

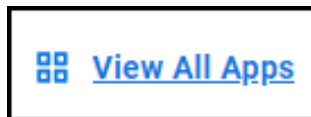
View and Print your Workday Learning Transcript

Step 1

Log in to your [Workday Learning](#) account on a desktop or laptop computer

Step 2

Click on the View All Apps link



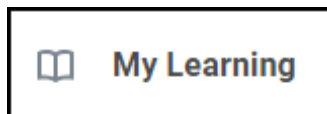
Step 3

Click on the Learning icon



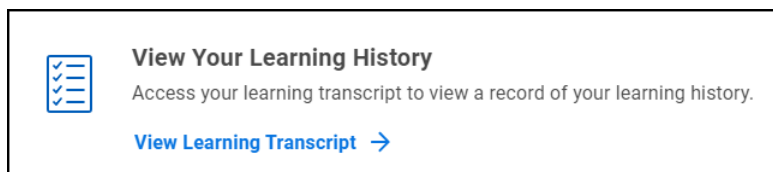
Step 4

Click on the My Learning link



Step 5

Click on the View Learning Transcript link



Step 6

Now you can view your transcript – it will show classes you've registered for but not started, classes that are in progress and completed classes. You may need to scroll down the page to see all of your information.

Under Learning History, locate your class to find course grades and scores.

My Transcript

10:19 AM
04/13/2023
Page 1 of 1

| Not Started | | | | | | | | | | | |
|---|---|---------------------|---------------|-------------------|-------------------|--------------|-------|-------------|------------|--|--|
| Name | Content Type | Registration Status | Date Enrolled | Completion Status | Attendance Status | Grade | Score | Record Type | | | |
| H D Burks [E] - ODHSOHA - SOG - Six Rights Final Test- C02865FT | ODHSOHA - SOG - Six Rights Final Test- C02865FT | Digital Course | Enrolled | 03/06/2023 | Not Started | Do Not Track | | 0 | Enrollment | | |
| H D Burks [E] - ODHSOHA - SOG - Six Rights Prerequisite Test B | ODHSOHA - SOG - Six Rights Prerequisite Test B | Digital Course | Enrolled | 03/01/2023 | Not Started | Do Not Track | | 0 | Enrollment | | |

| In Progress | | | | | | | | | | | |
|--|--|---------------------|---------------|-------------------|--------------------------|------------------------|-------------------|--------------|-------|-------------|------------|
| Name | Content Type | Registration Status | Date Enrolled | Completion Status | Attendance Status | Grade | Score | Record Type | | | |
| Learning History | | | | | | | | | | | |
| Name | Content Type | Registration Status | Date Enrolled | Completion Status | Completion Date and Time | Expiration Date | Attendance Status | Grade | Score | Record Type | |
| H D Burks [E] - ODHS - SOG - Ensuring Quality Care (EQC) Essentials | ODHS - SOG - Ensuring Quality Care (EQC) Essentials | Course Offering | Enrolled | 04/13/2023 | Completed | 04/12/2023 05:00:00 PM | | Not Entered | Pass | 35 | Enrollment |
| H D Burks [E] - ODHSOHA - SOG - Six Rights of Safe Medication Administration - C02865 | ODHSOHA - SOG - Six Rights of Safe Medication Administration - C02865 | Course Offering | Enrolled | 02/16/2023 | Completed | 02/15/2023 04:00:00 PM | | Attended | Pass | 0 | Enrollment |
| H D Burks [E] - ODHSOHA - SOG - Infection Control Test A- C01532T (Inactive) | ODHSOHA - SOG - Infection Control Test A- C01532T (Inactive) | Digital Course | Enrolled | 01/04/2023 | Completed | 01/04/2023 10:00:36 AM | | Do Not Track | | 0 | Enrollment |
| H D Burks [E] - ODHSOHA - SOG - Infection Control - C01532 | ODHSOHA - SOG - Infection Control - C01532 | Course Offering | Enrolled | 12/08/2022 | Completed | 12/08/2022 09:25:27 AM | | Attended | Pass | 100 | Enrollment |
| H D Burks [E] - ODHS OHA - SOG - Six Rights of Safe Medication Administration Homework C02865H | ODHS OHA - SOG - Six Rights of Safe Medication Administration Homework C02865H | Digital Course | Enrolled | 11/30/2022 | Completed | 11/30/2022 10:38:32 AM | | Do Not Track | | 0 | Enrollment |
| H D Burks [E] - ODHS - SOG AFH Summer 2022 Training Series - Physical and Chemical Restraints | ODHS-SOG AFH Summer 2022 Training Series - Physical and Chemical Restraints | Course Offering | Enrolled | 06/27/2022 | Completed | 07/12/2022 12:00:00 PM | 07/21/2022 | Attended | | 0 | Enrollment |

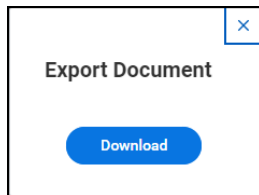
Step 7

To print your transcript, click on the PDF icon in the top, right-hand corner of the web page.



Step 8

Then click on the Download button. *Note: you will need to know where your desktop or laptop computer keeps downloads in order to open and print your transcript.*



Step 9

Finally, click on the printer icon in the top, right-hand corner of the page. *Note: steps for printing vary depending on which web browser you use; you will need to know how to do this on your own equipment.*

