## **Print Your Transcript**

- 1. Log into the LMS and select the **Reports** Tab.
- 2. Click **Search** to see a list of the reports available.
- 3. Place the cursor over the Actions link for the **My Transcript Report**. The Actions popover appears. Click the **Execute** link.
- 4. Click Generate Report. The report opens in a new browser window.

Duke Learnin	g Managei	ment System	My Learning Calence	Jar 💽 Help					
Home My Learning	Reports Con	tact Us							
Reports	Reports					_			
	TIP: Click Search to see a List of Reports. To run a report Select Actions >Execute.								
	Name Category Select One- Report Template Configure   Save Search Query Search								
	Reports   Print   Export   Modify Table					<u>e</u>			
	Name	Report Template	Description	Engine Type	Actions				
	DCRI- Required Learning Report for Learner	DCRI- Required Learning Report for Learner	Required Learning Report for Learner. used by DCRI.	Managed Report	<u>Actions</u>				
	DHRT Enrolled	Registration Template for Administrators	This report provides a list of currently enrolled learners	Saba Ad hoc	Actio	Actions Enal Execute			
	Internal Learner Orders History	Internal Learner Orders History	For a given internal learner, show all orders	Managed Report	<u>Actio</u>	Subscribe			
	My DCRI Transcript Report	My DCRI Transcript Report	Used under Home tab.	Managed Report	Actio				
	My Transcript Report	My Transcript Report	Select Actions >> Execute to generate a transcript report of all courses completed in the Duke LMS. Please use Internet Explorer to run this report.	Managed Report	Actions	kctions			

- 5. Click the print icon.
- 6. Click Export (see pic below). The report displays in a PDF reader window. You can now save or print the document.

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Learner Name Username Email Work Phone Fax Organization Parent Organizat	Page Range:									
Offering	Print option from the PDF reader application once the document is opened. Note: You must have a PDF reader installed to print. (eg. Adobe Reader)		Results							
~Custom Project 1 Offering No Course No LOD Offering Type	Export		Successful Score Grade a Duration (min)							
~Guide to Managing		Successful								

## Viewing Your Completed Courses with a Date Range

1 From the Duke LMS homepage, you can view a list of your completed courses by selecting View Completed Learning from the Navigation Links section.



- 2 A list of courses completed in the past 3 months appears. You may search for transcript records by filtering the date range and delivery type.
  - Completion Date After: The beginning date for the range to search.
  - Completion Date Before: The ending date for the range of search.
  - Delivery Type: The default value is All. Other choices are Blended, Instructor-Led, Virtual Class, and Web Based Training.
- 3 Click Search.
- 4 Click Export on to open in Excel

