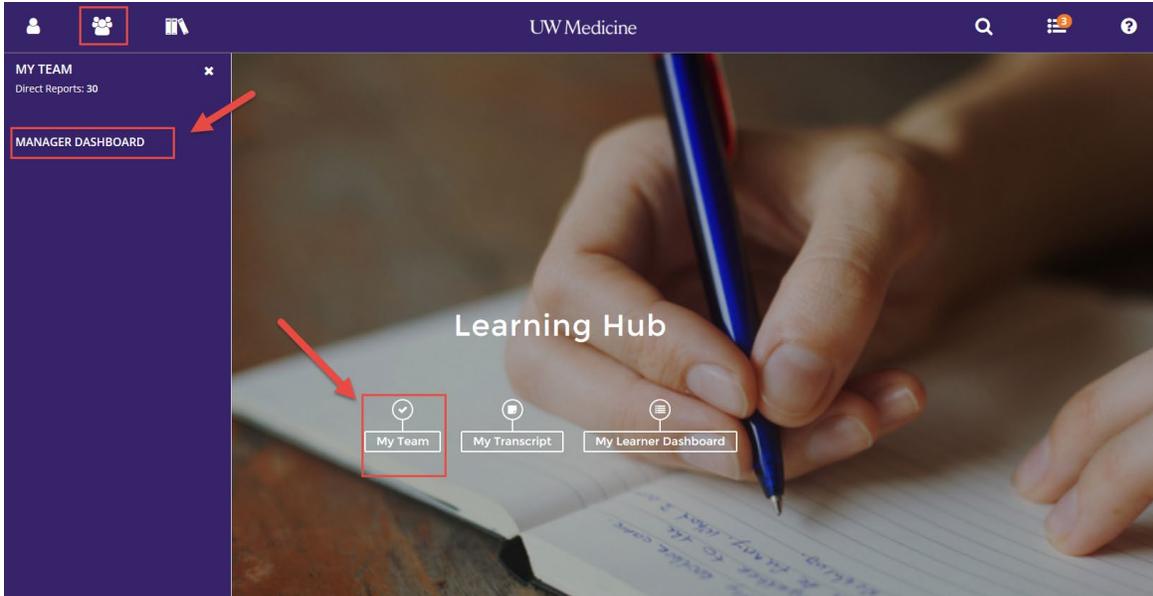


**Purpose**

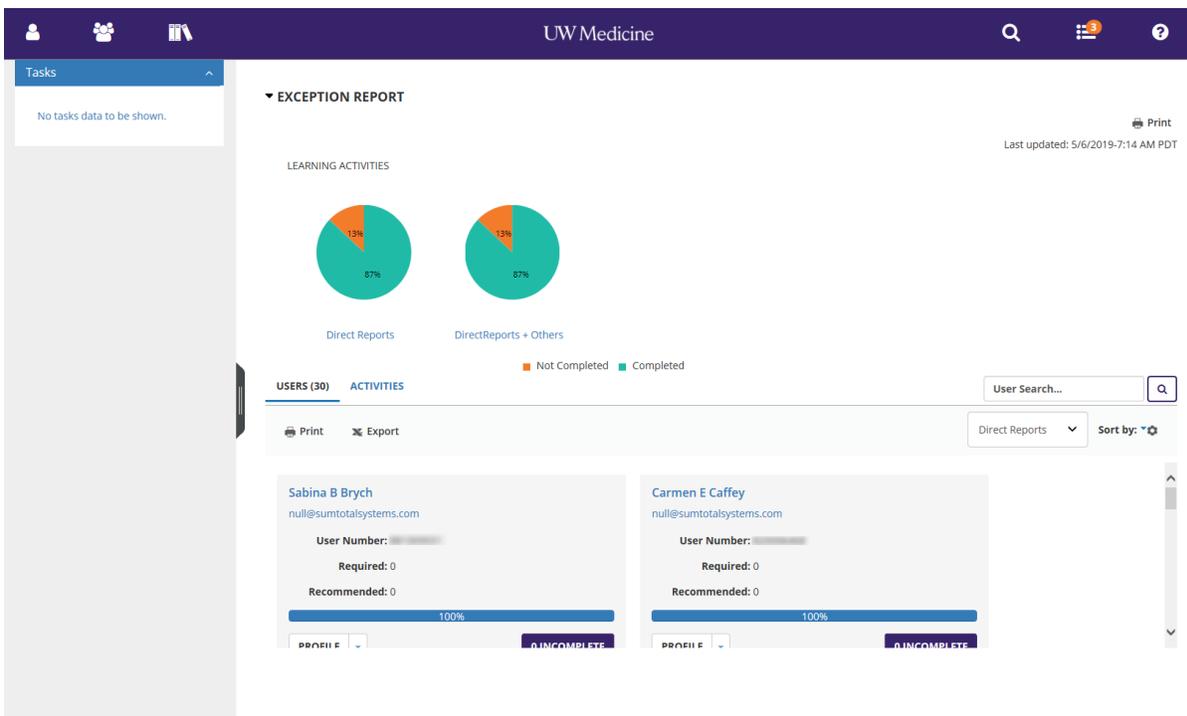
Print a learner transcript from Manager Mode.

**Procedure**

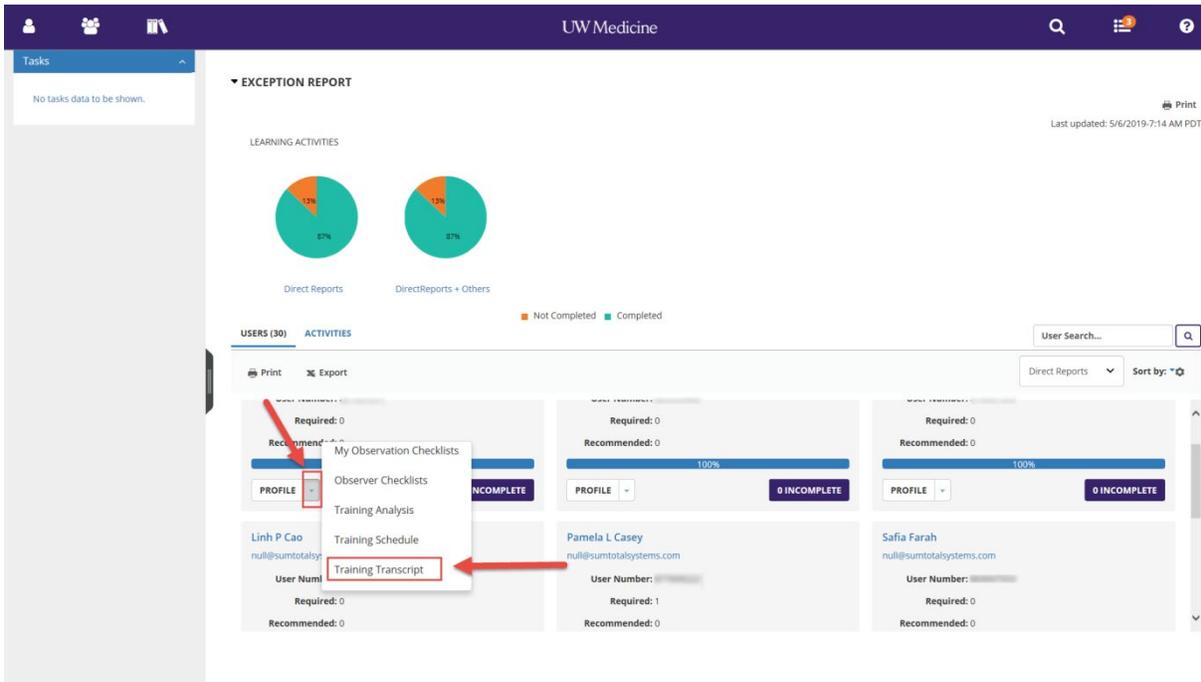
1. Log into the Learning Hub.
2. Click on the **Manager icon**>**Manager Dashboard** OR click **MY TEAM**



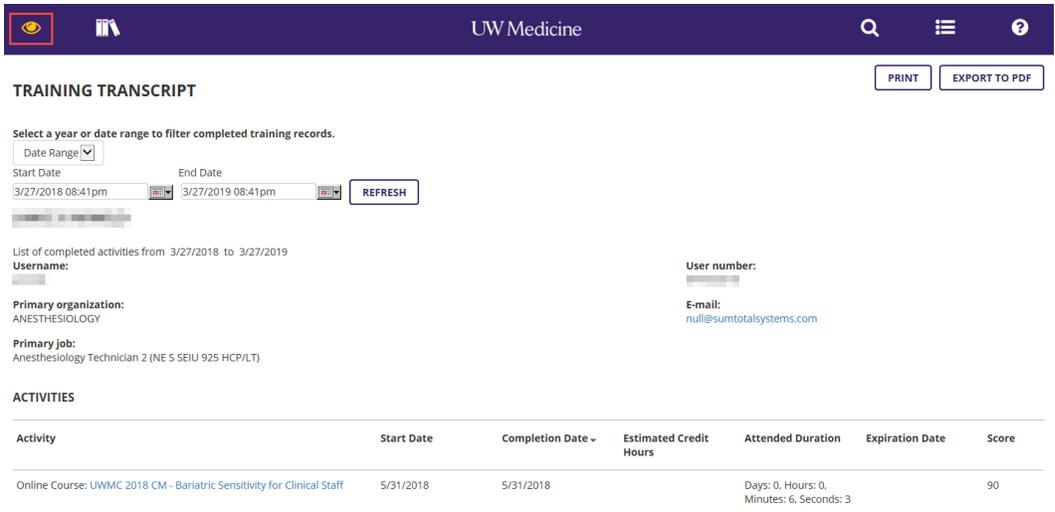
3. All of your direct reports show up as individual boxes so you can see their status.



4. Click the **down arrow** next to Profile and then click **Training Transcript**



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



- 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.

TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range: All

Start Date: 3/27/2018 07:42pm

End Date: 3/27/2019 07:42pm

REFRESH

User number: 847003378

E-mail: null@sumtotalsystems.com

Primary job: Anesthesiology Technician 2 (NE S SEIU 925 HCP/LT)

- 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

TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range: All

PRINT EXPORT TO PDF

Username: [redacted]

Primary organization: ANESTHESIOLOGY

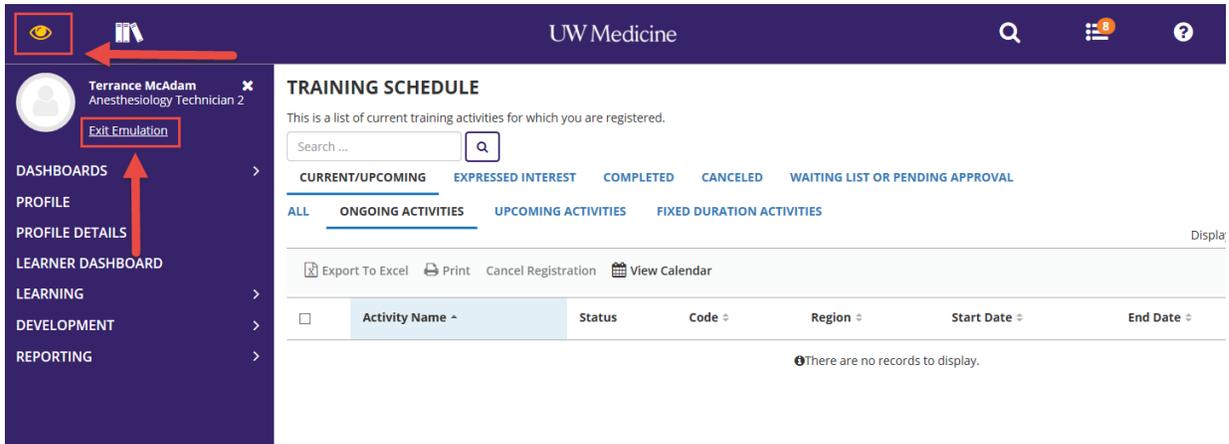
Primary job: Anesthesiology Technician 2 (NE S SEIU 925 HCP/LT)

User number: [redacted]

E-mail: null@sumtotalsystems.com

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.



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

