

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



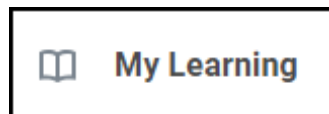
Step 3

Click on the Learning icon



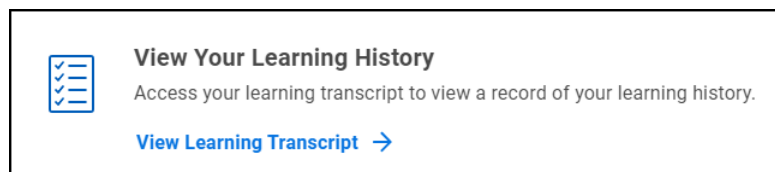
Step 4

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 - SOQ - Six Rights Final Test - C02865FT	ODHSOHA - SOQ - Six Rights Final Test - C02865FT	Digital Course	Enrolled	03/06/2023	Not Started	Do Not Track		0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Six Rights Prerequisite Test B	ODHSOHA - SOQ - 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
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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 - SOQ - Ensuring Quality Care (EQC) Essentials	ODHS - SOQ - 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 - SOQ - Six Rights of Safe Medication Administration - C02865	ODHSOHA - SOQ - 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 - SOQ - Infection Control Test A - C01532T (Inactive)	ODHSOHA - SOQ - 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 - SOQ - Infection Control - C01532	ODHSOHA - SOQ - 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 - SOQ - Six Rights of Safe Medication Administration Homework C02865H	ODHS OHA - SOQ - 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 - SOQ AFH Summer 2022 Training Series - Physical and Chemical Restraints	ODHS-SOQ 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

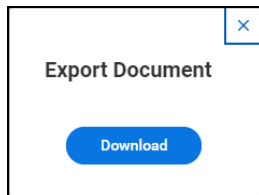
Step 7

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.*

