**View Transcript**

There are three types of transcripts that you can view: Active, Completed, Archived.

- **Active**: Includes training that is not yet completed.
- **Completed**: Includes training that has been completed.
- **Archived**: Includes training that has been completed, inactive, or no longer needed (you can move your training to Archive).

1. Open the **Learning** tab in the menu bar and then select **Transcript** from the dropdown menu.

2. Select the **Active** button dropdown menu to view transcript types and select the transcript type that you want to view.

See the Job Aid, **Print Transcript**, for steps to Run or Print a transcript report.

See the Job Aid, **Move Training to Archived**, for steps to archive training.