



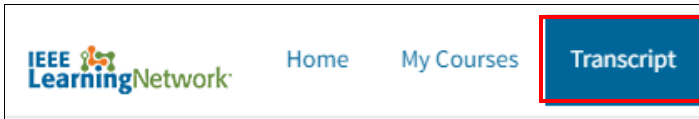
How do I use the Transcript on the IEEE Learning Network (ILN)?

Overview

Your transcript is a record of all learning content in which you have been enrolled or participated, as well as content assigned to you. If you have attempted a course more than once, each attempt displays on your transcript.

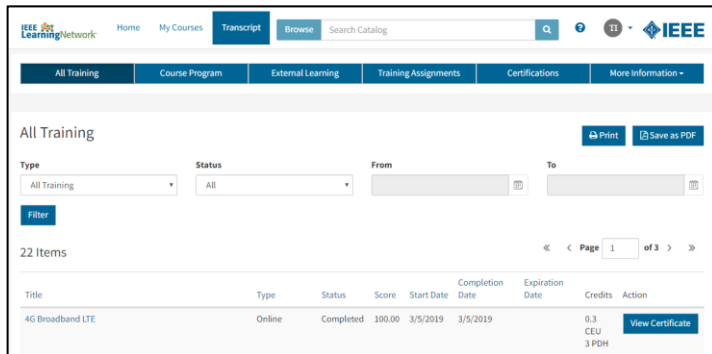
Accessing Your Transcript

Click the [Transcript](#) link in the ILN Menu Bar.



Transcript link on ILN Menu Bar

The *Transcript* page opens listing all of your training activities.



ILN Transcript Page

A transcript is divided into multiple tabs which are used to access different training information. These include:

- **All Training**
- **Course Programs**
- **External Learning**
- **Training Assignments**
- **Certifications**
- **More Information Menu**

All Training Tab

The **All Training** tab is the default view when you first navigate to the transcript. It provides a list of all your training items, regardless of their status, and may include the following information:

Column	Description
Title	The title of the training item.
Type	The type of training (e.g., classroom course, curriculum, test).
Status	Your current status for the item (e.g., enrolled, started, completed). Refer to the Transcript Status section of this guide for information about a specific status.
Score	For completed and scored content, the score earned.
Start Date	The date you started the training.
Completion Date	The date the training was completed.
Expiration Date	The date your access to a training item expires.
Credits	The number and type of credits earned for completed training.
Action	If there is action available to take on the item, the action displays as a button (e.g., View Certificate).

Filter Training Items

The list of training items can be filtered to locate specific items. The filters can be used together or independently. Make your selections from the available menus, then click the **Filter** button. The available filters options are:

Filter	Description
Type	Specific types of content (e.g., online courses, tests, curriculums). This menu also includes options for non-course content, such as announcements or FAQs, which are not associated with a course. The default option is All Training .
Status	Your current status for a learning resource. Refer to the Transcript Status section of this guide for information about a specific status.
Date	Date Range filters must be used in conjunction with a specific status. Use the Calendar icons associated with the From and To fields to find items that match your selected status within a specific date range.

NOTE: Once a filter is applied, it is automatically saved. When you return to the *Transcript* page, the **All Training** tab displays training items based on your most recent filter selections.



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Sort Training Items

The Transcript list can be sorted by any column other than **Credits** or **Actions**. Click the title of a column to sort the list according to information within that column.

Additional Actions

The following actions are available on the Transcript tabs:

Action	Description
Print	Click the Print button to open a printer-friendly version of your transcript. All pages of your transcript are included.
Save as PDF	Click the Save as PDF button to create a PDF of your transcript, which can then be saved or printed.
Access content item	Click the title of a content to navigate to its <i>Details</i> page and take additional action, if needed.
<Action> button	A button displays in the Action column if an action is available (e.g., View Certificate).

Course Programs Tab

The **Course Programs** tab of your transcript provides a list of Course Programs you have started *AND/OR* completed and may include the following information:

Column	Description
Title	The title of a Course Program.
Enrollment Date	The date you enrolled in a Course Program.
Completion Date	The date you completed all required items within a Course Program.
Status	Your current status for the Course Program (e.g., Started or Completed).
Progress	Your progress toward completing a program.
Action	If the Course Program awards a completion certificate, a View Certificate button displays.

Sort Course Programs

The Course Programs list can be sorted by any column other than **Progress** or **Action**. Click the title of a column to sort the list according to information within that column.

Additional Actions

The following actions are available on the Course Programs tab:

Action	Description
Print	Click the Print button to open a printer-friendly version of the complete Course Programs list.
Save as PDF	Click the Save as PDF button to create a PDF of your Course Programs list, which can then be saved or printed.
Access content item	Click the title of the Course Program to navigate to its <i>Details</i> page and take additional action, if needed.

External Learning Tab

ILN is not currently supporting external learning credit.

Training Assignments Tab

If applicable to your training, the **Training Assignments** tab of your transcript provides a list of training items assigned to you.

Transcript Status

The following statuses may display for items on your transcript:

Status	Explanation
Completed	Displays if you have successfully completed a learning item. NOTE: Some learning items may require you to indicate you have completed them before the status is updated to Completed.
Enrolled	Displays if you have enrolled in a virtual or classroom course.
Failed	Indicates a test or course was not completed with a successful score.
Pending E-signature	Displays if you must electronically sign a content item to indicate it has been completed.
Pending Grading	Indicates that manual test grading is in progress.
Satisfied	Displays for bundles if all required learning items have been successfully completed.
Started	Indicates a learning item has been started, but not yet completed.
Waitlisted	Indicates that you have been added to a waitlist for a course (virtual or classroom) with limited enrollment.