How To View Your Learning Transcript

Log into the Virtua network with your user name and password; click on the Virtua Learning System link on the VINE home page to be directed to the Virtua Learning System Welcome Page.

- Click the **My Transcript** icon.

- The below screen will appear with **in progress**, **waitlisted**, **withdrawn** and **registered courses**.
- To view **Completed** courses, click the **Active** drop down arrow.

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• Click **Completed.** All completed courses will appear under this tab

![Completed courses screen](image)

You can also remove a course from the **Active**, or **Completed** tab, by adding it to your **Archives**.

• First, find the course you would like to add to your **Archive** and click the course name (screenshot below).

![Excel Intermediate screen](image)

• Click **Move to Archived Transcript**

![Move to Archived Transcript](image)
• Click **Archive**.

![Move Training to Archived Transcript](image)

You have indicated that you would like to archive this training. This will move the training from your Active Transcript into your Archive transcript. The purpose of the Archive Transcript is to store training that the user no longer needs to access. **The act of moving training to the Archive does not remove any responsibility the user may have in completing this training.**

• This course is now added to your Archived.
• To view your **Archived** courses, click the **Active** drop down menu (screenshot below).

![Use the transcript to manage all active training](image)

• Click **Archived**.

![Use the transcript to manage all active training](image)

• Your Archived courses will appear (screenshot above).