



View, Print and Save EELearner Transcript

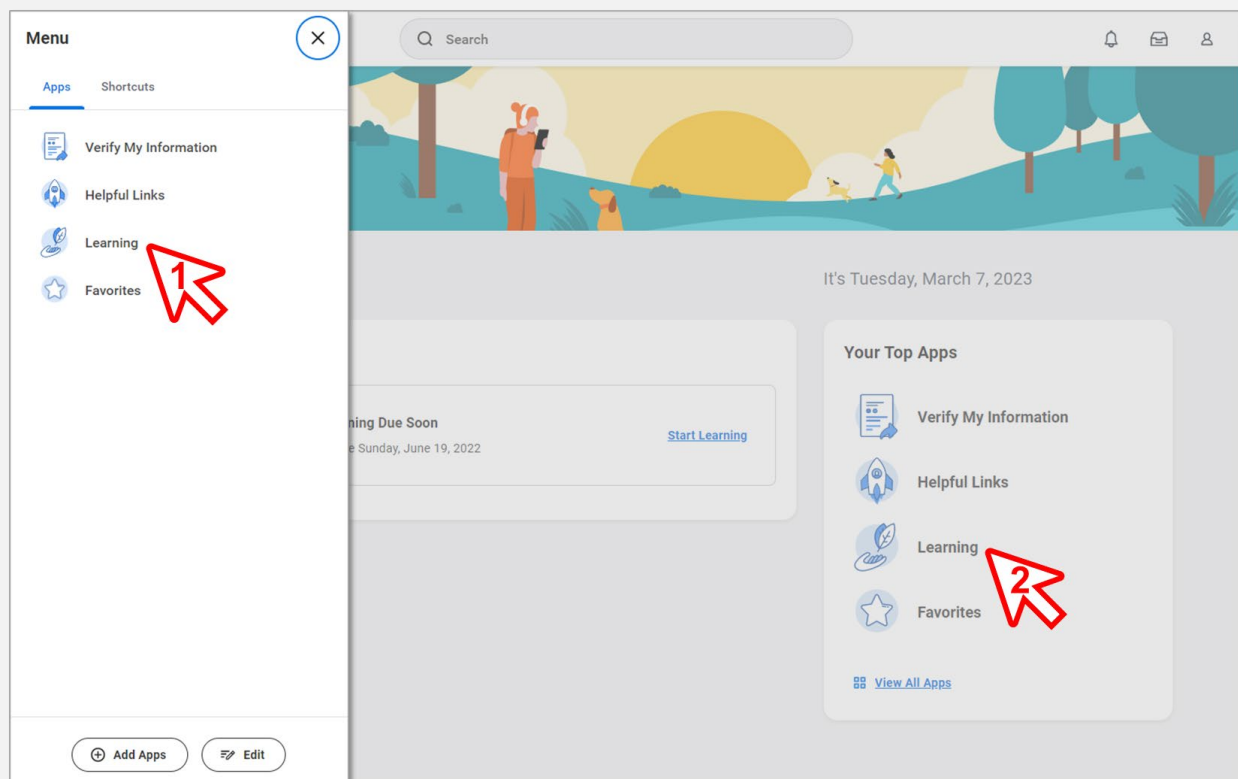
This job aid provides step-by-step instructions of how an Extended Enterprise Learner (EELearner) can view and print their transcript or save it as a PDF.

Instructions

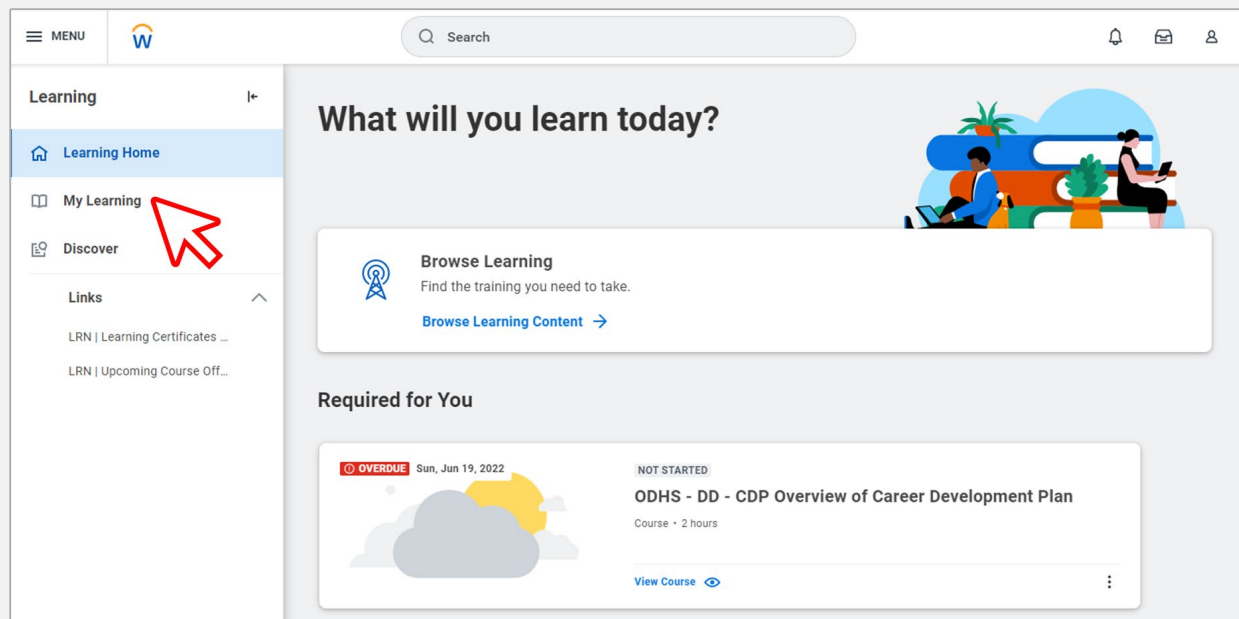
1. To view and print your transcript, first log into your Workday account at <https://wd5.myworkday.com/oregon> with your username and password. Then answer the challenge questions.

A screenshot of the Workday login interface. It features a blue background with the Workday logo at the top. Below the logo is a white box containing a "Username" label, a text input field, a "Password" label, another text input field, and a blue "Sign In" button. At the bottom of the white box is a link that says "Forgot Password?".

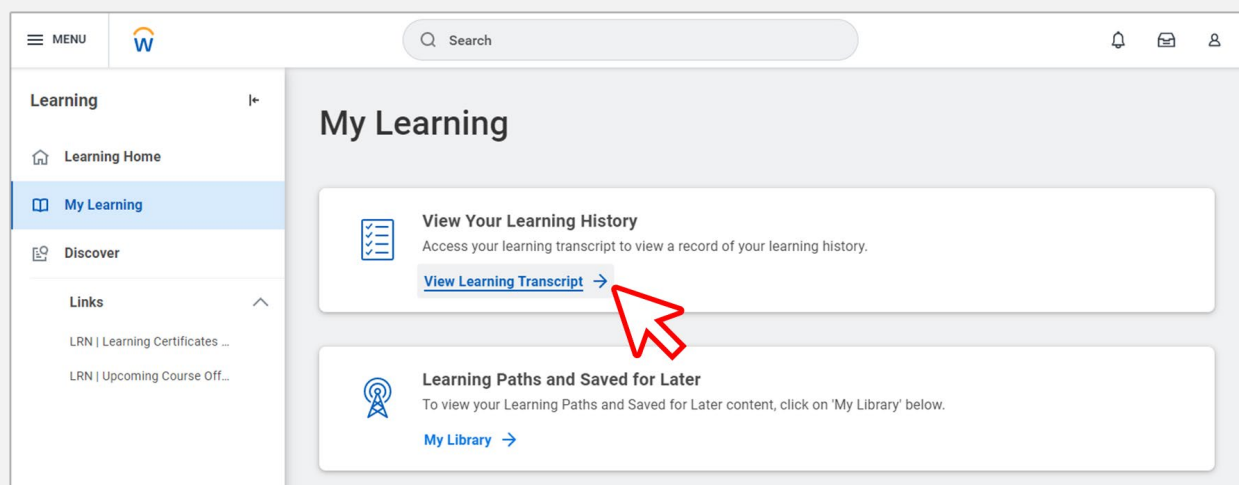
2. From the Workday homepage, open the *Learning* app by either 1) clicking the *Menu* icon with the three bars in the upper left corner then click *Learning*, or 2) click the Learning app from the *Your Top Apps* section.



3. Once on the *Learning* dashboard, click *My Learning* from the left panel.

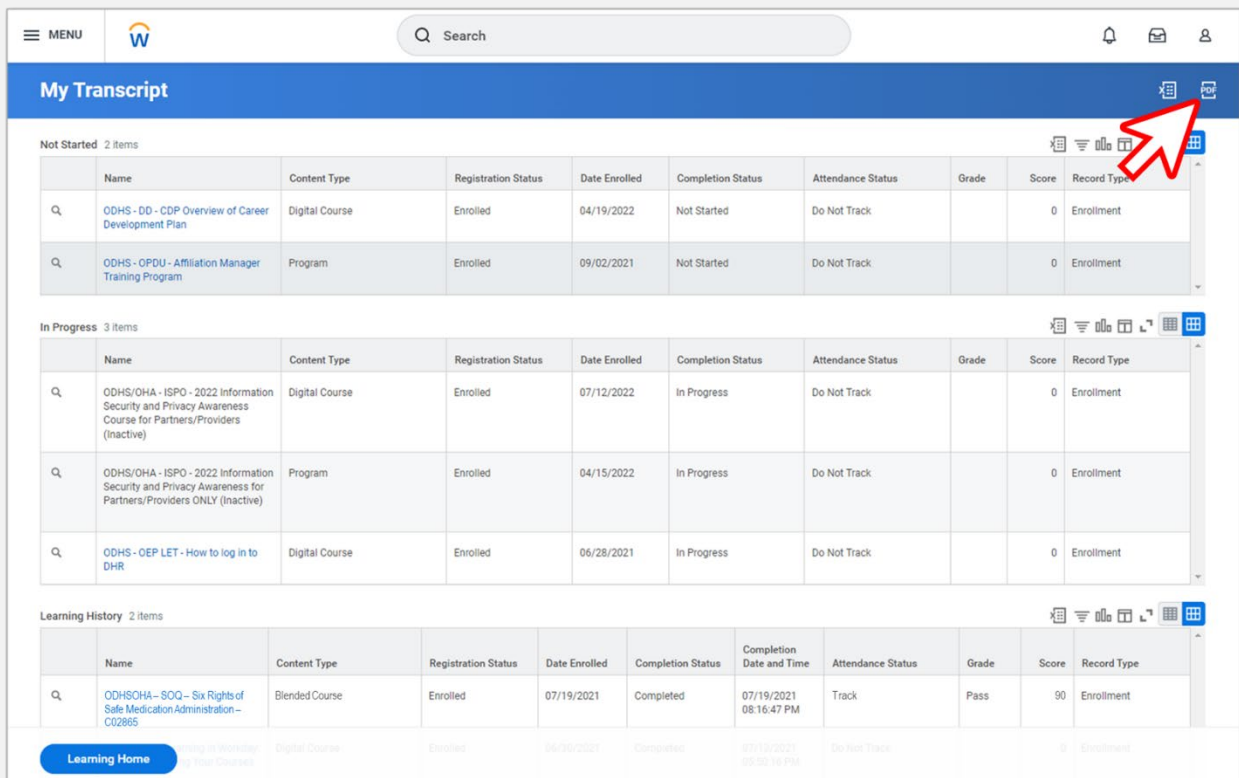


4. From the *My Learning* screen, click the link *View Learning Transcript*.



5. This is your transcript. Here you can see the following:

- **Not Started:** This section shows classes you have been registered for but have not begun.
- **In Progress:** This section shows classes you have started but have not yet finished (or possibly your attendance simply hasn't been registered yet by the instructor if it was a live class).
- **Learning History:** This section shows classes you have completed.



My Transcript										
Not Started 2 items										
	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type	
Q	ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track		0	Enrollment	
Q	ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track		0	Enrollment	
In Progress 3 items										
	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type	
Q	ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers (Inactive)	Digital Course	Enrolled	07/12/2022	In Progress	Do Not Track		0	Enrollment	
Q	ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers ONLY (Inactive)	Program	Enrolled	04/15/2022	In Progress	Do Not Track		0	Enrollment	
Q	ODHS - OEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track		0	Enrollment	
Learning History 2 items										
	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
Q	ODHS/OHA - SOQ - Six Rights of Safe Medication Administration - C02865	Blended Course	Enrolled	07/19/2021	Completed	07/19/2021 08:16:47 PM	Track	Pass	90	Enrollment

This format is good for reviewing the courses you've signed up for as well as those you've completed. However, to print a copy of these records it's best to first convert this to a PDF. You can do that by clicking the PDF icon in the upper right corner.

6. After you've clicked the PDF icon, click the *Download* button.

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My Transcript

Not Started 2 items

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Q	ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track		0	Enrollment
Q	ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track		0	Enrollment

Export Document

Download

In Progress 3 items

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Q	ODHS/GHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers (Inactive)	Digital Course	Enrolled			Do Not Track		0	Enrollment
Q	ODHS/GHA - ISPO - 2022 Information Security and Privacy Awareness for Partners/Providers ONLY (Inactive)	Program	Enrolled			Do Not Track		0	Enrollment
Q	ODHS - CEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track		0	Enrollment

Learning History 2 items

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
Q	ODHS - HR - 24/7 Mandatory Reporter Training - C05401	Digital Course	Enrolled	07/19/2021	Completed	07/19/2021 09:16:47 PM	Do Not Track	Pass	0	Enrollment

Learning Home

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My Participation

My Contribution

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My Metrics

My KPIs

My Goals

My Objectives

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My Announcements

My Updates

My News

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My Blogs

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7. From the PDF of your transcript, click the printer icon to print the document.

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My Transcript

10:01 AM
03/07/2023
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Not Started

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS - DD - CDP Overview of Career Development Plan	ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS - OPDU - Affiliation Manager Training Program	ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track		0	Enrollment

In Progress

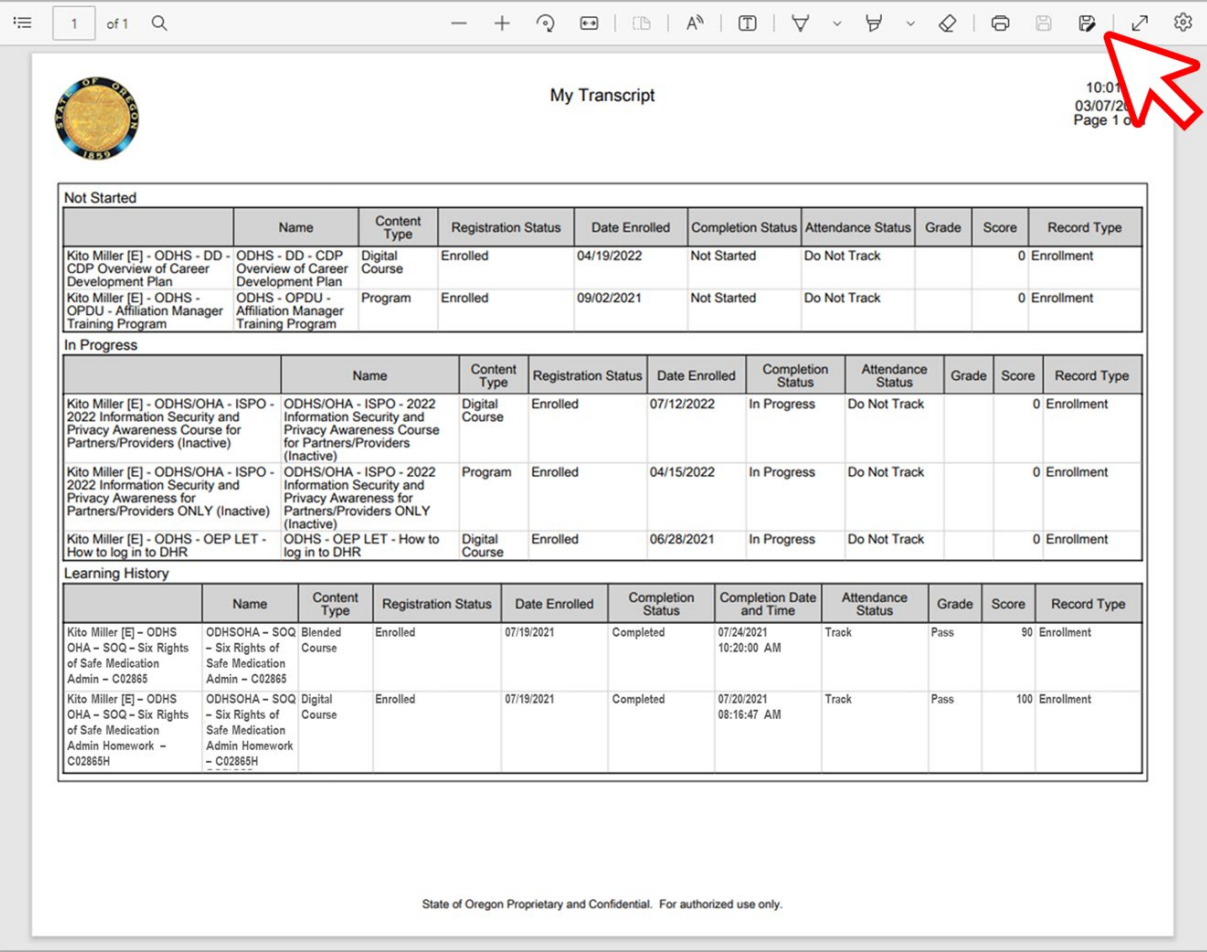
	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers (Inactive)	ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers (Inactive)	Digital Course	Enrolled	07/12/2022	In Progress	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness for Partners/Providers ONLY (Inactive)	ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness for Partners/Providers ONLY (Inactive)	Program	Enrolled	04/15/2022	In Progress	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS - OEP LET - How to log in to DHR	ODHS - OEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track		0	Enrollment

Learning History

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin - C02865	ODHSOHA - SOQ - Six Rights of Safe Medication Admin - C02865	Blended Course	Enrolled	07/19/2021	Completed	07/24/2021 10:20:00 AM	Track	Pass	90	Enrollment
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin Homework - C02865H	ODHSOHA - SOQ - Six Rights of Safe Medication Admin Homework - C02865H	Digital Course	Enrolled	07/19/2021	Completed	07/20/2021 08:16:47 AM	Track	Pass	100	Enrollment

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8. You can also click the save icon to save the PDF as a file.



The screenshot shows a web interface for a transcript. At the top, there is a toolbar with various icons, including a save icon (a floppy disk) which is highlighted by a red arrow. The main content area is titled "My Transcript" and features the State of Oregon logo on the left. The transcript is organized into three sections: "Not Started", "In Progress", and "Learning History". Each section contains a table with columns for Name, Content Type, Registration Status, Date Enrolled, Completion Status, Attendance Status, Grade, Score, and Record Type.

Not Started

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track		0	Enrollment

In Progress

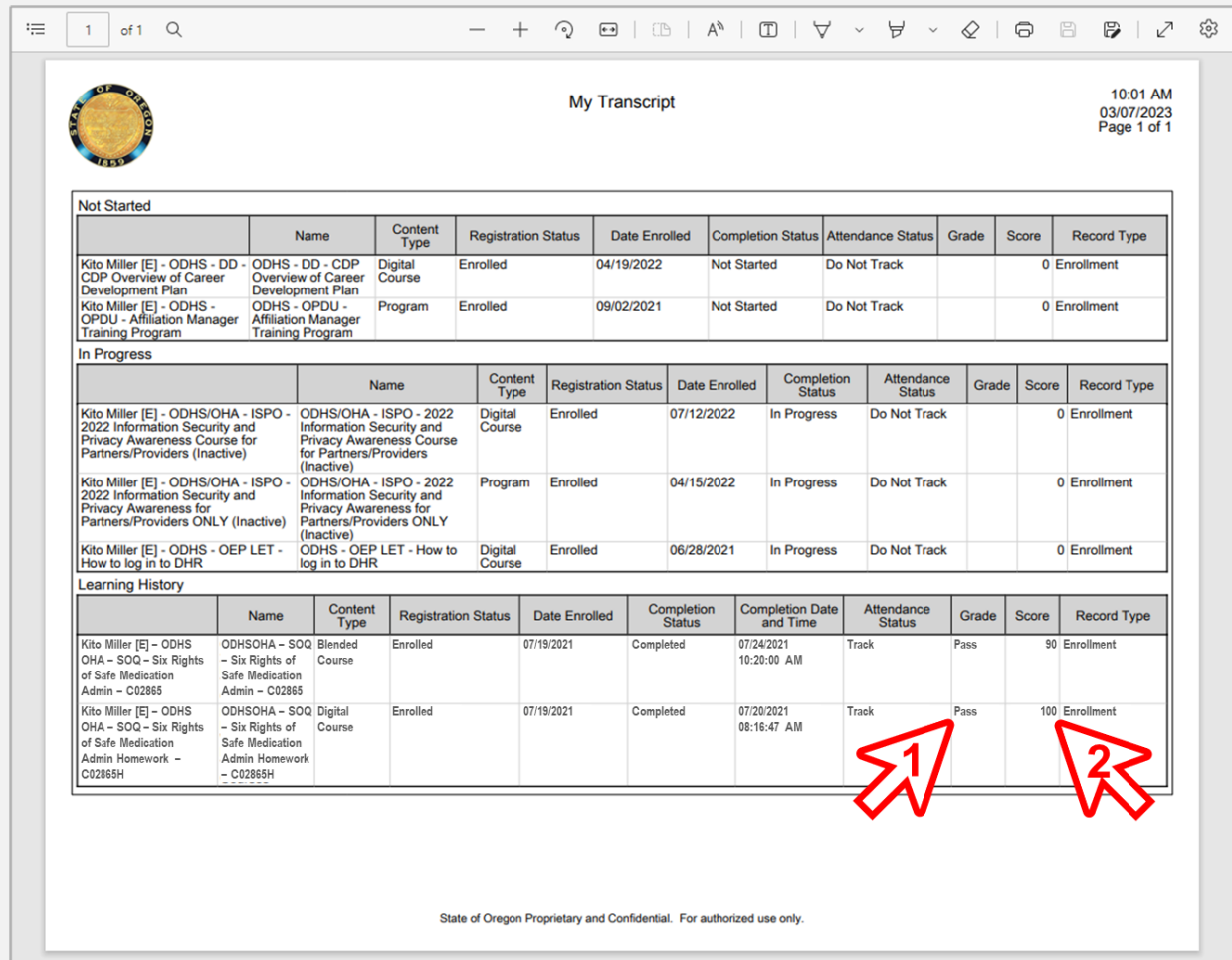
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers (Inactive)	Digital Course	Enrolled	07/12/2022	In Progress	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness for Partners/Providers ONLY (Inactive)	Program	Enrolled	04/15/2022	In Progress	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS - OEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track		0	Enrollment

Learning History

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin - C02865	Blended Course	Enrolled	07/19/2021	Completed	07/24/2021 10:20:00 AM	Track	Pass	90	Enrollment
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin Homework - C02865H	Digital Course	Enrolled	07/19/2021	Completed	07/29/2021 08:15:47 AM	Track	Pass	100	Enrollment

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9. Finally, see the columns titled *Grade* and *Score* to see 1) your grade for a course, as well as 2) the score you earned.



My Transcript 10:01 AM
03/07/2023
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Not Started

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track		0	Enrollment

In Progress

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers (Inactive)	Digital Course	Enrolled	07/12/2022	In Progress	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness for Partners/Providers ONLY (Inactive)	Program	Enrolled	04/15/2022	In Progress	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS - OEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track		0	Enrollment

Learning History

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin - C02865	Blended Course	Enrolled	07/19/2021	Completed	07/24/2021 10:20:00 AM	Track	Pass	90	Enrollment
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin Homework - C02865H	Digital Course	Enrolled	07/19/2021	Completed	07/20/2021 08:16:47 AM	Track	Pass	100	Enrollment

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You have completed the steps to view, print and save your transcript.

*** END OF JOB AID ***