

Use the Transcript Report

Common Buttons & Icons

	Save icon
	Print icon
	Refresh icon

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From the PromisePoint Reporting page:

1. Click the **My Transcript Report** link under the Learner header.
Note: Hover over the link to view more information about the My Transcript Report.
2. Scroll down to see the Events/ILT section.

Notes:

- Elective courses are not included in the course completion percentages.
 - Click the Save drop-down arrow to select a format for your saved report.
 - Click the Refresh icon to ensure you are viewing the latest information.
3. Click **Close Report** to return to the PromisePoint Reporting page.
Note: To view another learner's transcript, use the User Lookup feature.