

# REVIEW YOUR TRANSCRIPT



Last updated by: Collin May | 2022-09-24

## Purpose

Your transcript is a record of the courses you complete in CareLearn. This document will introduce you to the CareLearn transcript. You will learn to locate your transcript and configure it to show the Continuing Education (CE) credits you have earned in CareLearn Washington since your last birthday.

## Process

1. Log into CareLearn. If you are already in CareLearn, click the **Home icon** at the top of the **interface**.



2. Click the **Transcript button** located on the Home page.



3. Your **transcript** will show the learning activities you have completed, the date you completed those activities, and any CE credits you earned.

**CARE LEARN Washington** SELF

Learning Search

PRINT EXPORT TO PDF

View: Standard

### TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range

Start Date End Date

8/18/2020 08:31am 8/18/2021 08:31am REFRESH

**COLLIN EDWARD MAY**

List of completed activities from 8/18/2020 to 8/18/2021

Primary organization: CareLearn - Family Caregiver Primary job: CareLearn DSHS Staff

Memo: May

E-mail: Mayce@dshs.wa.gov

#### ACTIVITIES

Activity	Completion Date	Estimated Credit Hours
How to Use CareLearn 11 Review Your Facility Types	8/3/2021	
How to Use CareLearn 10 Review Your Training Schedule	8/3/2021	
How to Use CareLearn 09 Print a Diploma	8/3/2021	

4. If you would like a list of the CE credits you have earned in CareLearn Washington since your last birthday:
  - a. Click the **drop-down menu** under **View**, and select **Continuing Education**.

PRINT EXPORT TO PDF

View:

Standard

Standard

Continuing Education

- b. Change the **Transcript Date Range** by first selecting **Date Range**, and then change the **Start Date** to the date of your last birthday (July 2, 2020 in my case). Click the **Refresh button**.

Select a year or date range

All

All

2020

Date Range

SEN

Select a year or date range to filter completed training records.

Date Range 1

Start Date 2

End Date

07/02/2019 04:05pm 9/24/2020 04:05pm

REFRESH 3

**CARE LEARN Washington** SELF

Learning Search

**TRAINING TRANSCRIPT**

Select a year or date range to filter completed training records.

Date Range

Start Date: 7/1/2021 08:30am End Date: 8/3/2021 08:30am **REFRESH**

**COLLIN EDWARD MAY**

List of completed activities from 7/1/2021 to 8/3/2021

**Primary organization:**  
CareLearn - Family Caregiver

**Primary job:**  
CareLearn DSHS Staff

**Memo:**  
May

**E-mail:**  
Mayce@dshs.wa.gov

**ACTIVITIES**

Activity	Completion Date	Estimated Credit Hours
How to Use CareLearn 05 Find Training Using Search (For Desktop Users)	8/3/2021	
How to Use CareLearn 04 Find Training Using The Library (For Desktop Users)	8/3/2021	
How to Use CareLearn 12 Using the Mobile App	8/2/2021	
Getting Started in CareLearn	7/26/2021	

## Notes

### Glossary of Terms (just the most useful)

<b>Drop-down menus</b>	When you click them they display options from which you can choose
<b>Interface</b>	The area of the screen that CareLearn uses.
<b>Transcript</b>	A record of the training you have completed in CareLearn.

### Transcript Quick Reference Guide

- Click the Transcript button on the home page.
- If you want to see the CE you have earned since your birthday, change the view to "Continuing Education." Change the start date of the date range to your birthday, and make sure the end date is the current date.

Here is an area where you can make your own notes