REVIEW YOUR TRANSCRIPT

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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.

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*.

   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**.

Notes

Glossary of Terms (just the most useful)

Drop-down menus	When you click them they display options from which you can choose
Interface	The area of the screen that CareLearn uses.
Transcript	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