

VIEW A TEAM MEMBERS TRANSCRIPT

Using the supervisor role, this tip sheet will guide you through the steps to view the transcript of one of your direct reports.

To View Team Member Transcripts:

1. Log on to the LMS.

NOTE: For instructions about logging on, see the *Log-On Instructions (TS02-L) tip Sheet*.

2. Select the **Team Home** role in the drop-down **Go To** menu.



Figure 1: Go To: Drop Down Menu

Go To:
drop-down
menu

3. From the *Team Home Page*, select the **View Team Transcripts** link.

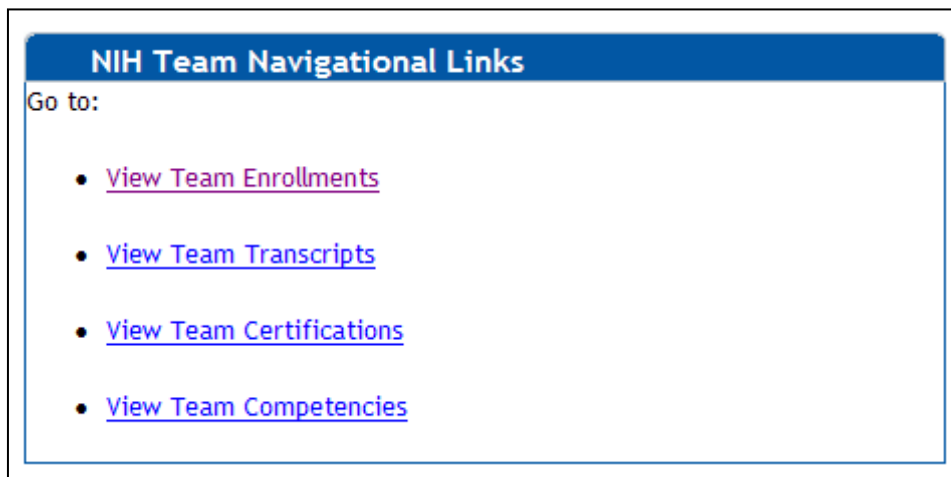


Figure 2: NIH Team Navigational Links portlet

NOTE: The Direct Team is displayed by default. You may select your alternate team from the drop-down menu.

4. Click **View Transcript** at right of the learner's name.

Name	Person Type	Items On Completed Course	Actions
NIH Competency	Other	9	View Completed Courses
NIH DomainSysAdmin	Other	2	View Completed Courses
NIH Learner	Other	69	View Completed Courses
NIH LocalLearningAdmin	Other	2	View Completed Courses
NIH TrainingContentAdmin	Other	1	View Completed Courses

Figure 3: Team Transcripts screen

NOTE: The transcript will automatically show the last 3 months of training by default. To change the **Completion Date After/Before** dates and then click **Search** to view training history for a specific date range.

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov.

