



## How to generate laser safety course transcript? A guide for staff

1. In Workday, go to Learning and under My Learning select View Learning Transcript

The screenshot shows the Workday Learning interface. On the left is a navigation menu with 'Learning' at the top, followed by 'Learning Home', 'My Learning' (highlighted in blue), 'Discover', and 'Links'. The main content area is titled 'My Learning' and contains a card with a list icon, the text 'View Your Learning History', a subtext 'Access your learning transcript to view a record of your learning history', and a blue button labeled 'View Learning Transcript' with a right-pointing arrow.

2. Find the respective course in your learning history and click on the magnifying glass symbol to open details

Learning History 44 items

	Name	Version	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date
	Working With Non-ionising Radiation		Digital Course	Enrolled	08/08/2022	Completed	08/08/2022 03:42:20 PM	08/08/2025

3. You should see something like this:

The screenshot shows the 'View Learning Enrollment' interface. At the top, a blue header contains the title 'View Learning Enrollment' and a PDF icon. Below the header, a list of details is displayed:

- Learning Content: Working With Non-ionising Radiation
- Person: Dr Radek Machan
- Organization: SCELSE Imaging (Prof Peter Torok)
- Completion Status: Completed
- Learning Enrollment Completion Moment: 08/08/2022 03:42:20 PM
- Overall Score: 100
- Overall Grade: Passed
- Expiration Date: 08/08/2025

The 'Expiration Date' field is highlighted with a yellow box. Below the details, there are three tabs: 'Course Tracking', 'Lesson Interaction Tracking', and 'Business Process History'. The 'Course Tracking' tab is active, showing a table with one item. The table has columns for Lesson, Tracking Status, Score, Lesson Grade, and Completion Date and Time.

Lesson	Tracking Status	Score	Lesson Grade	Completion Date and Time
Working With Non-ionising Radiation	Completed	100	Passed	08/08/2022 03:42:20 PM

4. Generate PDF and send to us

Note the expiry date of the course – your usage rights expiry will be set accordingly!