

How To Run a Transcript Report

1. After logging on to the LMS through BEACON, click the **MY TRAINING AND TRANSCRIPT** icon on the home page.




2. On your transcript page, move your cursor over to the right side of the screen and click on the transcript report icon. Clicking on this icon takes you to the report screen where you enter all pertinent details.

Transcript: Michael Lamonds



Use the transcript to manage all active training.

You have completed 9.08 hours (cost: \$.00) of aggregate training for the fiscal year ending 6/30/2014

Michael Lamonds




Show my...


-  Transcript
-  Certifications

Transcript: Michael Lamonds


Active Completed Archived

 Add External Training

Title All Training « Previous 1-1 of 1 Next »

Title	Type	Due Date	Status	Options
 NC Learning Center Full ILT Administrator Course	Online Class	None	In Progress	Launch

Click Here



3. Once you get to the Transcript Report , please enter all pertinent details into the report selection screen. For this example, I selected the **TRAINING END DATE** and I set the **DATE CRITERIA** as **11/01/2013 TO 02/11/2014**. These dates coincide with the implementation of LMS for NCDPS. As you will notice, I also selected the **INCLUDE COMPLETED TRAINING ONLY** as well as the **SHOW ALL HISTORICAL INSTANCES OF COMPLETION IF THE USER HAS COMPLETED MORE THAN ONE INSTANCE**. At that time, you should click on the **EXPORT TO EXCEL** hyperlink and the desired report will open in Excel Format and you are given the option to **PRINT**.

Transcript Report: Michael Lamonds

Filters

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

DATE CRITERIA

Select the date criteria type:

☐ Date training is added to users' transcript

☐ Training Start Date

☒ Training End Date - Session and External training will be filtered using end date. For all other training types, completion date will be used

Click Here

Date Criteria:

Select

 From

11/1/2013

 To

2/11/2014

Click Here

TRAINING CRITERIA

Training Type: ☒ Online Class ☒ Session ☒ Event ☒ Quick Course ☒ Curriculum ☒ Library ☒ Test ☒ Material ☒ External Training ☒ Posting ☒ Video

Training Title:

Subject:

ADVANCED CRITERIA

☐ Include Details (Curriculums Training and Pre or Post Work)

☐ Include Archived Training

☒ Include Completed Training Only

☐ Show only most recent instance of completion

☒ Show all historical instances of completion if the user has completed more than one instance

☐ Include Training Detail Information

Click Here

Export to Excel

Click Here