

Navigating your Learning History

Overview **1**

119 Completed **2** 20 To-do 0 Expired

Show Less

Administration and Management 13.50 Professionalism and Leadership 105.00 Family and Community Relationships 13.25

Health, Safety, and Nutrition 23.50 Building Relationships 2.00 Child Growth and Development 32.50

Environment and Curriculum 13.25 Child Observation and Assessment 1.00 Career Pathway Credit (Not For WV STARS Hours) 13.00

Technical Assistance Process 1.00 Professionalism 1.00 Child Growth and Development (2009 CKC) 10.00

Positive Interactions and Relationships (2009 CKC) 11.00 Professionalism (2009 CKC) 11.00 Program Management (2009 CKC) 15.50

Curriculum (2009 CKC) 7.50 Family and Community (2009 CKC) 4.50 Health, Safety, and Nutrition (2009 CKC) 6.00

Child Observation and Assessment (2009 CKC) 1.00

14hr 32m 285.50

- 1** Overview – the top section of the page will show you an overview of your courses. This section will update with search parameters below.
- Completed – The number of credit hours completed.
 - To Do – The number of active trainings to be completed on your Dashboard. Clicking this box **2** will navigate you back to your dashboard.
 - Expired – The number of courses that expired before they could be completed
 - Failed – The number of courses that were not completed.

Search: Quickly find or filter your courses

Search **3**

4 Status Types (+1) Completion Date Certificate Credit Type

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119 results found

Sort by Completion Date Desc **5** View as Report

- 3** Use the search bar to search for words in the title of the course.

Filters:

- Status Types: Filter Passed, Partial, Expired, and Failed course completion statuses.
- 4**
- Completion Date: Generate course completions using a custom date range.
 - Certificate: Filter courses with a certificate, courses without a certificate, or both
 - Credit Type: Search for courses using Core Knowledge and Competencies or Non-STARS hours.
- 5** Sort and Download: Sort your results and download a copy of your search report (transcript) here.

Selecting a course will allow you to view details of the lesson's information, access to any completed self-paced content, handouts, modules, and assessment scores.



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How to Run a Transcript Report

If you needed a copy of your transcript report to share with your director or a licensing specialist, follow the steps below to generate that report. You can select more than one checkbox.

Status Types (+1) ▾	Completion Date (+2) ▾	Certificate (+2) ▾	Credit Type (+8) ▾
Status Types Clear <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Partial <input type="checkbox"/> Failed <input type="checkbox"/> Expired	Completion Date Clear Start Date: 4/4/2019 End Date: 4/4/2022	Certificate Clear <input checked="" type="checkbox"/> Certificate <input checked="" type="checkbox"/> No Certificate <p>Determine if you want to see courses with certificates, without certificates, or both.</p>	Credit Type Clear <input checked="" type="checkbox"/> Non STARS Credit Limit 15 Hours Per Renewal Period <input checked="" type="checkbox"/> Health, Safety, and Nutrition <input checked="" type="checkbox"/> Child Growth and Development <input checked="" type="checkbox"/> Family and Community Relationships <input checked="" type="checkbox"/> Environment and Curriculum <input checked="" type="checkbox"/> Administration and Management <input checked="" type="checkbox"/> Child Observation and Assessment <input type="checkbox"/> Career Pathway Credit (Not For WV STARS Hours) <input checked="" type="checkbox"/> Professionalism and Leadership

Check the course Status Types you wish to see on the report. You can run a report that does not show Partial, Failed or Expired courses.

Determine what date range you want to search.

Choose the credit types you want information about. Leave “Career Pathway Credit (Not For WV STARS Hours)” unchecked [these system hours do not count for WV STARS Credit]

If you want information about a specific credit type for Tier II, only select that credit type.

When you have set the filters to your preferences, select how you want the results sorted – by Course or by Completion Date, then Ascending or Descending. Finally, click “View as Report” to go to the reporting page to view a printable transcript report.

Sort by	Completion Date ▾	Desc ▾

