


View & Download Transcript from Workday Learning

How to locate & download your transcript from Workday Learning.


1 From OKTA, click Workday.

Beth
Maricopa County


Sort




Microsoft Office
365 Mail




Office 365
Microsoft Office
365 Office Portal




WELLNESS
WORKS
Wellness Portal




Microsoft Office
365 Teams



workday
Workday

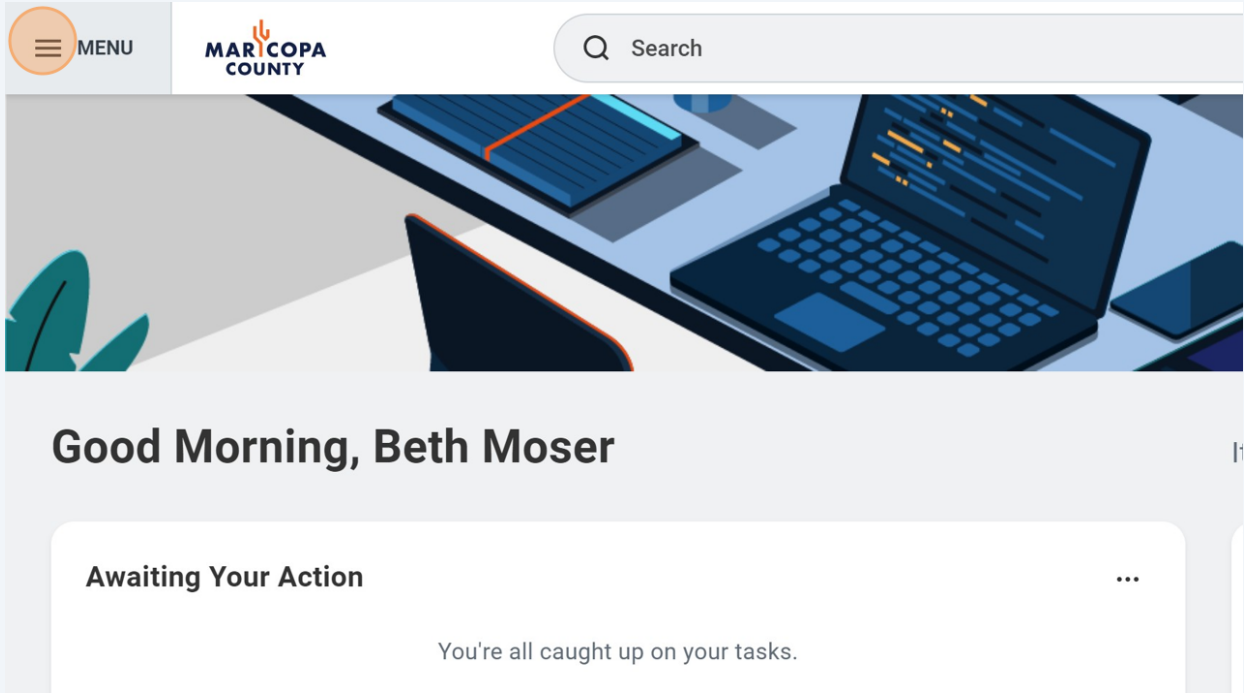


dti Support
Center
DTI Support Center

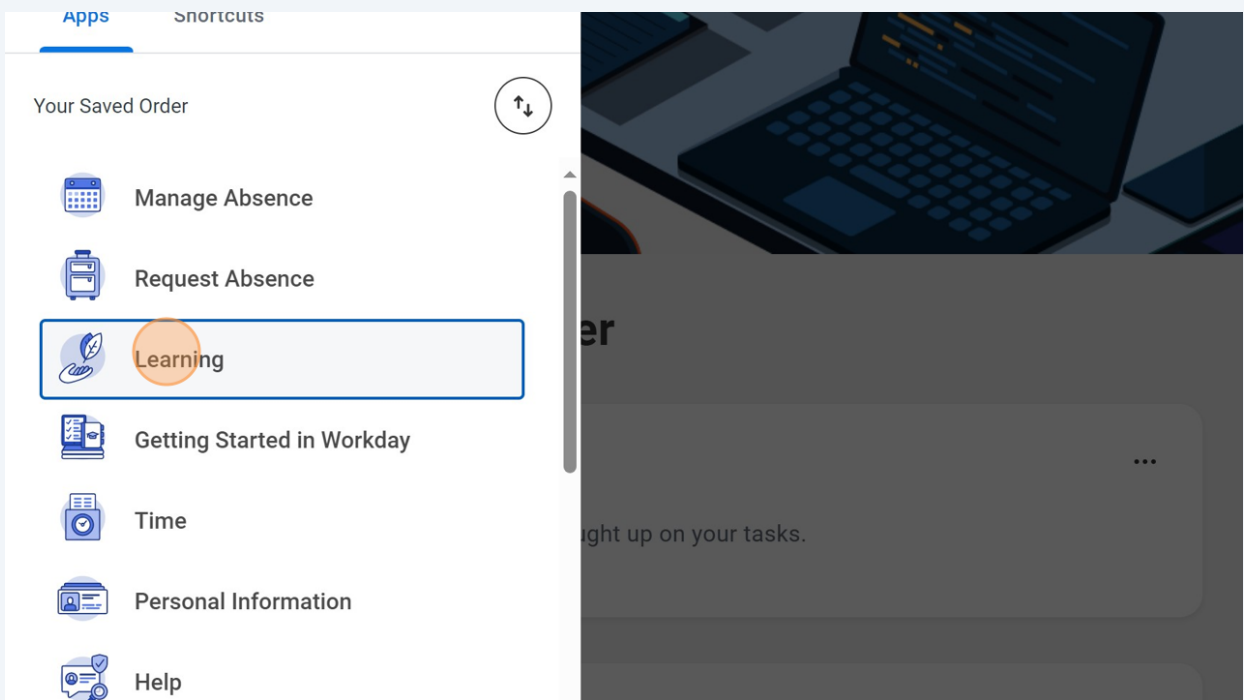


COSC HUB

2 Click the Menu to navigate to Workday Learning.



3 Select "Learning"



4 Select "My Transcript" from the menu.

The screenshot shows a navigation menu on the left with the following items: "My Learning", "Discover", "Links", "Waitlisted Learning", "My Transcript" (highlighted with a blue border and an orange circle), "Learner Schedule Calendar", and "Upcoming Course Offerings". The main content area is titled "Continue Learning" and features a course card for "PDV017194HRBZ - 8 Keys to a More Respectful...". The card includes a clock image with the text "time for change", a "NOT STARTED" status, and a duration of "55 minutes". To the right, a partial view of another course titled "ACCOUNTABILITY" is visible.

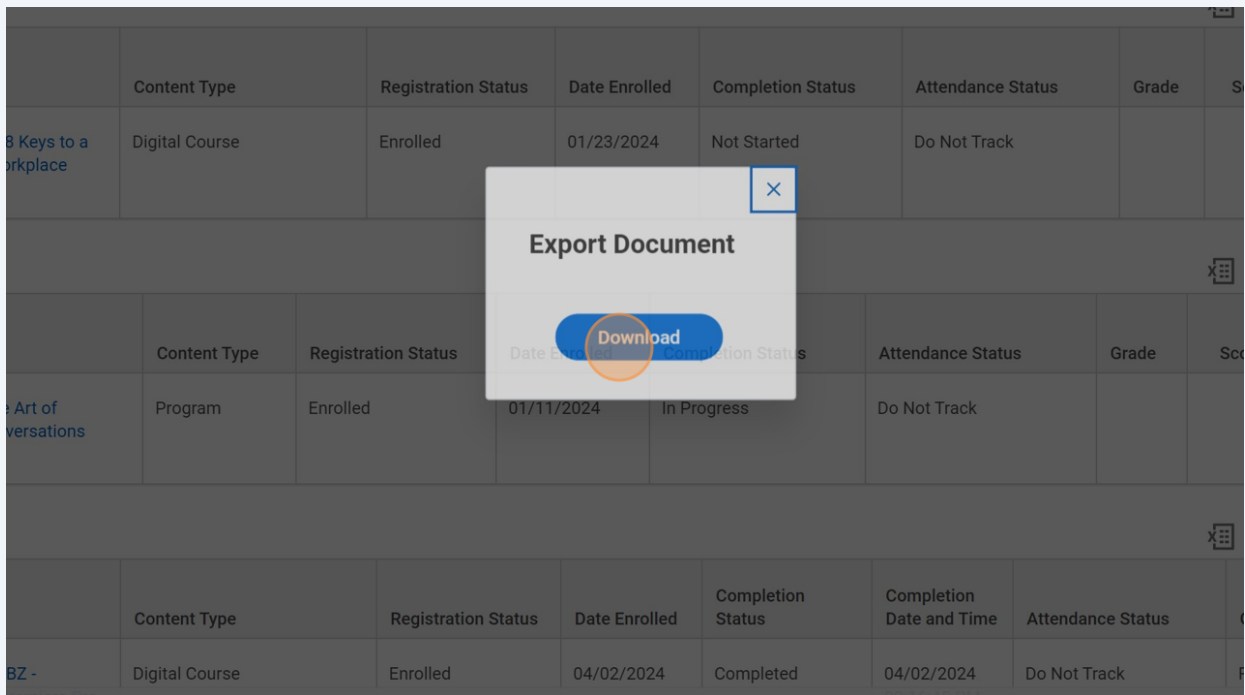
5 Here you are viewing your Workday Learning transcript. Click here to download it as a PDF.

The screenshot displays a transcript table with the following columns: "Registration Status", "Date Enrolled", "Completion Status", "Attendance Status", "Grade", "Score", and "Record Type". The table contains two rows of data:

Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Enrolled	01/23/2024	Not Started	Do Not Track		0	Enrollment
Enrolled	01/11/2024	In Progress	Do Not Track		0	Enrollment

The interface includes a search bar at the top left, a user profile icon at the top right, and a PDF download icon in the top right corner of the table area.

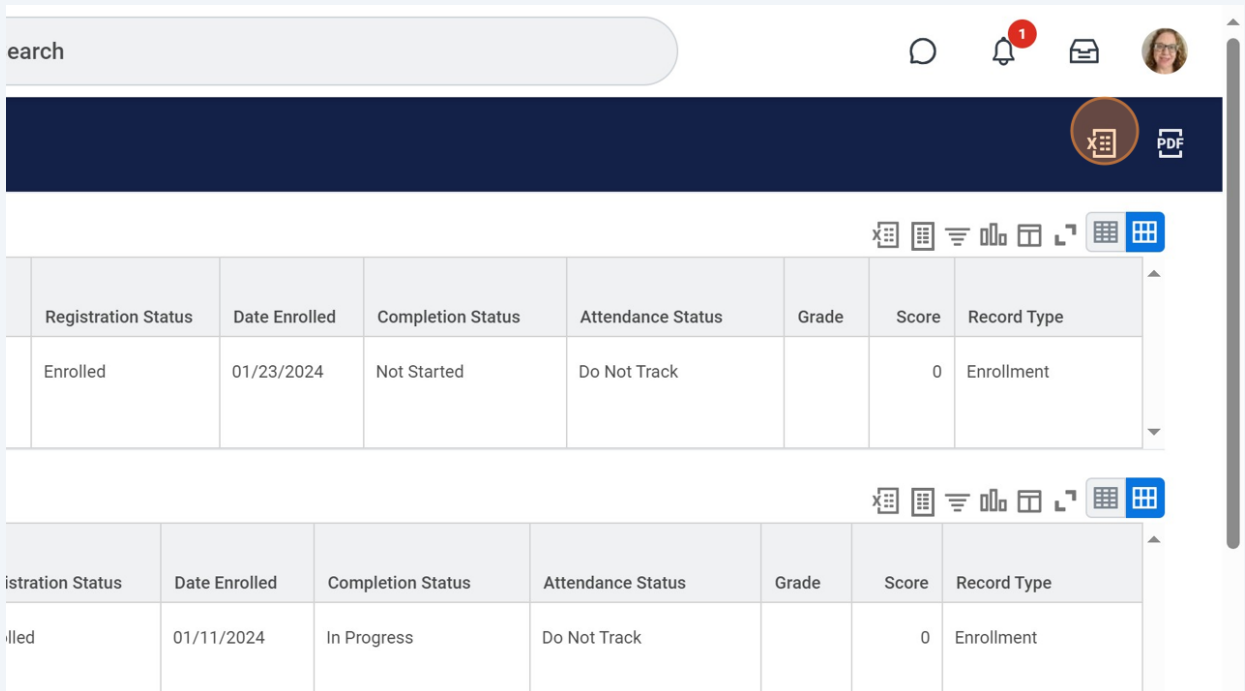
6 Click "Download" to save the file.



The screenshot shows a table with columns: Content Type, Registration Status, Date Enrolled, Completion Status, Attendance Status, and Grade. An 'Export Document' dialog box is overlaid on the table, containing a 'Download' button. The dialog box also has a close button (X) in the top right corner.

Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade
Digital Course	Enrolled	01/23/2024	Not Started	Do Not Track	
Program	Enrolled	01/11/2024	In Progress	Do Not Track	
Digital Course	Enrolled	04/02/2024	Completed	04/02/2024	Do Not Track

7 If you want to export it to Excel, click the Excel icon.



The screenshot shows a user interface with a search bar, notification icons, and a table. The table has columns: Registration Status, Date Enrolled, Completion Status, Attendance Status, Grade, Score, and Record Type. The Excel icon is highlighted with a blue circle.

Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Enrolled	01/23/2024	Not Started	Do Not Track		0	Enrollment
Enrolled	01/11/2024	In Progress	Do Not Track		0	Enrollment

8

Click "Download" to save the file.

The screenshot shows a table with columns: Content Type, Registration Status, Date Enrolled, Completion Status, Attendance Status, Grade, and Score. The table is partially obscured by a white dialog box titled "Export Document" with a close button (X) in the top right corner. Inside the dialog box, a blue button labeled "Download" is highlighted with an orange circle. The table data includes rows for "Keys to a Workplace", "Art of Conversations", and "Z -".

	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score
Keys to a Workplace	Digital Course	Enrolled	01/23/2024	Not Started	Do Not Track		
Art of Conversations	Program	Enrolled			Do Not Track		
Z -	Digital Course	Enrolled	04/02/2024	Completed	04/02/2024	Do Not Track	