

View Transcript

(For Pilot and Enterprise Launch, the transcript will only include Mandatory training)

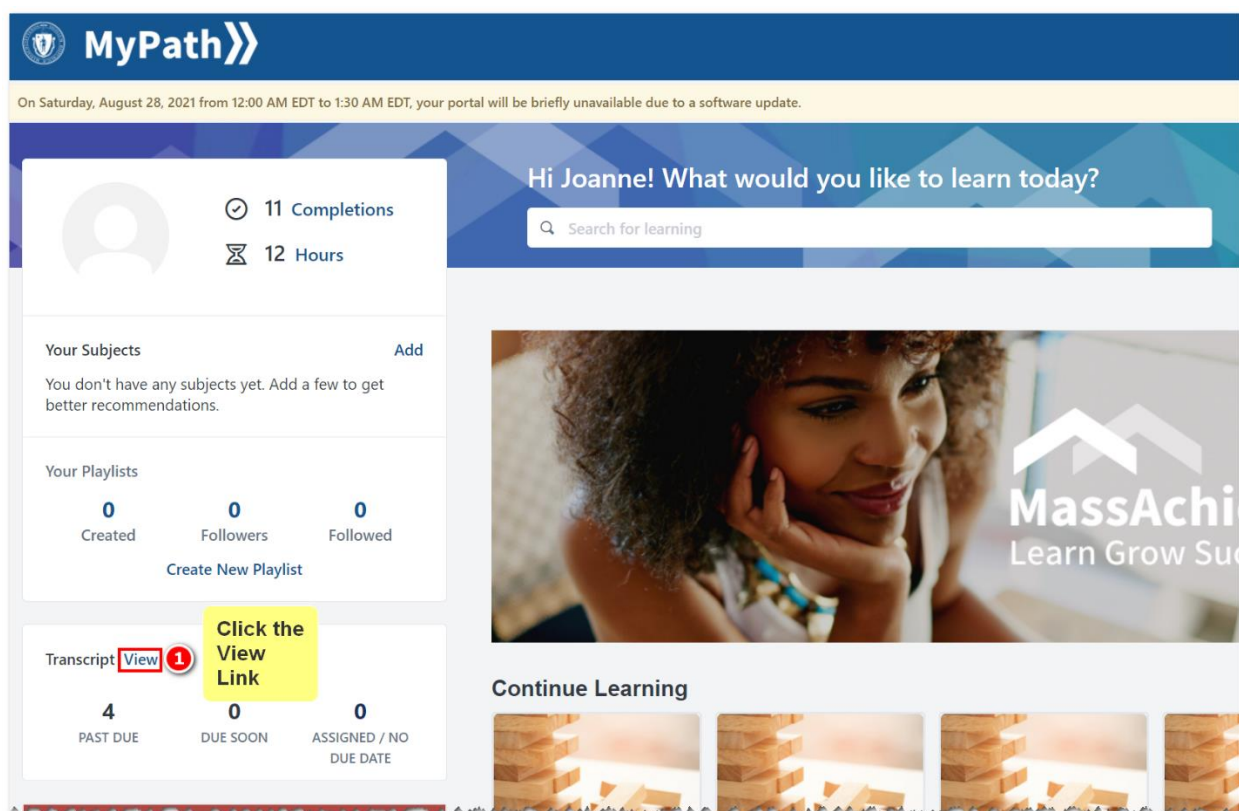
Viewing your transcript will:

- List Active and Completed courses
- Provide the ability to take assigned courses

Users can view their Transcript by following the following these steps:

Step 1: Click the View link in the Transcript section

On the MassAchieve Learner home page in the left panel, select the View link in the transcript section to view staff members.



Steps 2 through 6. Optional functions to do on the Transcript Page.

Step 2: Click the drop-down arrow in Active box to show other statuses

Step 3: Click the drop-down arrow in By Date Added filter to show other options

Step 4: Click the drop-down arrow in All Types box to show other options

Step 5: Click the Open Curriculum button to show all the courses in the curriculum

Step 6: Click the Launch button to start the course

The screenshot shows the MyPath Transcript page for Joanne Sullivan. The page includes a header with the MyPath logo and a navigation bar with tabs for Bio, Transcript (selected), Actions, and Snapshot. A yellow banner at the top indicates a software update. Below the navigation bar, the page title is "Transcript: Joanne Sullivan". A note states: "Use the drop down button below to view your Active, Completed, or Archived learning. Click here to go to your Learner Home".

The main content area displays a list of training items. Above the list, there are filters: "Active" (Step 2), "By Date Added" (Step 3), and "All Types" (Step 4). A yellow callout box says "Click the drop down arrow in Active box to show other statuses". Another yellow callout box says "Filter the list: -By Date added -By Type". A search bar is labeled "Search for training".

The training items listed are:

- Required Training for all Commonwealth Employees** (Due: No Due Date, Status: In Progress) with an "Open Curriculum" button (Step 5).
- Required Training for all newly hired Commonwealth Employees** (Due: No Due Date, Status: In Progress) with an "Open Curriculum" button.
- Required Training for all Commonwealth Managers and Supervisors** (Due: No Due Date, Status: In Progress) with an "Open Curriculum" button.
- Required Training for all newly hired Commonwealth Managers and Supervisors** (Due: No Due Date, Status: In Progress) with an "Open Curriculum" button.
- Coaching for Excellence** (Due: 8/21/2021, Status: Registered / Past Due) with a "Launch" button (Step 6).
- 10 Minute Yoga Flow - For Work From Home Life** (Due: No Due Date, Status: Registered) with a "Launch" button.
- Preventing Workplace Violence for Commonwealth Employees** (Due: 8/2/2021, Status: Registered / Past Due) with an "Inactive" button.

A yellow callout box at the bottom right says "Click to: -Open a Curriculum -Launch a course". The footer includes the Cornerstone logo and text: "Powered by Cornerstone OnDemand, Inc. ©2000-2021 All Rights Reserved. Terms - Privacy - Cookies - Feedback".