

How to Run Your Transcript Report

The screenshot shows a web interface for a transcript report. At the top left is the university logo and the text "A Member of The Texas State University System". A search bar is at the top right. A navigation bar contains "Home", "Learning", "Performance", "Reports", "ILT Admin", and "Admin". The user profile for "Thieme Bittick" is visible on the left. The main content area shows the transcript title "Transcript: Thieme Bittick" and a summary of "41.08 HRS AGGREGATE TRAINING COMPLETED". It also displays "FISCAL YEAR ENDING 3/31/2016" and "COST \$147.00". Below this are filter buttons for "Completed", "By Completion Date", and "All Types", along with a search box. A list of training items is shown, including "20. Staff Council 2016 5-C: Choosing Your Supplemental Reti...", "13. Staff Council 2016 Luncheon Keynote: The Last Lecture (1...", and "_5. Staff Council 2016 2-A: Keep It Simple St*!%d: The Art of...". Each item has an "Evaluate" button. Annotations include a box on the left explaining how to filter by "Completed" and a larger box at the top right explaining that the aggregate total does not include non-credit courses.

Search

Home Learning Performance Reports ILT Admin Admin

Thieme Bittick
Professional De...

Actions

Bio

Transcript

Transcript: Thieme Bittick

Options

41.08 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **3/31/2016** COST **\$147.00**

Completed By Completion Date All Types

Search for training

Search Results (79)

20. Staff Council 2016 5-C: Choosing Your Supplemental Reti...
Completed: 3/8/2016 Status: Completed Evaluate

13. Staff Council 2016 Luncheon Keynote: The Last Lecture (1...
Completed: 3/8/2016 Status: Completed Evaluate

_5. Staff Council 2016 2-A: Keep It Simple St*!%d: The Art of...
Completed: 3/8/2016 Status: Completed Evaluate

In Transcript, click down arrow and choose "Completed"

"Aggregate Training Completed" total ≠ professional development training credit if non-credit courses are on your transcript. Therefore, you must use the Transcript Report to determine your total Professional Development Credits.

How to Run Your Transcript Report

Performance Reports ILT Admin Admin

Thieme Bittick Transcript: Thieme Bittick

Thieme Bittick
Professional De...

Actions

Bio

Transcript

Snapshot

Transcript: Thieme Bittick

Options ▾

- Add External Training
- Export to PDF
- Print Transcript
- Run Transcript Report

41.08 HRS
AGGREGATE TRAINING COMPLETED




2016 \$147.00

Run Transcript Report

Completed ▾ By Completion Date ▾ All Types ▾

Search for training

Search Results (79)

	20. Staff Council 2016 5-C: Choosing Your Supplemental Reti... Completed: 3/8/2016 Status: Completed	Evaluate ▾
	13. Staff Council 2016 Luncheon Keynote: The Last Lecture (1... Completed: 3/8/2016 Status: Completed	Evaluate ▾
	5. Staff Council 2016 2-A: Keep It Simple St*!%d: The Art of... Completed: 3/8/2016 Status: Completed	Evaluate ▾

How to Run Your Transcript Report

Thieme Bittick
Professional Dev...

Actions
Bio
Transcript
Snapshot

Transcript Report: Thieme Bittick

Display status and progress information for training on the transcript. Filter the report by Training Title, Training Type, or various date filters.

Training

Type: **All Training**

Title: Search by Training Title

Subject(s):

Date

Date added to transcript
 Training Start Date
 Training Completion Date (Sessions and External training will use End Date)

Select Range [clear](#)

Select: **4/1/2015** - **3/31/2016**

Advanced

Include Associated Training (Curriculum Training and Pre or Post Work)
 Include Archived Training
 Include Completed Training Only
 Show most recent completion
 Show all completions if the user has completed more than one instance
 Include Training Detail Information
 Credits Provider Training Hours Version
 Price


Back **Run Report**


Complete all yellow highlighted items as shown.

Click "Run Report."

How to Run Your Transcript Report

Transcript Report: Thieme Bittick

 **Thieme Bittick**
Professional Dev...

 Actions

 Bio

 Transcript

 Snapshot

Display status and progress information for training on the transcript. Filter the report by Training Title, Training Type, or various date filters.

Training

Type

All Training

Title

Search by Training Title

Subject(s)

Date

- Date added to transcript
- Training Start Date
- Training Completion Date (Sessions and External training will use End Date)

Select Range [clear](#)

Select 4/1/2015 3/31/2016

Advanced

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
 - Show most recent completion
 - Show all completions if the user has completed more than one instance
- Include Training Detail Information
 - Credits Provider Training Hours Version
 - Price

Click "Open."

Back

Run Report

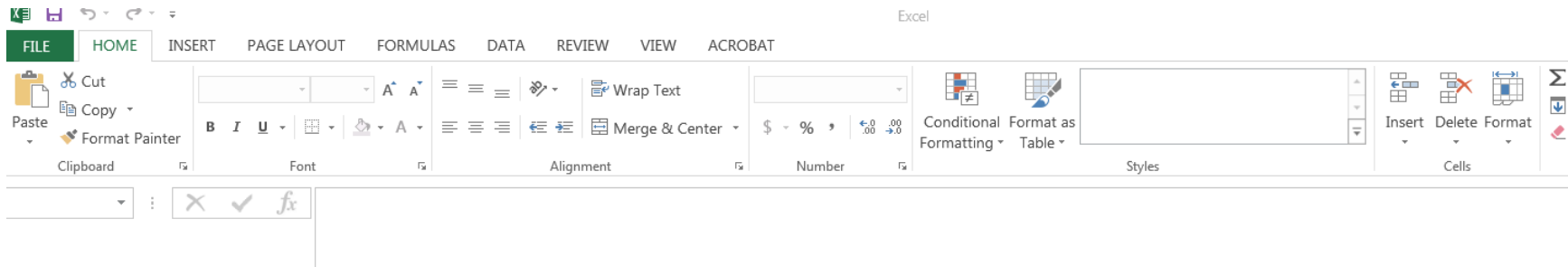
Do you want to open or save **Cornerstone_Transcript_Report_10_49_28_AM.xls** (33.6 KB) from **corporate2proxy.csod.com**?

Open

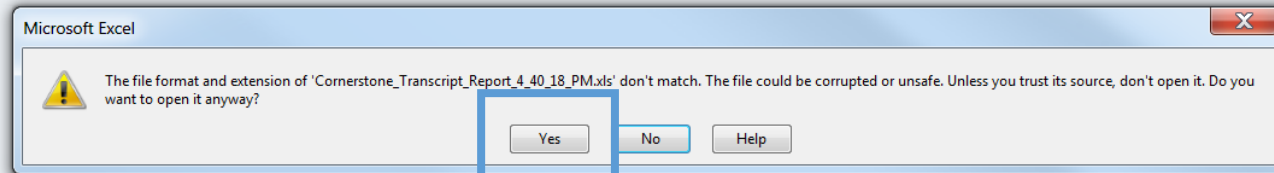
Save

Cancel

How to Run Your Transcript Report



Click "Yes" if below message displays.



How to Run Your Transcript Report

Start Date: 4/1/2015
End Date: 3/31/2016
Training Type: Cohort, Curriculum, Event, External Training, Library, Material, Online Class, Posting, Quick Course, Session, Test
Training Title:
Subject(s):
Archived Training Include: Yes
Completed Training Only: Yes, Show all historical instances of completion if the user has completed more than one instance
Report Generated By: Thieme Bittick
Report Date: 5/13/2016

Note: Not all courses have Professional Development credit.*

TITLE	TYPE	REGISTERED	START DATE	END DATE	DUE DATE	TRAINING HOURS	CREDIT SCORE	STATUS	COMPLETION DATE
19 Come for Coffee Series: EPAFs	Session	3/3/2016	3/3/2016	3/3/2016	N/A	1	1	Completed	3/3/2016
20 3. Staff Council 2016 1-C: At Your Fingertips - Banner Self Service and Benefits* (9:00 - 9:50 am)	Session	2/24/2016	3/8/2016	3/8/2016	N/A	0.83	0	Completed	3/8/2016
21 Local Administration Access	Curriculum	1/26/2016	N/A	N/A	N/A	0	0	Completed	1/26/2016
22 Local Administration Access	Online Class	1/26/2016	N/A	N/A	N/A	0	100	Completed	1/26/2016
23 Local Admin Request Form	Form	N/A	N/A	N/A	N/A	N/A	N/A	Completed	1/26/2016
24 20. Staff Council 2016 5-C: Choosing Your Supplemental Retirement Plan Vendor* (2:50 - 3:40 pm)	Session	1/19/2016	3/8/2016	3/8/2016	N/A	0.83	0	Completed	3/8/2016
25 13. Staff Council 2016 Luncheon Keynote: The Last Lecture (12:00 - 1:30 pm)	Session	1/19/2016	3/8/2016	3/8/2016	N/A	1	1	Completed	3/8/2016
26 5. Staff Council 2016 2-A: Keep It Simple Stuffed: The Art of Saying More by Saying Less (10:00 - 10:50 am)	Session	1/19/2016	3/8/2016	3/8/2016	N/A	0.83	1	Completed	3/8/2016
Behavioral Styles: E-Colors (Part II) - Managing Managers, Drivers, Teams	Session	1/4/2016	2/2/2016	2/2/2016	N/A	3.75	3.75	Completed	2/2/2016
41 Queens/Kings and More... End the Status Quo, Start an Innovation Revolution	External Training	6/9/2015	6/9/2015	6/9/2015	N/A	1.5	1.5	Completed	6/9/2015
42 2015 Leadercast	External Training	5/14/2015	5/8/2015	5/8/2015	N/A	5.25	5.25	Completed	5/14/2015
43 LinkedIn and YOU!	Session	5/5/2015	7/7/2015	7/7/2015	N/A	1.5	1.5	Completed	7/8/2015
44 Project Management for Non-Project Managers	Session	4/9/2015	10/22/2015	10/22/2015	N/A	1.25	1.25	Completed	10/22/2015
45 Generations: Understanding Your Student Workers	Session	4/9/2015	6/17/2015	6/17/2015	N/A	1.25	1.25	Completed	6/18/2015
46 Emotional Intelligence	Session	4/9/2015	5/19/2015	5/19/2015	N/A	1.25	1.25	Completed	5/19/2015
47 Stress Management	Session	4/9/2015	4/16/2015	4/16/2015	N/A	1.25	1.25	Completed	5/19/2015
48						41.08	39.5		

For Credit

Not for Credit

Total Professional Development Credits for Chosen Date Range

***Note:** When determining whether the annual professional development credit has been met, use the Credit Hours column. "Training Hours" and "Credit Hours" may differ due to how much credit is awarded for a course. Training hours = duration of training; credit hours = how much professional development credit the training is worth.