

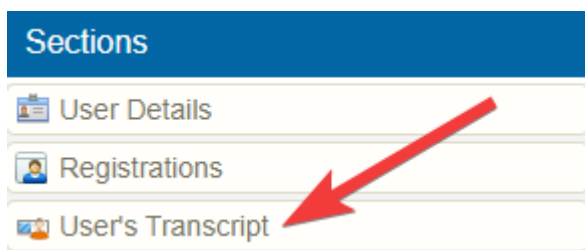
View a Transcript



This feature is available to [Site Manager](#) , [Manager](#) , [Course Author](#) , [Instructor](#) , and [Help Desk](#) accounts, depending on system configuration.

The transcript shows grades and completion statuses associated with the assets within a user's registered [products](#) . The page may also be configured to show additional information such as supplementary training and certifications.

1. [Navigate to user accounts](#) .
2. Select a user's name to open their profile.
3. Select **User's Transcript** from the Sections menu.



4. For any product, select the + symbol to view asset grades and completion statuses.

Transcript

Expand All Print Page English

Individual Products

- + Acceptable Use Policy - Enrollment Date: 11/29/2017 11:25:05 AM
- Privacy Awareness - Enrollment Date: 5/30/2017 3:10:48 PM

My Results	Take #	Date	Highest Grade	Passed
What is Privacy?		5/31/2017 9:49:07 AM		Completed
What is Personal Information?		5/31/2017 10:50:38 AM		Completed
Privacy Awareness		5/31/2017 10:43:51 AM		Completed
Video		5/31/2017 11:18:48 AM		Completed
Ten Principles		5/31/2017 11:11:02 AM		Completed
PIPEDA as Law		5/31/2017 11:13:27 AM		Completed
Privacy Awareness Test	2	6/12/2017	Details	Passed



The information that shows on a transcript is limited to the following asset types:

- Modules (completion rules defined by affidavit acceptance, passing grade, or upon view)
- Questionnaire
- Prova test
- Remote AICC
- SCORM