

# How to View an Employee's Learning Transcript

1 Select the employee from your Team Highlights or Team Org Chart.

The dashboard contains several sections: 'Awaiting Your Action' with a message 'You're all caught up on your tasks.'; 'Announcements' with a 'GET STARTED' graphic and a 'Welcome!' message; 'Team Highlights' listing Cami Campus, Emily Employee, Flynn Finance, and Hannah Hourly (highlighted with a red box); 'Important Dates' with a 'Go to Team Calendar' link; and 'Quick Tasks' with a 'My Payslips' button. A 'View More' link and a 'Team Org Chart' button (highlighted with a red box) are located at the bottom left of the dashboard.

The 'Org Chart (People View)' displays a grid of employee cards. Each card includes a profile picture, name, title, and location. The cards are: Cami Campus (Training Staff, Crabtree Technology Buildi...), Cosmo Cougar (Mascot, Lavell Edwards Stadium), Emily Employee (Training Staff, Crabtree Technology Buildi...), Hannah Hourly (Graphic Designer, Crabtree Technology Buildi... - highlighted with a red box), Harper HR (HR Power User, Crabtree Technology Buildi...), and Spencer Staff (Training Staff, Crabtree Technology Buildi...). A 'Customize Chart View' button is located at the top left of the chart area.

- 2 From the profile menu, select **Career**. Then select the **Learning** tab at the top of the page. The employee's Learning transcript is displayed.

The screenshot shows the BYU Workday interface. On the left, a dark blue sidebar contains a 'MENU' and a list of profile options: Graphic Designer (with a two-arrow icon), Actions, Team, Summary, Job, Compensation, Absence, Contact, Personal, Performance, **Career** (highlighted with a red box), and Feedback. At the top of the main content area, there is a search bar and navigation tabs: Job History, Education, Work Experience, Languages, Certifications, Achievements, Professional Affiliations, **Learning** (highlighted with a red box), and More. Below the tabs, there are three sections: 'Not Started' (3 items), 'In Progress' (0 items), and 'Learning History' (5 items). The 'Not Started' section contains a table with the following data:

Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record
Q	Media Specialist Training	Digital Course	Enrolled	09/16/2024	Not Started	Do Not Track		0	Enroll
Q	Makerspace Safety	Digital Course	Enrolled	09/10/2024	Not Started	Do Not Track		0	Enroll
Q	Building Care Heritage Halls (Melanie)	Program	Enrolled	09/10/2024	Not Started	Do Not Track		0	Enroll

*Note: If the employee currently has more than one campus job/manager, the two arrow icon is displayed on the Employee's profile. All training records are shown together even when the employee has had or does have more than one campus job.*

These are a few of the many ways to view the information on the Learning report:

1. Use the scroll bars to move through the information.
2. Export the report to Excel.
3. Sort and/or Filter by selecting the column heading and completing the filter fields.

This screenshot shows the same Learning transcript page as above, but with a filter applied to the 'Content Type' column. The 'Content Type' header is highlighted with a red box, and a filter dropdown menu is open. The dropdown shows 'is' followed by two options: 'Digital Course' (checked) and 'Program'. Below the dropdown is a search field containing 'Digital Course' and a 'Filter' button. In the top right corner of the table area, the 'Export to Excel' icon is also highlighted with a red circle. The table data remains the same as in the previous screenshot.