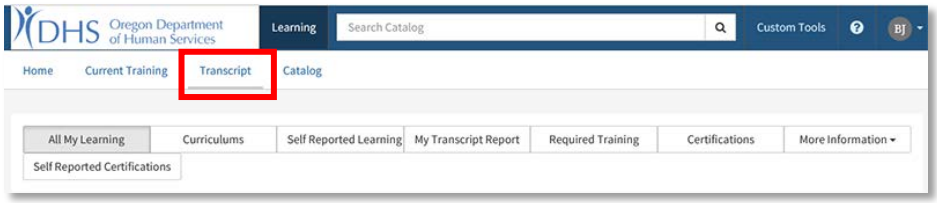
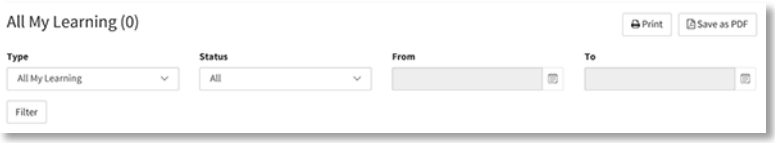
Transcripts

1. In your iLearn account, click the ***Transcript*** tab.

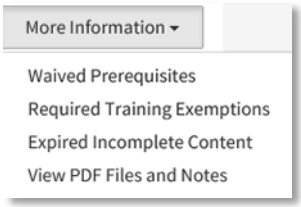


This tab includes the following types of reports. ***NOTE:*** All these reports can be printed or saved as a PDF.

- **All My Learning:** Enables you to search by type of learning (like classroom or online courses), date range, or status of course (like enrolled, completed, started or waitlisted).



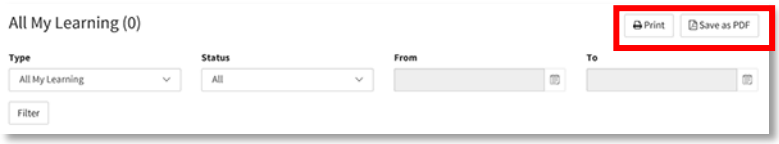
- **Curriculums:** List all curriculums you've started and completed.
- **Self Reported Learning:** Enables you to add training events outside of iLearnOregon to your transcript. These events include courses, seminars, certifications, job rotations, job shadowing, on-the-job training and more.
- **My Transcript Report**: Generates a PDF report of all completed training events, including total training hours. For instructors, the transcript includes all training events you taught, along with total teaching hours.
- **Required Training**: Lists all assigned trainings.
- **Certifications:** Includes the name, the date you obtained the certification and the date it expires.



- **More Information:** Includes Waived Prerequisites, Required Training Exemptions, Expired Incomplete Content and View PDF Files

and Notes.

- **Self Reported Certification:** Enables you to add a training certification outside of iLearnOregon to your transcript.

2. Click the tab for the type of report you need to print, as listed above.

3. Click **Print** or **Save as PDF.**