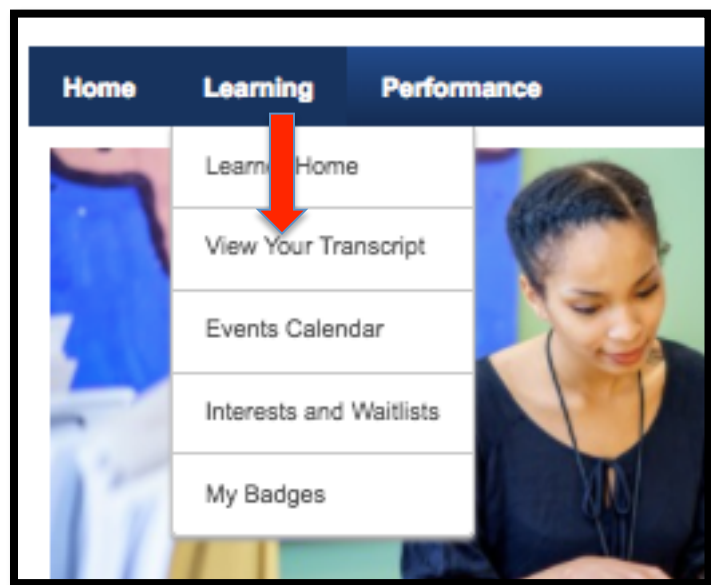


## 6

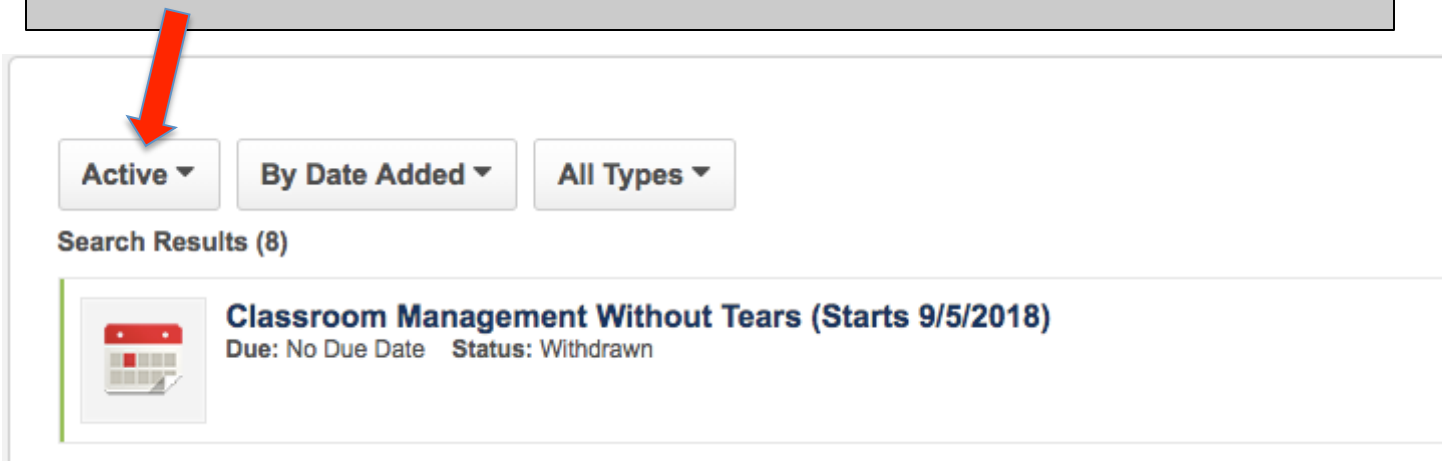
## Viewing Your Transcript

1. Follow the directions in STEPPER 1: LOGGING IN AND SEARCHING to access the system. You will arrive at the WELCOME PAGE.

2. Hover over the LEARNING menu in the upper left hand corner. Click VIEW YOUR TRANSCRIPT from the drop down.

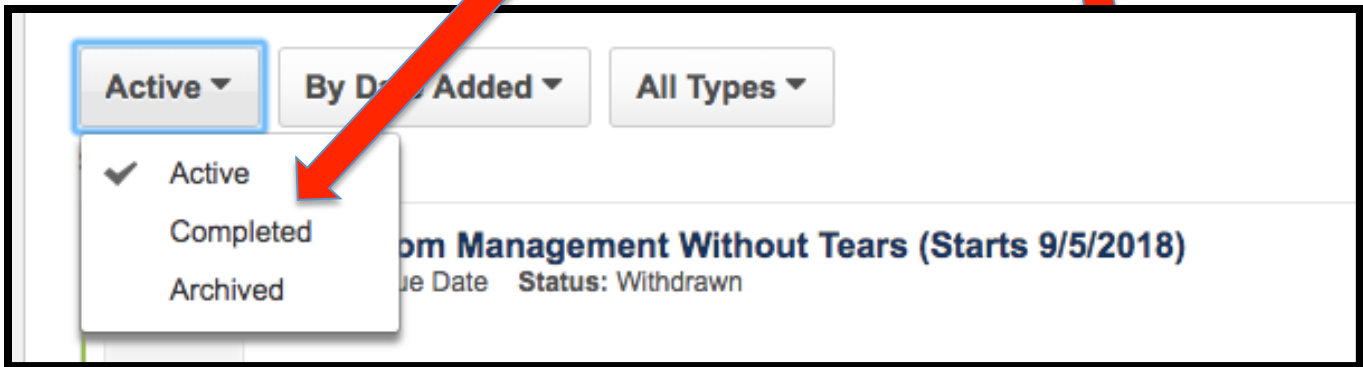


3. You will be taken to your transcript. The default view is to show only your ACTIVE sessions (sessions you have not completed).

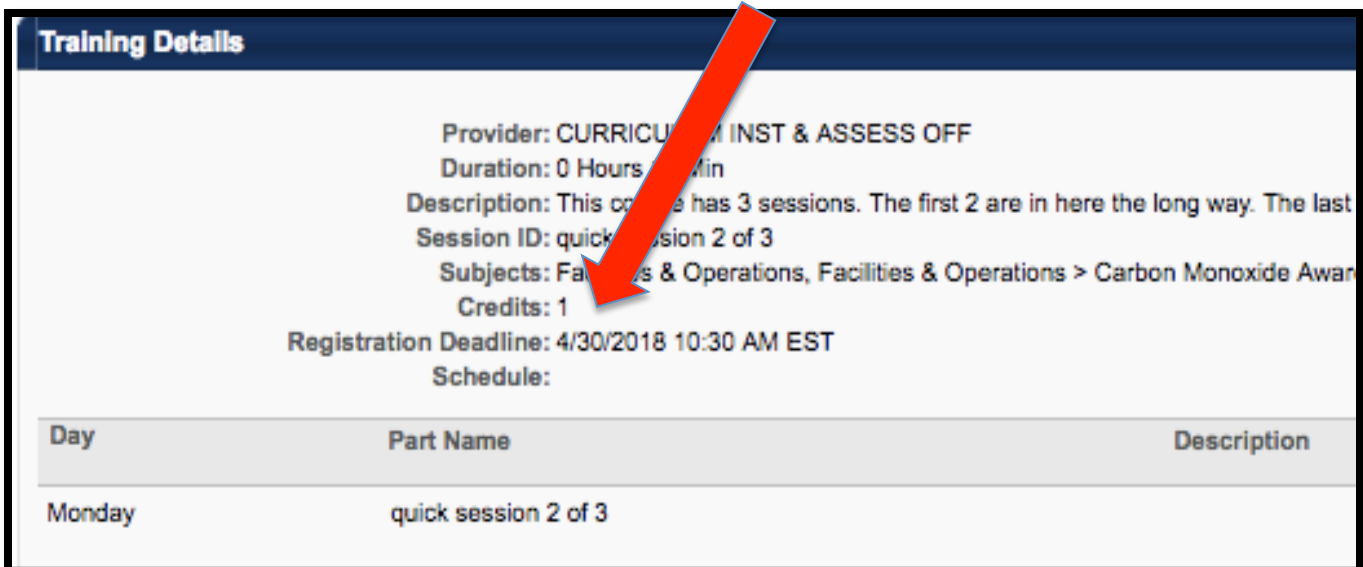
A screenshot of a transcript view. At the top, there are three filter buttons: 'Active' (with a dropdown arrow), 'By Date Added' (with a dropdown arrow), and 'All Types' (with a dropdown arrow). A red arrow points to the 'Active' button. Below the filters, it says 'Search Results (8)'. The first result is a calendar icon followed by the text 'Classroom Management Without Tears (Starts 9/5/2018)' and 'Due: No Due Date Status: Withdrawn'.

## STEPPER 5: WITHDRAWING

4. Click the down arrow in the box that says ACTIVE and you will see a drop down that says COMPLETED and ARCHIVED.



5. If you select COMPLETED, you will see the events you have completed. From this list, you can click on the title of an event and be taken to a page showing all the information about the session. You can verify that you were awarded the credits you earned.



## STEPPER 5: WITHDRAWING

6. When your transcript screen becomes too full, you can choose to ARCHIVE older sessions. They will still be available to you, but won't show automatically when you enter your transcript page. To archive a session, go to the TRAINING DETAILS page by clicking the title of the course under your COMPLETED tab and click the icon for archiving in the upper right hand corner of the page.

