	O PDF
Activity		Start Date	Completion Date 🗸	Estimated Credit Hours	Attended Duration	Expiration D	ate Sco	ore
Online Course	e: UWMC 2018 CM - Bariatric Sensitivity	or Clinical Staff 5/31/2018	5/31/2018		Days: 0, Hours: 0, Minutes: 6, Seconds: 3		90	

7. In this case I selected ALL. The transcript will show on the page and you can scroll to see it all or click Print or Export to PDF if you need a hard or soft copy

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TRAINING TRANSCRIPT					PRINT	EXPORT TO PDF
Select a year or date range to filter completed training records.						
Username:			User nu	mber:		
Primary organization: ANESTHESIOLOGY			E-mail: null@su	mtotalsystems.com		
Primary job: Anesthesiology Technician 2 (NE S SEIU 925 HCP/LT)						
ACTIVITIES						
Activity	Start Date	Completion Date 🗸	Estimated Credit Hours	Attended Duration	Expiration Date	Score
Online Course: UWMC 2018 CM - Bariatric Sensitivity for Clinical Staff	5/31/2018	5/31/2018		Days: 0, Hours: 0, Minutes: 6, Seconds: 3		90
Course: 2018 Glucometer Orientation	5/6/2016	2/27/2018				100
Online Course: UWMC 2018 POCT - Glucometer for Assistive Personnel	2/27/2018	2/27/2018		Days: 0, Hours: 0, Minutes: 5, Seconds: 8		100
Online Course: UWMC 2018 - Code Silver Active Shooter	2/27/2018	2/27/2018		Days: 0, Hours: 0, Minutes: 16, Seconds: 6		100
Online Course: UWMC 2018 Respiratory Protection Training	1/31/2018	1/31/2018		Days: 0, Hours: 0, Minutes: 3, Seconds: 52		100
Online Course: 2018 Annual Refresher Training	1/31/2018	1/31/2018		Days: 0, Hours: 0, Minutes: 21, Seconds: 35		
Online Course: UWM 2018 CMS Medicare Parts C and D General Compliance Training	1/31/2018	1/31/2018		Days: 0, Hours: 0, Minutes: 6, Seconds: 21		80

8. IMPORTANT: Click the **EYE** again which will bring up a side menu where you will click **EXIT EMULATION.** You must get out of the emulation to go back to your own Dashboard.

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Terrance McAdam X Anesthesiology Technician 2 Exit Emulation DASHBOARDS > PROFILE PROFILE DETAILS LEARNER DASHBOARD	TRAINING SCHEDULE This is a list of current training activities for which you are registered. Search Q CURRENT/UPCOMING EXPRESSED INTEREST COMPLETED CANCELED WAITING LIST OR PENDING APPROVAL ALL ONGOING ACTIVITIES Displa							
LEARNING >	X EX	port To Excel 🖨 Print Cancel Regist	ration 🛗 Vie	w Calendar				
DEVELOPMENT		Activity Name 🔶	Status	Code ‡	Region ¢	Start Date ≑	Er	nd Date ≑
REPORTING >			-		OThere are no record.	rds to display.		

To get back to the Main Page, click the logo (UW Medicine, SCCA, or Percipio logo)

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Tasks ^	EXCEPTION REPORT				🖶 Print
	LEARNING ACTIVITIES		Last updat	ed: 5/6/2019-7:	:14 AM PDT
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	Direct Reports DirectReports + Others				
	USERS (30) ACTIVITIES	User Search		٩	
	🖶 Print 🕱 Export		Direct Reports	∽ Sort I	by: 🏹
	Required: 0	Required: 0			^
	Recommended: 0	Recommended: 0			
	PROFILE - 0 INCOMPLETE	PROFILE -	IPLETE		
	Catherine L Cannon null@sumtotalsystems.com	Linh P Cao null@sumtotalsystems.com			~