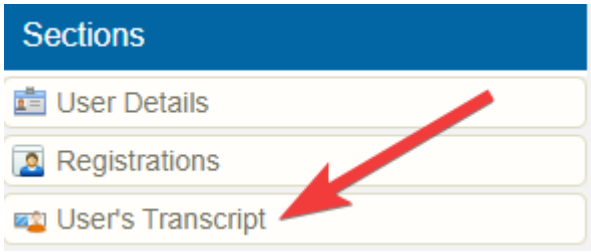
View a Transcript

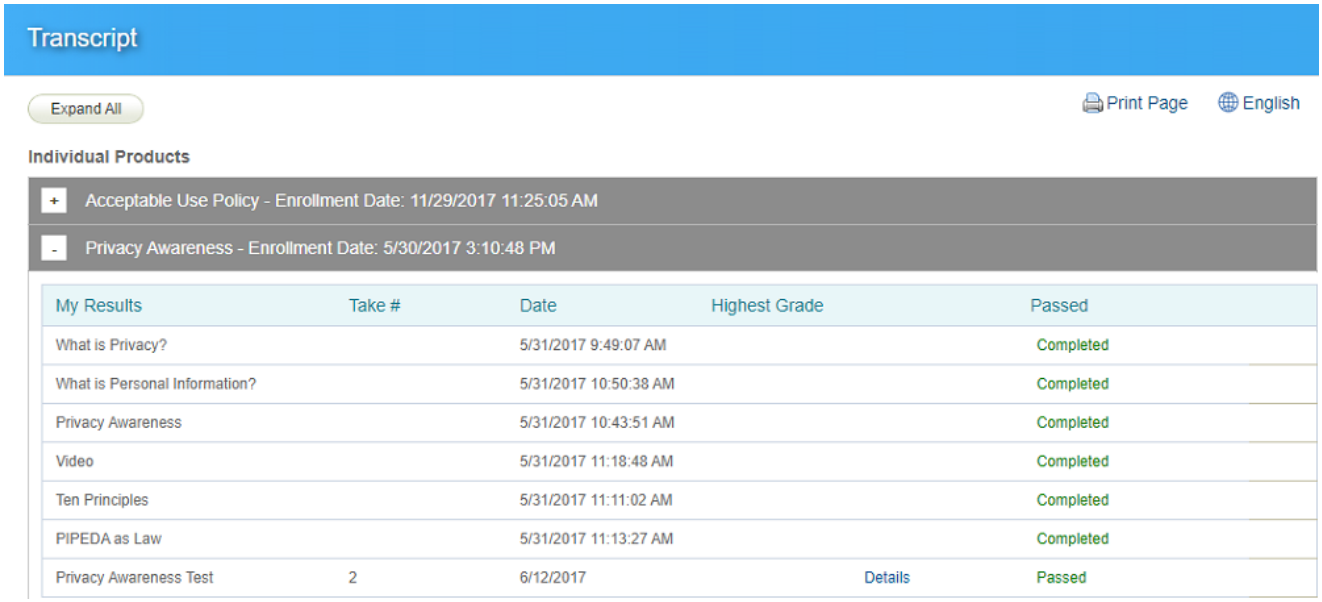
This feature is available to Site Manager , Manager , Course Author , Instructor , and Help Desk accounts, depending on system configuration.

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.



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