

How to Check Your Transcript

Log in to the **SumTotal LMS** > Click on **Self** at the top left of the screen > then click on **Reporting** > then click on **Transcript**

The screenshot shows the SumTotal LMS interface. At the top, there are navigation tabs for 'SELF', 'MY TEAM', and 'ADMINISTRATION'. A dropdown menu is open under 'SELF', showing options like 'Dashboards', 'Learner Dashboard', 'Learning', 'Development', and 'Reporting'. The 'Reporting' option is circled in yellow, and an arrow points to the 'Training Transcript' option within its sub-menu. Below the navigation, there are buttons for 'PRINT' and 'EXPORT TO PDF'. The main content area displays user information for 'LISA' and a table of activities.

SELF ^ MY TEAM v ADMINISTRATION v

Learning Search

Home Timeline Library Learner Dashboard

Menu Quick Find Search

Dashboards > Advanced Reporting

Learner Dashboard > Training Transcript

Learning > Reporting Workspace

Development >

Reporting >

PRINT EXPORT TO PDF

List of completed activities from 7/28/2020 to 7/28/2021

Username:
51570174

User number:
51570174

Primary organization:
Environmental Health & Safety

Manager:
Andrew J Roberts

E-mail:
lisa.berlin@umaryland.edu

Primary domain:
Office of Administration & Finance

Primary job:
Specialist, Training

Activity	Start Date	Completion Date	Expiration Date	Score	Grade
Document: LMS Quick Guide to Getting Started	3/20/2020	7/8/2021			
Course: UMB EHS Radiation Safety Annual Refresher Training	6/3/2021	6/3/2021	6/3/2022	80	

https://umb.sumtotal.host/icoe/c/pillarRedirect?relyingParty=LMS&url=https%3A%2F%2FUMB.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS_LearnerReports.aspx%3FUserMode%3D0%26Mode%3D1...