LC Supervisor Job Aid: View Transcripts and Training Schedules

This step-by-step process is for staff supervisor (manager) to view transcripts and training schedules.

Description	Visual Aid
View Transcripts and Training Schedules	
From the <u>Learning Center home screen</u> , locate the MY TEAM drop-down, and choose Manager Dashboard If you don't see the MY TEAM drop-down, please contact the <u>WA WIC Training staff</u> to review your permissions.	VIEI VIEI VIEI VIEI <
See each staff person's "tile" assigned to you under USERS. NOTE: Coordinators/managers can only view their assigned staff.	CODH.WA.GOV Username Required: 2 Recommended: 0 75% SELECT 2 INCOMPLETE
Using the SELECT dropdown on the USERS view, choose Training Schedule or Training Transcript NOTE: WIC staff can only see the Training Schedule and Training Transcript. When you select Training Transcript or Training Schedule, it'll take you to a new screen and you'll see an orange bar at the top alerting you that you're in EMULATION MODE view. You now see exactly what your staff person sees. While in EMULATION MODE you can toggle between Training Transcript and Training Schedule using the icons on the left.	Recomment Learner Approvals My Observation Checklists Observer Checklists Self-Reported Training Training Analysis Training Schedule Training Transcript Vere Vere

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While in EMULATION MODE , select the date range of trainings you would like to view and REFRESH to filter training data.	Select a year or date range to filter completed training records. Date Range Start Date End Date 11/1/2023 03:35pm
View the list of complete trainings and dates under ACTIVITIES . For some training courses the estimated credit hours and the score will also be noted.	ACTIVITIES Completion Date - R Curriculum: DOH Annual Values and Policy Agreement Review 12/11/2023 R OnLine Course: DOH STATE WIC Lead Screening and Referral 2023 11/8/2023
Also, in EMULATION MODE you can view the TRAINING SCHEDULE. This shows the activities and courses for your staff person. This shows the status as REGISTERED or IN PROGRESS. Most activities will have a START on the right side. Using the dropdown arrow allows you to VIEW PROGRESS DETAILS.	TRAINING SCHEDULE This is a list of current training activities for which you are registered. Search: Content: Content: Curriculum RECOTERC DOH STATE WIC Baby Behavior of DOH STATE WIC Baby Behavior of DOH STATE WIC Baby Behavior of DOH STATE WIC Baby Behavior Curriculum OnLine Course DOH, WIC_Baby_Behavior_0001 DOH STATE WIC Baby Behavior Curriculum OnLine Course DOH, WIC_Baby_Behavior_0001 DOH STATE WIC Baby Behavior Curriculum OnLine Course DOH, WIC_Baby_Behavior_0001 DOH STATE WIC Baby Behavior Curriculum ONLINE Cashy Behavior Curriculum ONLINE Cashy Behavior Curriculum Minute(s): 2.Second(s): 18 DOH, WIC_Baby Behavior_0001 Content type: First launch date: SCORM 1.2 Tureday: August 8. 2023 32:558 PM PDT SCORM 1.2 First launch date: Minute(s): 2. Second(s): 18 Time in Tapic 0% Time in Tapic Minute(s): 2. Second(s): 18
 In the top right there are options: EXIT EMULATION- Exit viewable user. Print and Export- You must have a PDF viewing program or application. 	EXIT EMULATION X PRINT EXPORT TO PDF Adobe Acrobat Reader FOXIT PDF READER PDF PDF-XChange Viewer for Windows

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