



Print Transcripts and Completion Certificates

**My Elective Learning or My Required Learning**

**MY HOME**

Learning and Metrics | Resource Center | Universal Search | End-user Tutorial | Settings and Preferences

Welcome to the U.S. Department of the Interior Learning Center

**Announcements**

**Learn How to Use the DOI Learn**  
Click below to watch the DOI LEARN tutorial.  
**Watch Tutorial**  
Still have questions? Click on "Help" link.  
**The training request process has changed, so please read the "Training Request Instructions".**

**Wondering Where to Start?**

- Access My Learning
- Search the Catalog
- Update My Profile
- Submit External Training Request
- View Training History
- Find Helpful Resources
- Manage My Training Requests

**Annual IT Security Training Notice**  
You will find the link to the Annual Federal Information Systems Security Awareness course in your My Req learning link in the left navigation column. Click the Co Name to launch the course. The course takes about 1 minutes to complete but you can save your progress i need exit before completing the entire course.  
If you have already completed the online course, prior upgrade, THATS GREAT! Your completion is intact.

**Calendar**  
Training events for this month.

May 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**My Transcript**

## My Home

- Make sure Role = **Learner**
- To print your **transcript**
- From **My Home**
- Select **My Transcript**
- To Print a **completion certificate**
- select **My Elective Learning** or **My Required Learning**

# TRANSCRIPT REPORT

My Transcript Report Wizard

## My Transcript Report

**Choose filters**

Adjust the settings of the available filters below to control the output of this report, then click **Next** at the bottom of the page to continue.

**Completion Status**

Contains

**Completion Date**

Start Date:  #  
Enter date in format M/d/yyyy

End Date:  #  
Enter date in format M/d/yyyy

**Course Type**

**Available Value(s):**

- Recorded Virtual Online Course
- External Training Course
- User Defined Task
- Instructor Course
- Online Course

**Selected Value(s):**

**Choose Values and click Add**

## Transcript Report

After selecting **My Transcript**

- Select which fields you wish to filter (Dates, Completion status) IF you want to filter on any.

-Next Choose "Select All" Available Values and click "Add" to the Selected Values OR pick and choose the types of courses to see.

Note: If you do not see a particular course on your transcript, recheck your parameter filters and values to include all.

-Click the **Next** button.

# TRANSCRIPT REPORT CONT.

[Export](#)

Default Reports - Learning Object Reports: Run Report

Report Name: Learner Transcripts Report Close Report

[Export](#) [Print](#)

Toggle Size

First Name	Last Name	User Name	Status	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade
All students in classes: 13											
MARK	PALCSAK	mpalczak	Active	2008 Federal Information Systems Security Awareness	2008 Federal Information Systems Security Awareness	Completed	6/24/2008 7:08:55 PM	6/25/2008 2:32:44 PM	0	Enrolled	100%
MARK	PALCSAK	mpalczak	Active	DOI Learn Upgrade Introduction	DOI Learn Upgrade Webinar Demonstration of DOI	Completed	1/7/2010 4:17:09 PM	1/7/2010 4:17:09 PM	0	Expired	0%
MARK	PALCSAK	mpalczak	Active	2009 Orientation to the Privacy Act	2009 Orientation to the Privacy Act	Completed	3/24/2009 9:51:32 PM	6/30/2009 3:31:54 PM	1	Enrolled	100%
MARK	PALCSAK	mpalczak	Active	DOI General Environmental Management System Awareness Training	DOI General Environmental Management System Awareness Training	Completed	6/15/2009 5:04:30 PM	8/11/2009 7:22:59 PM	0	Enrolled	100%
MARK	PALCSAK	mpalczak	Active	Federal Information Systems Security Awareness + Privacy and Records Management	Federal Information Systems Security Awareness + Privacy and Records Management	Completed	3/3/2010 3:41:58 PM	3/4/2010 5:28:41 PM	0	Enrolled	100%
MARK	PALCSAK	mpalczak	Active	DOI Learn Upgrade Introduction	WebEx: VS Orientation for Training Administrators	Completed	3/3/2010 6:30:05 PM	3/3/2010 6:30:05 PM	0	Enrolled	0%
MARK	PALCSAK	mpalczak	Active	Microsoft Office 2007 - Word Basic	USGS-2009-0626-Denver, CO	Completed	5/27/2009 6:42:20 PM	5/27/2009 6:42:20 PM	0	Enrolled	0%
MARK	PALCSAK	mpalczak	Active	2009 Federal Information Systems Security Awareness	2009 Federal Information Systems Security Awareness	Completed	2/11/2009 5:17:48 PM	4/12/2009 5:20:09 PM	1	Enrolled	100%
MARK	PALCSAK	mpalczak	Active	2008 Orientation to the Privacy Act	2008 Orientation to the Privacy Act	Completed	6/24/2008 7:10:35 PM	6/25/2008 2:13:13 PM	1	Enrolled	100%
MARK	PALCSAK	mpalczak	Active	Microsoft Office 2007 Power Point Basics	USGS-2009-0609-Denver, CO	Completed	6/6/2009 3:24:54 PM	6/6/2009 3:24:54 PM	0	Enrolled	0%
MARK	PALCSAK	mpalczak	Active	2009 Discrimination and Harassment in the Workplace (No Fee)	2009 Discrimination and Harassment in the Workplace (No Fee)	Completed	2/26/2009 8:15:31 PM	8/28/2009 10:12:04 PM	1	Enrolled	100%
MARK	PALCSAK	mpalczak	Active	2009 Records Management Awareness	2009 Records Management Awareness	Completed	3/24/2009 9:51:32 PM	6/30/2009 3:37:12 PM	1	Enrolled	100%
MARK	PALCSAK	mpalczak	Active	2008 Records Management Awareness	2008 Records Management Awareness	Completed	6/24/2008 7:10:35 PM	6/25/2008 2:38:10 PM	1	Enrolled	100%

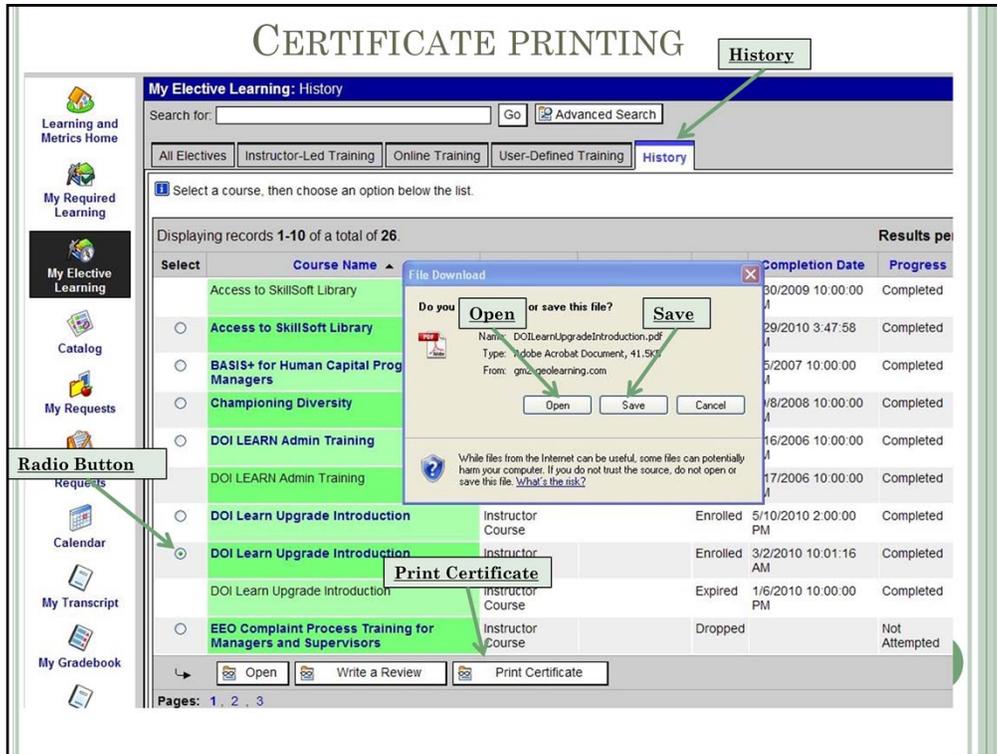
Pages: 1 [First](#) [Previous](#) [Next](#) [Last](#)

## Transcript Report Continued

This is the **Transcript** the system will give to you.

-If you wish to export this to a different file format to save on your hard drive, you can select the **Export** button. (**Note** we recommend using Microsoft excel format instead of PDF).

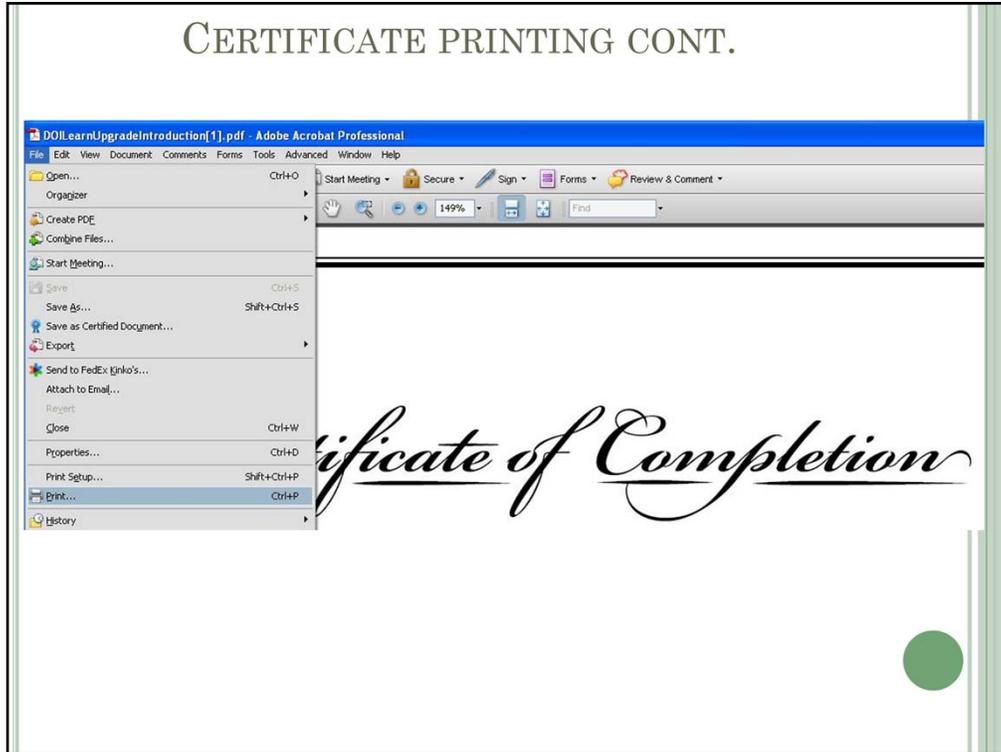
-Click "Print" if you wish to print it.



## Certificate Printing

To print a certificate: (**Note:** you can only print a certificate for a course you have completed in the new system. No previous certificates are available for the old system.)

- Log into DOI LEARN.
- Click on the **My Elective Learning** or **My Required Learning** tab.
- Click the **History** tab
- Select the course to print the certificate by clicking the **radio button**
- Click **Print Certificate**
- Click **Open** when the File Download box appears (or **Save** to save it to your hard drive)
- Close the Record when you are finished.



### Certificate Printing Continued

-If you open your certificate, Click File, then Click Print from Adobe Acrobat.