







View Completed Courses

Process Flow

When a course is marked completed or successful, it is moved from your *My In Progress learning* to your *My Completed Learning*. The *My Completed Learning* displays the result of each course listed as a separate item. It can also include items created by your manager that you completed externally. The list of completed courses is sometimes referred to as your learning transcript.

1. Access Your Completed Courses Page
2. View the details of a transcript item

Step	Action						
<p>1. Access Your Completed Courses Page</p>	<p>- From the Home page, click the My Transcripts button.</p> <div data-bbox="1062 793 1357 873" style="border: 1px solid green; padding: 5px; display: inline-block;">  <p>My Transcripts View your completed courses.</p> </div> <p>Note: your My Completed Learning page displays.</p> <p>- Click the SHOW drop down menu to change the time period displayed</p>						
<p>2. View Details of a Transcript Item</p>	<p>- In the Title column, click the name of the transcript item (detailed information of the item will display).</p> <p>- Click the Review button to launch a completed web based course. The most recent score will show on your transcript.</p> <p>- Print a completion certificate!</p> <div data-bbox="394 1293 1216 1822" style="border: 1px solid gray; padding: 10px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 10px;"> <p> BCGMC Volunteer Infection Control (ID: 00003373)</p> <p>Course description : Test Description</p> <p>You have registered for the following class</p> <p> Class ID : 00004022 Web-Based</p> <p>Language: English Duration: 00:00 Attachments</p> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 10px;"> <p>Print Certificate Share Export Certificate Review</p> </div> <div> <p>Activities</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 20%;">Status</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td>  BCGMC Volunteer Infection Control Passing Score: 80 Score: 87.5 completed on: 06-SEP-2016 </td> <td style="text-align: center;"> ✓ Completed successfully </td> <td style="text-align: center;"> Review More actions </td> </tr> </tbody> </table> </div> </div>	Name	Status	Action	 BCGMC Volunteer Infection Control Passing Score: 80 Score: 87.5 completed on: 06-SEP-2016	✓ Completed successfully	Review More actions
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