



## How to print a Learner Transcript

Click on the **Transcript** button on the “My Transcript” section on the home page.

The screenshot shows a web browser window displaying the Washington State Learning Center dashboard. The browser's address bar shows the URL `sowa.stage.sumtotal.host/Core/dash/home/welcome`. The dashboard has a header with the logo and navigation icons. The main content area is set against a background image of a forest stream. A dark banner at the top of the dashboard says "Good Afternoon!" with a gear icon. Below this are four white panels:

- ANNOUNCEMENTS:** Includes a red megaphone icon and a list of two items: "COVID-19 and DES Training offered at 1500 Jefferson" and "Just Another Announcement". An orange button labeled "ANNOUNCEMENTS" is at the bottom.
- MY TRAINING:** Includes a blue document icon and text about navigating the learning dashboard. A blue button labeled "DASHBOARD" is at the bottom.
- MY TRANSCRIPT:** Includes a green document icon and text about viewing and exporting transcripts. A green button labeled "TRANSCRIPT" is at the bottom, with a yellow arrow pointing to it from below.
- QUICK LINKS:** Includes a purple list icon and a list of three items: "Library", "My Messages", and "My Training Requests".

The Windows taskbar at the bottom shows the time as 3:04 PM on 8/25/2020.

After clicking on the “Transcript” button, you are directed to the page below.

You have the ability to access all or some records from your transcript by year or by defining select dates.

**Click on the drop down menu with “Date Range” as the first option shown to access information from your transcript.**

**TRAINING TRANSCRIPT** PRINT EXPORT TO PDF

Select a year or date range to filter completed training records.

Date Range ←

Start Date: 9/20/2019 02:52pm End Date: 9/20/2020 02:52pm REFRESH

**IMELDA R ANG**

List of completed activities from 9/20/2019 to 9/20/2020

**Username:**  
00291164

**Primary domain:**  
Department of Labor & Industries (L&I)

**Manager:**  
Kelly LYN Hillman

**E-mail:**  
ang235@LNI.WA.GOV

**Primary organization:**  
L&I HUMAN RES ILD

**SELF-REPORTED TRAINING**

Activity	Completion Date	Estimated Credit Hours	Score
External Vendor Training (self-reported): <a href="#">Test Conference</a>	8/14/2020		

Clicking on the “Date Range” drop down menu will expand the list.

The first entry is “All” followed by every year you have recorded training from trainings you have received from the department, trainings from DES and Outside Vendor Training.

The earliest year that will be available to you would be the first year of your recorded training.

The screenshot shows the 'TRAINING TRANSCRIPT' page. At the top right, there are icons for search, notifications, and help, along with 'PRINT' and 'EXPORT TO PDF' buttons. The main content area has a header 'TRAINING TRANSCRIPT' and a sub-header 'Select a year or date range to filter completed training records.' Below this is a 'Date Range' dropdown menu that is expanded to show a list of years from 2001 to 2020. The 'All' option is selected and highlighted in blue. To the right of the dropdown is an 'End Date' field with a date picker set to '9/20/2020 02:52pm' and a 'REFRESH' button. Below the dropdown, there is a section for 'TRAINING' with a table. The table has columns for 'Completion Date', 'Estimated Credit Hours', and 'Score'. A single row is visible for the year 2010, with the text 'Training (self-reported): Test Conference' and a completion date of '8/14/2020'. To the right of the table, there is contact information: 'E-mail: ang235@LNI.WA.GOV' and 'Primary organization: L&I HUMAN RES ILD'.

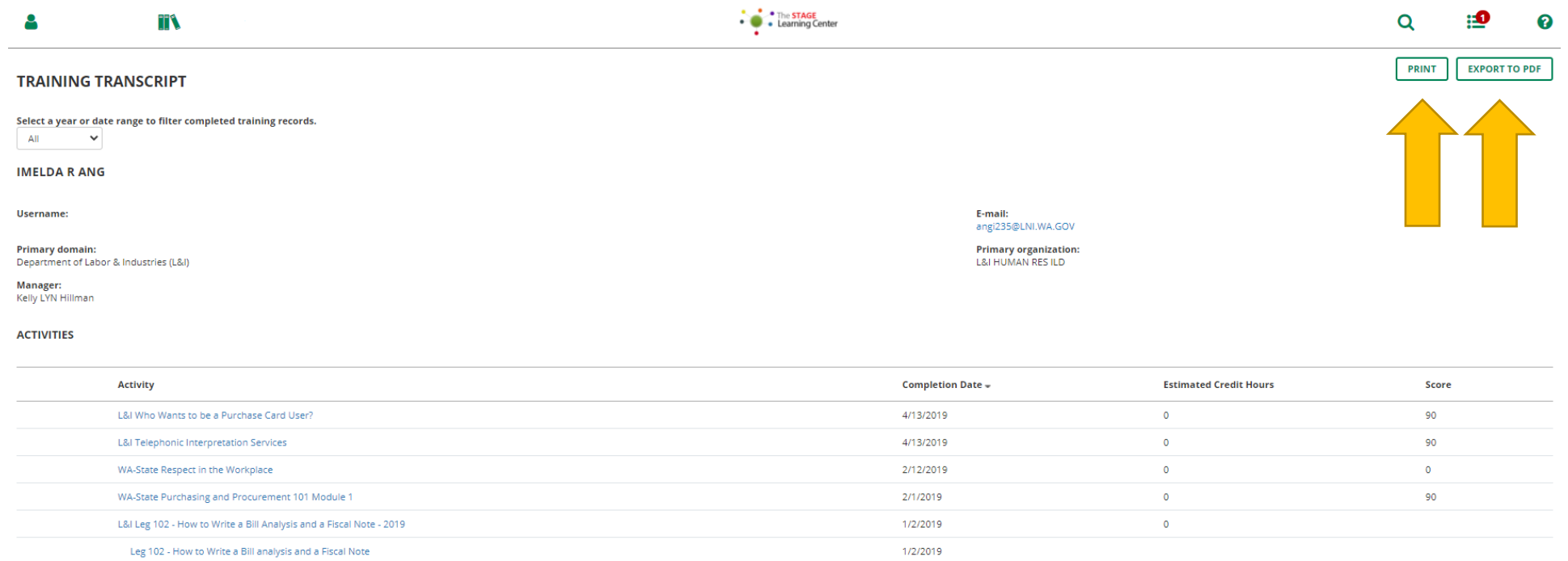
Click “All” from the drop down list.

You will immediately see your screen refresh itself. Your most current training records will be on display.

Click on the “Print” button to get a printed copy. You have to choose a printer. The default setting is “Microsoft Print to PDF.”

OR

Click on the “Export to PDF” button to get an electronic copy of your transcript. Using this option allows you to download a copy of the file in a PDF format.



The screenshot shows a user interface for a training transcript. At the top right, there are navigation icons: a search icon, a notification icon with a red dot, and a help icon. Below these are two buttons: 'PRINT' and 'EXPORT TO PDF'. Two large yellow arrows point upwards towards these buttons. The main content area is titled 'TRAINING TRANSCRIPT' and includes a filter dropdown set to 'All'. The user's name is 'IMELDA R ANG'. Below this, there are fields for 'Username:', 'Primary domain: Department of Labor & Industries (L&I)', and 'Manager: Kelly LYN Hillman'. To the right, there are fields for 'E-mail: ang235@LNI.WA.GOV' and 'Primary organization: L&I HUMAN RES ILD'. At the bottom, there is a table with columns for 'Activity', 'Completion Date', 'Estimated Credit Hours', and 'Score'.

Activity	Completion Date	Estimated Credit Hours	Score
<a href="#">L&amp;I Who Wants to be a Purchase Card User?</a>	4/13/2019	0	90
<a href="#">L&amp;I Telephonic Interpretation Services</a>	4/13/2019	0	90
<a href="#">WA-State Respect in the Workplace</a>	2/12/2019	0	0
<a href="#">WA-State Purchasing and Procurement 101 Module 1</a>	2/1/2019	0	90
<a href="#">L&amp;I Leg 102 - How to Write a Bill Analysis and a Fiscal Note - 2019</a>	1/2/2019	0	
<a href="#">Leg 102 - How to Write a Bill analysis and a Fiscal Note</a>	1/2/2019		

# TRANSCRIPT ACTIVITY DETAILS

Note: The title of each training activity on your transcript is a hyperlink. Click on each activity title to reveal details of the activity.

## TRAINING TRANSCRIPT

[PRINT](#) [EXPORT TO PDF](#)

Select a year or date range to filter completed training records.

All

IMELDA R ANG

**Username:**

**E-mail:**

[ang235@LNI.WA.GOV](mailto:ang235@LNI.WA.GOV)

**Primary domain:**

Department of Labor & Industries (L&I)

**Primary organization:**

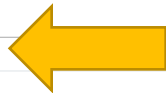
L&I HUMAN RES ILD

**Manager:**

Kelly LYN Hillman

## ACTIVITIES

Activity	Completion Date	Estimated Credit Hours	Score
<a href="#">L&amp;I Who Wants to be a Purchase Card User?</a>	4/13/2019	0	90
<a href="#">L&amp;I Telephonic Interpretation Services</a>	4/13/2019	0	90
<a href="#">WA-State Respect in the Workplace</a>	2/12/2019	0	0
<a href="#">WA-State Purchasing and Procurement 101 Module 1</a>	2/1/2019	0	90
<a href="#">L&amp;I Leg 102 - How to Write a Bill Analysis and a Fiscal Note - 2019</a>	1/2/2019	0	
<a href="#">Leg 102 - How to Write a Bill analysis and a Fiscal Note</a>	1/2/2019		



The screen below is an example of what details are included in the training record when the title of the activity is selected.

The screenshot displays a user interface for a training record. At the top, there is a navigation bar with a user profile icon, a menu icon, the logo for 'The STAGE Learning Center', a search icon, a notification icon with a red '1', and a help icon. Below the navigation bar, the course title 'L&I WHO WANTS TO BE A PURCHASE CARD USER?' is shown with a pencil icon, a duration of '1 Hour(s)', and an 'ATTENDED' status. To the right, the 'Completion Status' is '100%' and there is a 'REGISTER AGAIN' button. A yellow arrow points to the 'The STAGE Learning Center' logo. The main content area is divided into 'DETAILS' and 'ACTIVITIES' tabs. Under 'DETAILS', there are three sections: 'Full Description' (training required for all employees), 'Schedule and Pricing' (estimated cost: 0.00 USD, duration: 1 Hour(s)), and 'Additional Information' (activity status: Active, code: Who\_Wants\_to\_be\_a\_Purchase\_Card\_User?\_ORG, training organization: Department of Labor & Industries (L&I), owner: System Admin, language: English (United States)). There is also a 'Training Credits' section showing 'Credit hours: 0'.

From this page, the only way to get back to your transcript is to select the Learning Center button.

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1