

Viewing and Printing Your Workday Learning Transcript

STEP 1: Log into your Workday Learning Account on a laptop or computer.

STEP 2: Click on the View All Apps Link.

 [View All Apps](#)

STEP 3: Click on the Learning icon.



STEP 4: Click on the My Learning link.

 [My Learning](#)

STEP 5: Click on the View Learning Transcript link.



View Your Learning History

Access your learning transcript to view a record of your learning history.

[View Learning Transcript](#) →

STEP 6: You are now looking at your transcript. It will show classes you have registered for and need to begin, classes that are in progress and classes you have completed. You may have to scroll down the page to see all your information.

Under **Learning History**, locate your class. Your Grade will show as "Pass" and your test score will be listed under "Score".



My Transcript

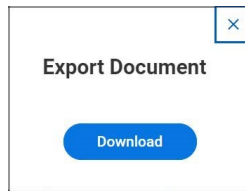
10:19 AM
04/13/2023
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Not Started										
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type		
H D Burks [E] - ODHSOHA - SOQ - Six Rights Final Test-C02865FT	Digital Course	Enrolled	03/06/2023	Not Started	Do Not Track		0	Enrollment		
H D Burks [E] - ODHSOHA - SOQ - Six Rights Prerequisite Test B	Digital Course	Enrolled	03/01/2023	Not Started	Do Not Track		0	Enrollment		
In Progress										
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type		
Learning History										
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date	Attendance Status	Grade	Score	Record Type
H D Burks [E] - ODHSOHA - SOQ - Ensuring Quality Care (EQC) Essentials	Course Offering	Enrolled	04/13/2023	Completed	04/12/2023 05:00:00 PM		Not Entered	Pass	95	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Six Rights of Safe Medication Administration - C02865	Course Offering	Enrolled	02/16/2023	Completed	02/15/2023 04:00:00 PM		Attended	Pass	0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Infection Control Test A- C01532T (Inactive)	Digital Course	Enrolled	01/04/2023	Completed	01/04/2023 10:00:36 AM		Do Not Track		0	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Infection Control - C01532	Course Offering	Enrolled	12/08/2022	Completed	12/08/2022 09:25:27 AM		Attended	Pass	100	Enrollment
H D Burks [E] - ODHSOHA - SOQ - Six Rights of Safe Medication Administration Homework C02865H	Digital Course	Enrolled	11/30/2022	Completed	11/30/2022 10:35:32 AM		Do Not Track		0	Enrollment
H D Burks [E] - ODHSOHA - SOQ AFH Summer 2022 Training Series - Physical and Chemical Restraints	Course Offering	Enrolled	06/27/2022	Completed	07/12/2022 12:00:00 PM	07/21/2022	Attended		0	Enrollment

STEP 7: If you want to print your transcript, in the top right-hand corner, there is a PDF icon. Click on that icon.



STEP 8: Click on the Download button. **You will need to know where your laptop/ computer keeps downloads in order to open and print your transcript. This varies with each system.*



STEP 9: This will open your transcript in a printable format. You can now click on the printer icon on the top right-hand corner of the page and print in the format you choose. **Steps for printing varies with each system; you need to know how to do this on your equipment.*

