Learner: Using Reports to print your MLearning Transcript

Locating the Report:
1. Click the Me Icon at the top of the page.
2. Click on Reports in the left navigation bar.
3. Click the Search button.
4. Find the report you want to run and hover over the Actions link.
5. Click the Execute link

Which Report Should I Run?

**My Completed Courses:** Lists all web-based training modules and instructor led training classes you’ve completed since MLearning went live in February of 2015.

**My Historical Transcript (completions prior to 2/13/15):** Lists your full transcript from the original MLearning going back to October 2006.

The top portion of your Historical report displays your most recent mandatory completions in MLearning. The bottom portion of the report displays your past years’ completions of mandatories (and other certifications).
You can arrange the data in ascending/descending order or status by clicking on the up/down arrows next to the headers.

This report can be **Printed** or **Exported** as an Excel spreadsheet by clicking on the icons.
Exporting the Historical Report

6. Select a format that works best suit your needs in the drop down dialog box.
7. Click the **Export** button.