

# How to Run a Transcript Report

First login to your Cornerstone home page from your employee portal.

Then hover above **Learning** and click **View your Transcript**

(See the slides below)

On Saturday, [redacted] will be briefly unavailable due to a software update.

Welcome, [redacted] Management Center, [redacted]

Manage [redacted]

Learning Search

Events Calendar

Corrective Action (SSA)

Personnel Action Form

Job Description Template

Separation Checklist

Exit Interview Questionnaire

Employee Toolkit

I 9 Form

W4 Federal

W4 Michigan State

Opt Out Emergency Communication Form

HFC Tuition Waiver Form

HFC Direct Deposit Form

**Your Assigned Training**

Title	Due Date	Action
FMLA Policy Presentation II	None	Add
State of the College PowerPoint Presentation	None	Open Curriculum

**Your Action Items (Up to 8 Action Items are displayed at a time)**

No Pending Actions

**HR News**

[Employee News](#)

**HR Information**

The following links have been moved from the HR website:  
 Welcome to your one-stop HR shop!

[Employee Groups: Contracts, Benefits, etc.](#)

[Board Policies](#)

[Faculty and Staff Directory](#)

[Organization Chart](#)

[Holiday Schedule](#)

[SSA Community Service Report](#)

[FAMILIES FIRST CORONAVIRUS RESPONSE ACT \(FFCRA\)](#)

[Paid Medical Leave Act](#)

[HSA Enrollment/Change Form](#)

[Michigan's Auto No-Fault Insurance Law - New Info](#)

[Michigan's Auto No-Fault Insurance Law - Reform](#)

[Michigan's Auto No-Fault Insurance Law - BCBSM FAQ](#)

On Saturday, January 30, 2021 from 12:00 AM EST to 2:00 AM EST, your portal will be briefly unavailable due to a software update.

Transcript: [Redacted]

Use the transcript to manage all active training.

1 HRS  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING  
12/31/2021

COST  
\$.00

Active By Due Date All Types

Search for training

Search Results (1)

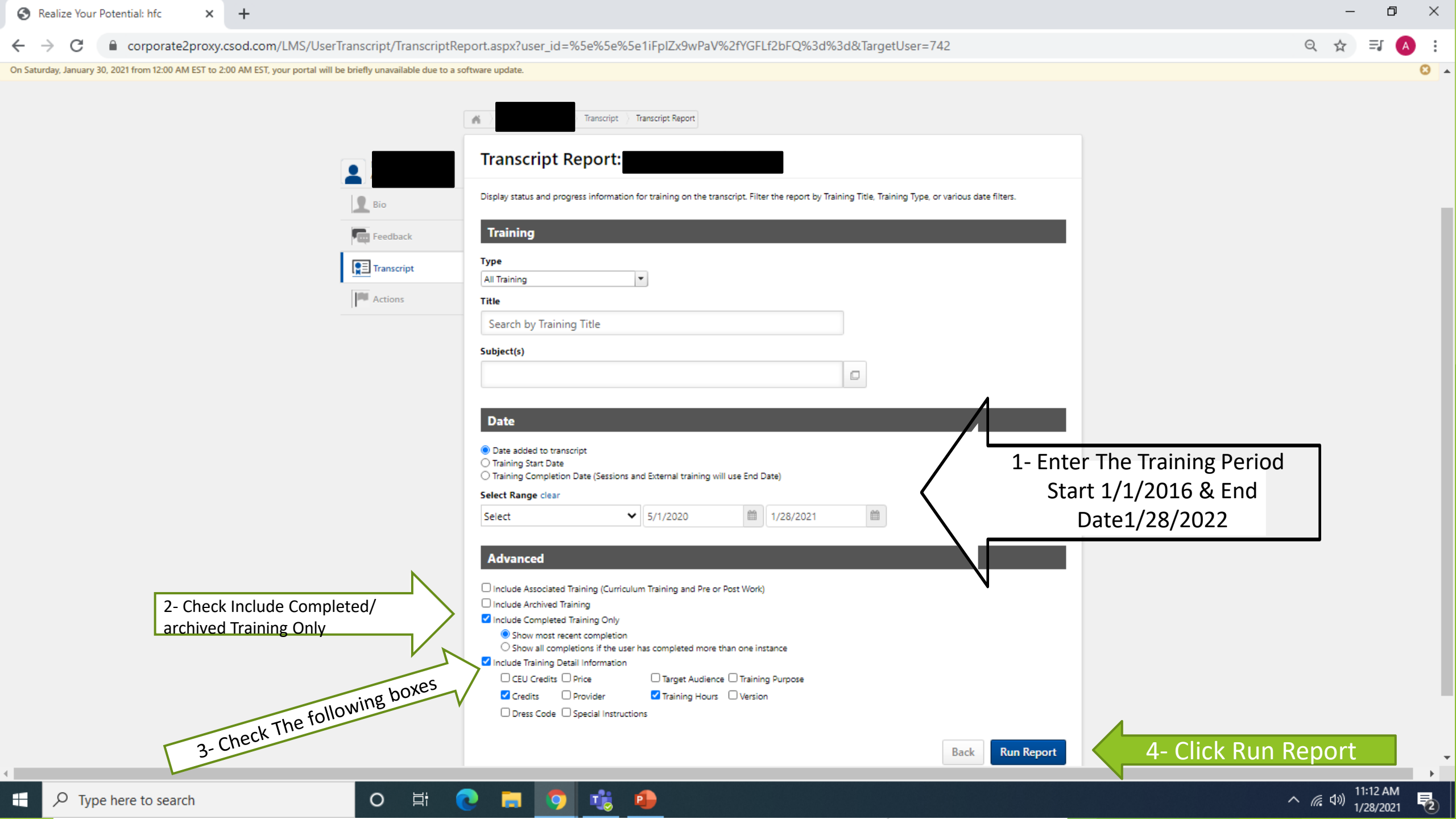
State of the College PowerPoint Presentation  
Due: No Due Date Status: In Progress

Open Curriculum

Click Options (...)

- Add External Training
- Export to PDF
- Print Transcript
- Run Transcript Report

Click Run Transcript Report



On Saturday, January 30, 2021 from 12:00 AM EST to 2:00 AM EST, your portal will be briefly unavailable due to a software update.

### Transcript Report: [Redacted]

Display status and progress information for training on the transcript. Filter the report by Training Title, Training Type, or various date filters.

#### Training

Type  
All Training

Title  
Search by Training Title

Subject(s)

#### Date

- Date added to transcript
- Training Start Date
- Training Completion Date (Sessions and External training will use End Date)

Select Range clear  
Select 5/1/2020 1/28/2022

#### Advanced

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
  - Show most recent completion
  - Show all completions if the user has completed more than one instance
- Include Training Detail Information
  - CEU Credits  Price  Target Audience  Training Purpose
  - Credits  Provider  Training Hours  Version
  - Dress Code  Special Instructions

Back Run Report

1- Enter The Training Period Start 1/1/2016 & End Date 1/28/2022

2- Check Include Completed/archived Training Only

3- Check The following boxes

4- Click Run Report

Transcript > Transcript Report

### Transcript Report: [Redacted]

Display status and progress information for training on the transcript. Filter the report by Training Title, Training Type, or various date filters.

#### Training

**Type**  
 All Training

**Title**  
 Search by Training Title

**Subject(s)**

#### Date

Date added to transcript  
 Training Start Date  
 Training Completion Date (Sessions and External training will use End Date)

Select Range [clear](#)

Select 5/1/2020 1/28/2021

#### Advanced

Include Associated Training (Curriculum Training and Pre or Post Work)  
 Include Archived Training  
 Include Completed Training Only
 

- Show most recent completion
- Show all completions if the user has completed more than one instance

 Include Training Detail Information
 

- CEU Credits  Price  Target Audience  Training Purpose
- Credits  Provider  Training Hours  Version
- Press Code  Special Instructions

Open the Excel Report

File Home Insert Page Layout Formulas Data Review View Help

Clipboard: Paste, Cut, Copy, Format Painter

Font: Bold, Italic, Underline, Font Color, Background Color

Alignment: Wrap Text, Merge & Center, Text Alignment, Orientation

Number: Currency, Percentage, Thousand Separator, Decimal Places


Styles: Conditional Formatting, Format as Table, Cell Styles


Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Sensitivity: Sensitivity

Microsoft Excel

 The file format and extension of 'Cornerstone\_Transcript\_Report\_11\_22\_41\_AM.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

**Click Yes** 

Yes No Help

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Ideas Sensitivity

Calibri 13.5 A A Wrap Text Merge & Center General

Conditional Formatting Format as Table Cell Styles Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select

A1 Transcript Report

Training Type: Cohort, Curriculum, Event, External Training, Library, Material, Online Class, Posting, Quick Course, Session, Test, Online Content

Training Title:

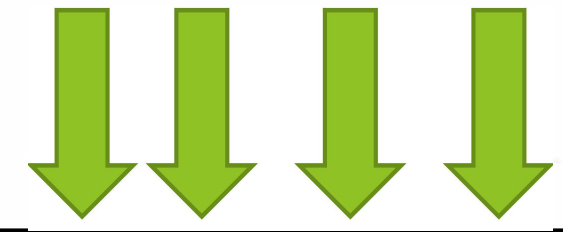
Subject(s):

Archived Training Include: No

Completed Training Only: Yes, Show only most recent instance of completion

Report Generated By: [REDACTED]

Report Date: 1/26/2021



TITLE	TYPE	REGISTERED	START DATE	END DATE	DUE DATE	TRAINING HOURS	CREDIT	SCORE	STATUS	COMPLETION DATE
Active Shooter 2.0 - Replacement Available	Online Class	12/19/2020	N/A	N/A	N/A	0.25	1	100	Completed	12/19/2020
Hot Work Permits (Update Available)	Online Class	12/19/2020	N/A	N/A	N/A	0.5	0	44	Completed	12/19/2020
Project Management Fundamentals	Online Class	12/19/2020	N/A	N/A	N/A	2	8	63	Completed	12/19/2020
Cold Stress (Update Available)	Online Class	12/19/2020	N/A	N/A	N/A	0.5	2	74	Completed	12/19/2020
Listening Essentials: The Basics of Listening	Online Class	12/19/2020	N/A	N/A	N/A	1	4	44	Completed	12/19/2020
Confined Spaces (Update Available)	Online Class	12/19/2020	N/A	N/A	N/A	0.82	3	89	Completed	12/19/2020
Back Safety and Injury Prevention (Update Available)	Online Class	12/18/2020	N/A	N/A	N/A	0.52	1	71	Completed	12/18/2020
DOT: Reasonable Suspicion (Drug and Alcohol Awareness)	Online Class	12/17/2020	N/A	N/A	N/A	2.15	0	81	Completed	12/17/2020
Decision Making: The Fundamentals	Online Class	12/16/2020	N/A	N/A	N/A	1	4	64	Completed	12/16/2020
Interpersonal Communication: Communicating with Confidence	Online Class	12/16/2020	N/A	N/A	N/A	1	4	81	Completed	12/16/2020
Distracted Driving (Update Available)	Online Class	12/15/2020	N/A	N/A	N/A	0.5	0	86	Completed	12/15/2020
Leadership Essentials: Building Your Influence as a Leader	Online Class	12/15/2020	N/A	N/A	N/A	1	4	53	Completed	12/15/2020
Receiving Feedback and Criticism	Online Class	12/14/2020	N/A	N/A	N/A	1	4	60	Completed	12/14/2020
						12.23	35			

Don't forget to save your transcript report