Transcript Status Report

1. In ULearn navigate to Reports > Standard Reports.
2. Click <Training>.
3. Browse through the Training Report Options and click <Transcript Status>. This will bring you to the Transcript Status report.

a. Select the Date Criteria.

b. Select User Criteria.

To view everyone at the University:

i. Select “Division” from the drop-down menu.
ii. Click the pop-up icon to specify the division.
iii. Click the blue plus sign to select “University of Minnesota.”
iv. Click <Done>.

To view everyone from a specific department:

v. Select “Division” from the drop-down menu.
vi. Click the pop-up icon to specify the division.

vii. In the ID field, search for the DeptID value OR search for the name of your college in the Name field.

viii. Click the blue plus sign to select the department name or DeptID.
ix. Click <Done>.

To view a specific user:

x. Select “Users” from the drop-down menu.
xi. Click the pop-up icon to specify the user.

xii. Search for the user by name, Employee ID (ID field), or Internet ID (User Name field).
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xiii. Click the blue plus sign next to the person's name. Note: More than one person can be selected at time.

xiv. Click <Done>.

c. Select Training Title.
   i. Click the pop-up icon next to Training Title.
   ii. Search for the training.
   iii. Click the blue plus sign next to the name of the training.

d. Select the Completion Date checkbox and the Organizational Units checkbox.

e. Click on the arrow near the Filter by Training Status section.
   i. De/Select the statuses to be listed in your report.


5. The report will be queued at the bottom of the page. Once it is processed, click the Excel icon to export the report.