## Instructions for Accessing Your Transcripts in Learn

- 1. Log in to Ignite.
- 2. On the Me tab, click on the Learning tile:



## 3. Select the View Transcript tile.



4. The **View Transcript** page shows all of your enrolments and the status of each. For example, this screenshot shows this person completed the "Youth Protection Course: Hiring Staff Who Work With Minors" on 11/12/20.

Enrollments			
Search by learning item title	Hide Filters Enr	rollment Record Status Not Passed $\times$ Completed $\times$ Withdrawn $\times$ Bypass Completed $\times$	
Filters Reset 🌣		Sort Compl ted on - Most Rece	$\sim$
Expand All Collapse All		Youth Protection Course: Hiring Staff Who Work With Minors (online course) Course	
<ul> <li>Completed Date</li> </ul>		Completed on 11/12/2020	
mm/dd/to - mm/dd/to OK		Self-registered	
A Enrolled Date		Online Course: Overview of Student Employment for Supervisors	$\sim$
mm/dd/to - mm/dd/to OK	Overview of Student	Course	
∧ Due Date	Employment Index Forgets Ungets Types Hot vell Inget States hot States Ingets Hot States	Completed on 08/17/2020	
mm/dd/t₀ - mm/dd/t₀ OK		Self-registered	$\sim$
^ Enrollment Record Status     Clear		Campus Security Authority Online Training Course	
Completed	Campus Security Authority	Completed on 07/20/2020	
Completion Request Rejected	Orine Training	Self-registered	
Pending Required Evaluation			$\sim$

## Manager Instructions for Viewing Employee Learning Transcript in Ignite

- 1. Log in to Ignite.
- 2. On the My Team tab, click on the Learning tile:



3. On this page, you can see the statuses of each class your employee(s) have enrolled in. Please note: sometimes it is helpful to use the filters on the left side of the page under "All Learning" to quickly see the information you want.

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