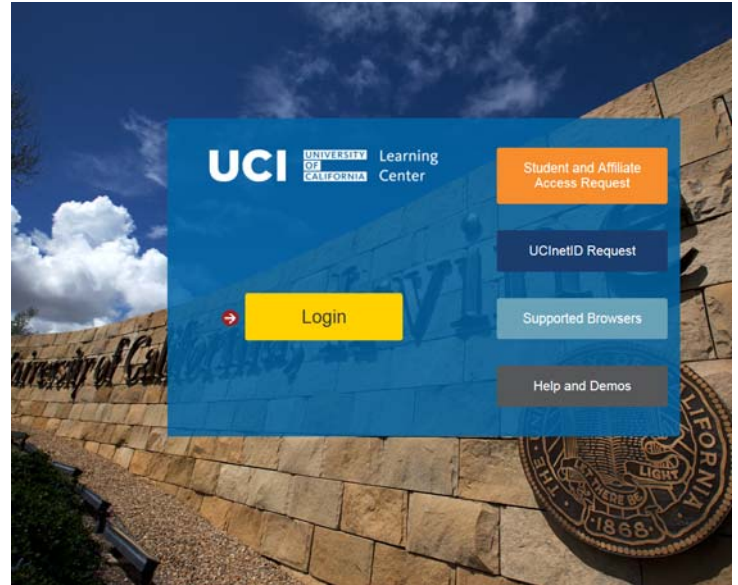
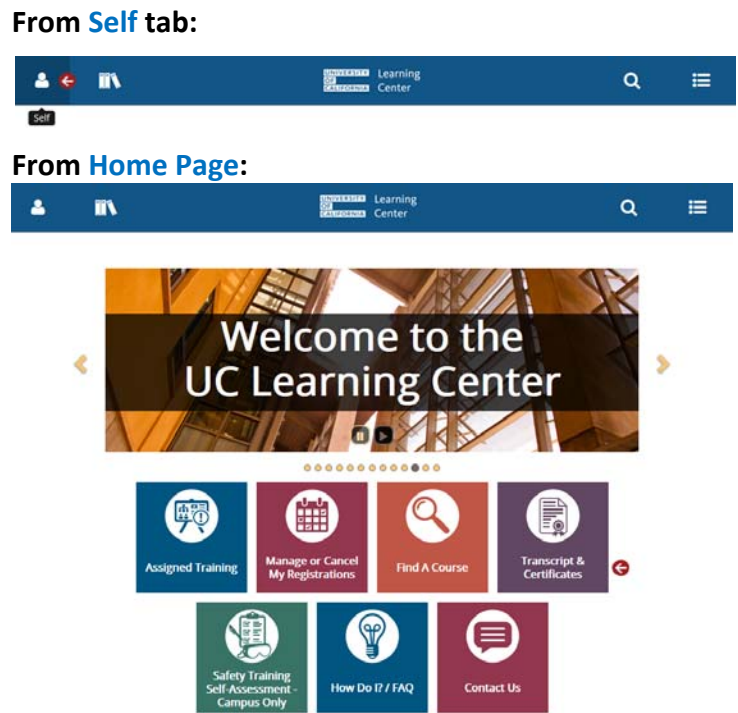
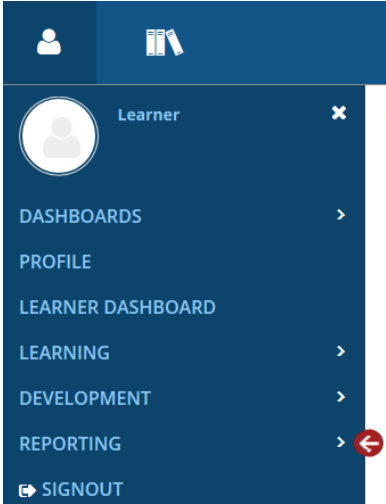
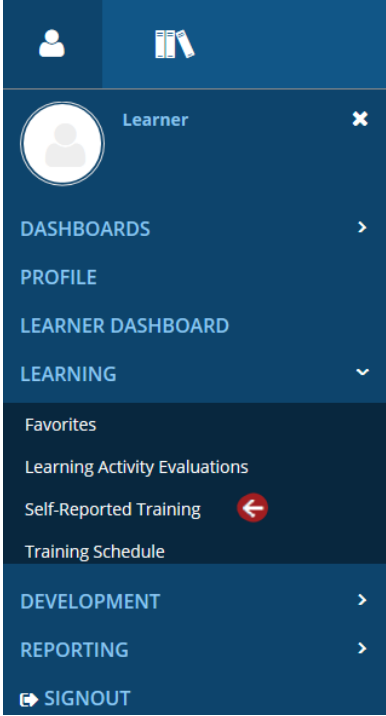


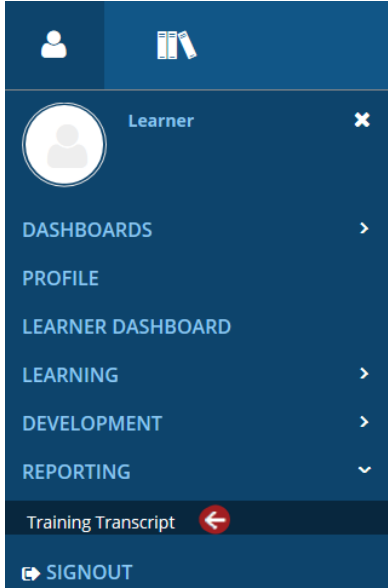
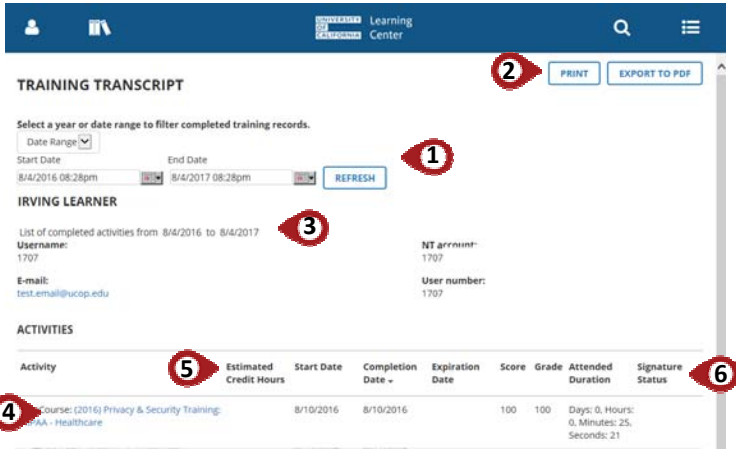
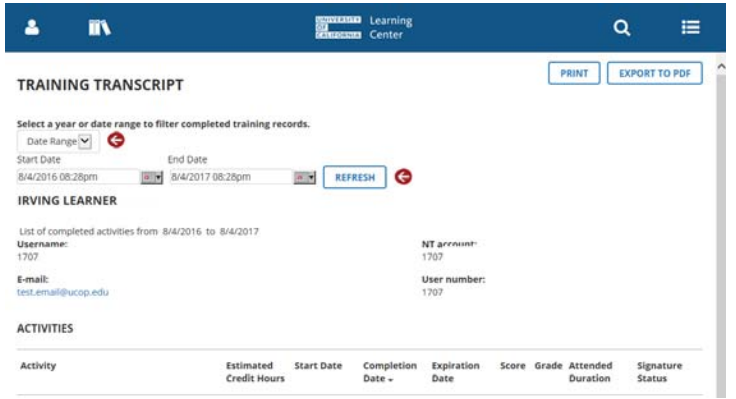
1 Login to UC Learning Center (<http://uclc.uci.edu/>) and click **Login**. Login with your UCInetID credentials.
*** If you need assistance with your login information, please contact Help Desk.**

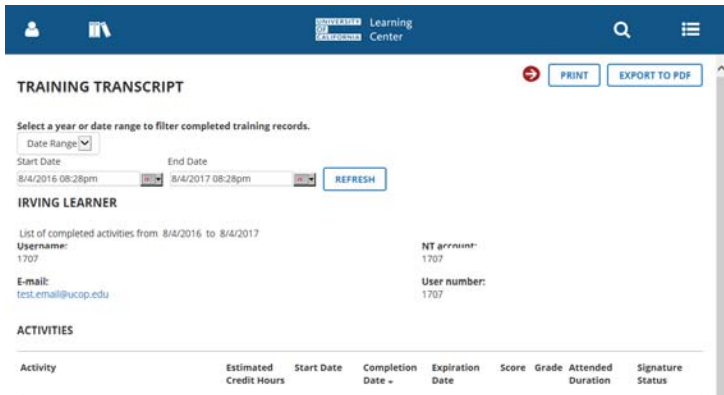
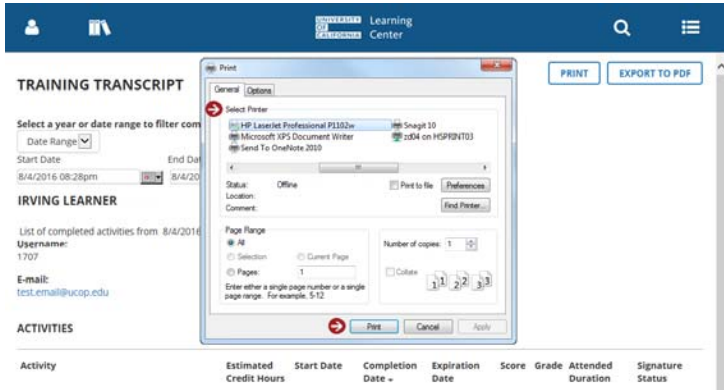
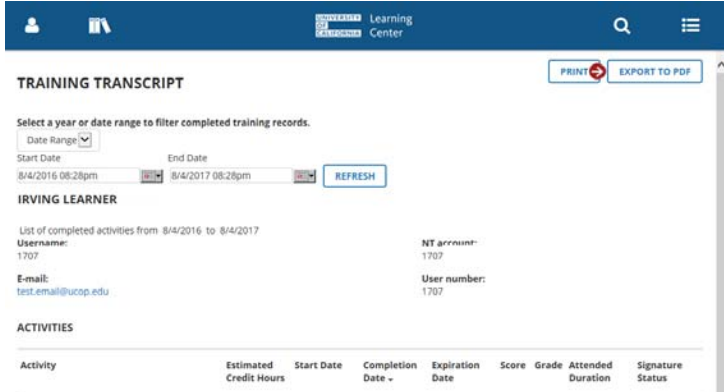


2 Click **Self** tab in the header navigation bar. Or you can click **Transcript & Certificates** icon on the home page.

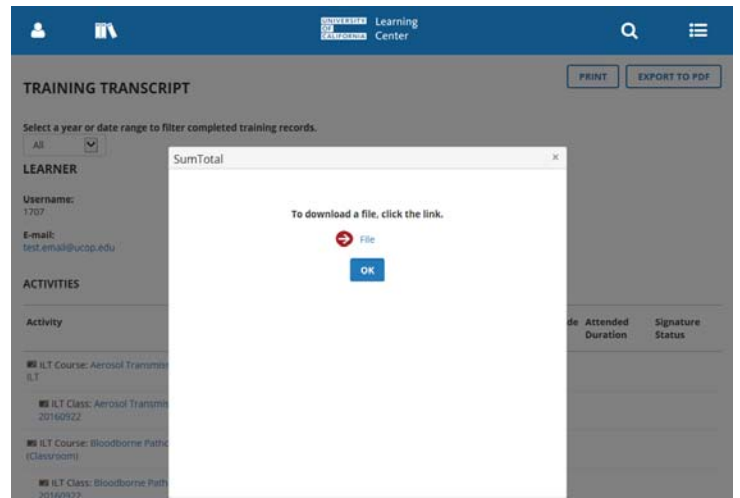


<p>3</p>	<p>If navigating from the Self tab, click Reporting under the Self tab options.</p>	 <p>A screenshot of a user menu in a dark blue theme. At the top, there is a user profile icon and the name 'Learner' with a close button (X). Below this are several menu items: 'DASHBOARDS', 'PROFILE', 'LEARNER DASHBOARD', 'LEARNING', 'DEVELOPMENT', 'REPORTING', and 'SIGNOUT'. The 'REPORTING' item is highlighted with a red circle and a white arrow pointing to it from the right.</p>
<p>4</p>	<p>Click Self-Reported Training under the Learning section.</p>	 <p>A screenshot of the same user menu. The 'LEARNING' item is expanded, showing a sub-menu with the following options: 'Favorites', 'Learning Activity Evaluations', 'Self-Reported Training', and 'Training Schedule'. The 'Self-Reported Training' option is highlighted with a red circle and a white arrow pointing to it from the right. Below this sub-menu are the 'DEVELOPMENT', 'REPORTING', and 'SIGNOUT' items.</p>

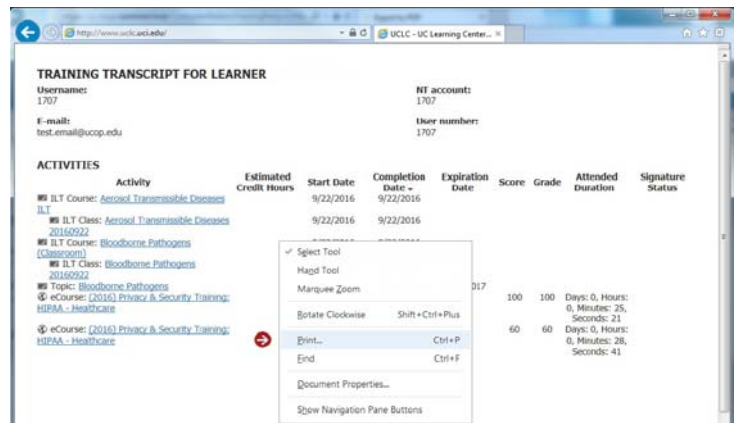
<p>5 Click Training Transcript under the Reporting section.</p>	
<p>6 You will see your Training Transcript.</p> <ul style="list-style-type: none"> 1 Filter option to filter out completion records by date range. 2 Print and Export To PDF option. 3 List of completed activities from date range. 4 List of completed training. 5 List of Continuing Education hours earned, if applicable. 6 Activity completion information such as completion date, score, grade, etc. 	
<p>6 All completed training will be listed from newest to oldest completion date.</p> <p>You can filter your training records by year or date range. By default, the filter option will be listed as Date Range and the Start Date will reflect the date of your first training completion and End Date will reflect the last training completion.</p>	

<p>7</p>	<p>To print your training transcript, click Print.</p>	 <p>The screenshot shows the 'TRAINING TRANSCRIPT' page in the Learning Center. At the top right, there are two buttons: 'PRINT' and 'EXPORT TO PDF'. The 'PRINT' button is highlighted with a red circle. Below the buttons, there are date range filters and a 'REFRESH' button. The user's name 'IRVING LEARNER' and some profile information are visible. At the bottom, there is a table header for 'ACTIVITIES' with columns: Activity, Estimated Credit Hours, Start Date, Completion Date, Expiration Date, Score, Grade, Attended Duration, and Signature Status.</p>
	<p>Select a printer from the Print window and configure your desired print properties. Click Print when finished.</p>	 <p>This screenshot shows the same 'TRAINING TRANSCRIPT' page, but with a 'Print' dialog box open in the center. The dialog box has 'General' and 'Options' tabs. Under 'General', there is a 'Select Printer' dropdown menu with several printer names listed, including 'HP LaserJet Professional P1102w', 'Snagit 10', 'Microsoft XPS Document Writer', and 'Send To OneNote 2010'. There are also fields for 'Page Range' (set to 1-4), 'Number of copies' (set to 1), and 'Collate'. The 'Print' button at the bottom of the dialog is highlighted with a red circle.</p>
<p>7</p>	<p>To export your training transcript to PDF, click Export To PDF.</p>	 <p>This screenshot shows the 'TRAINING TRANSCRIPT' page with the 'EXPORT TO PDF' button highlighted with a red circle. The rest of the page content, including the date filters, user information, and activity table header, is identical to the previous screenshots.</p>

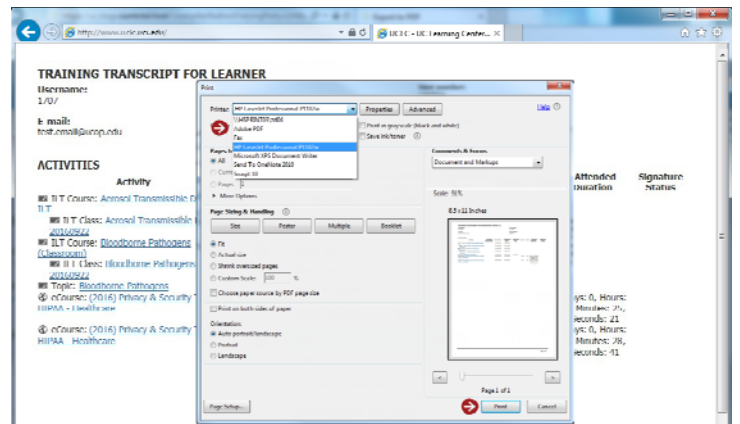
Click **File**.



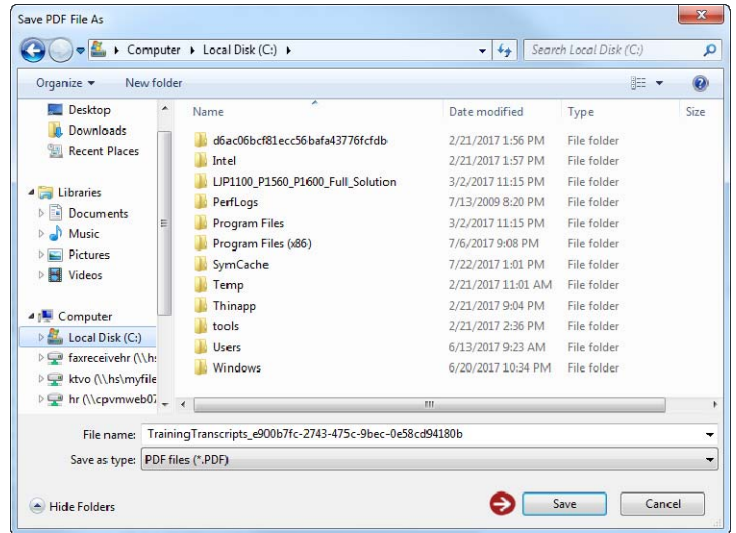
A new window with your Training Transcript details will open. Right-click on the page to reveal options and click **Print** from the menu option.



Select **Adobe PDF** from the **Printer** drop-down menu option, click **Print** when completed.



8 To save your training transcript after exporting into PDF, select a location to save the document. You can edit the name of the document in the **File name:** field. Click **Save** when completed.



9 Click **OK** to close the **SumTotal Webpage Dialog** window and return to your **Training Transcript** page in UC Learning Center.

