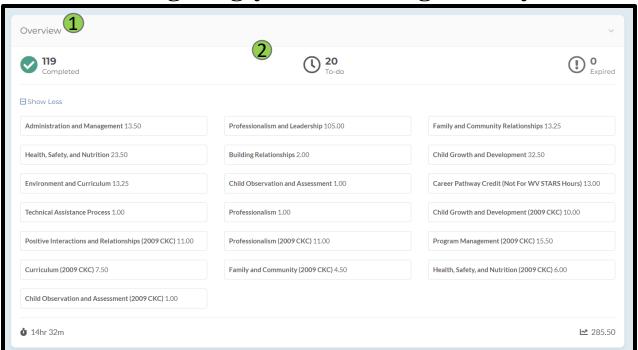
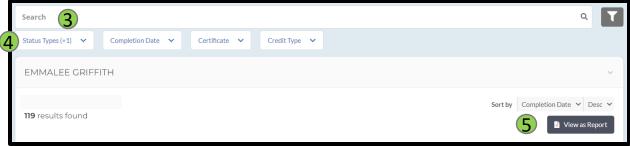
Navigating your Learning History



- 1 Overview the top section of the page will show you an overview of your courses. This section will update with search parameters below.
 - Completed The number of credit hours completed.
 - To Do The number of active trainings to be completed on your Dashboard. Clicking this box will navigate you back to your dashboard.
 - Expired The number of courses that expired before they could be completed
 - Failed The number of courses that were not completed.

Search: Quickly find or filter your courses



3 Use the search bar to search for words in the title of the course.

Filters:

- Status Types: Filter Passed, Partial, Expired, and Failed course completion statuses.
- 4 Completion Date: Generate course completions using a custom date range.
 - · Certificate: Filter courses with a certificate, courses without a certificate, or both
 - Credit Type: Search for courses using Core Knowledge and Competencies or Non-STARS hours.
- 5 Sort and Download: Sort your results and download a copy of your search report (transcript) here.

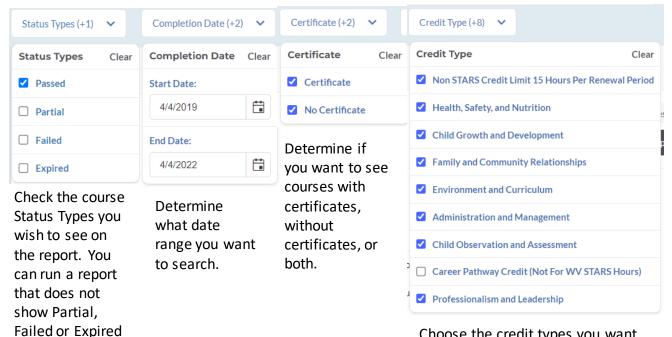
Selecting a course will allow you to view details of the lesson's information, access to any completed self-paced content, handouts, modules, and assessment scores.



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How to Run a Transcript Report

If you needed a copy of your transcript report to share with your director or a licensing specialist, follow the steps below to generate that report. You can select more than one checkbox.



Choose the credit types you want information about. Leave "Career Pathway Credit (Not For WV STARS Hours)" unchecked [these system hours do not count for WV STARS Credit]

If you want information about a specific credit type for Tier II, only select that credit type.

When you have set the filters to your preferences, select how you want the results sorted – by Course or by Completion Date, then Ascending or Descending. Finally, click "View as Report" to go to the reporting page to view a printable transcript report.





courses.