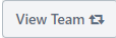# Reviewing Your Employee's Transcripts

It is easy to view your direct reports and their associated training transcripts within MyCareer@PCC. This allows you to check the status of training completions.

Navigate to the View Team Flyout

1. From any screen within MyCareer@PCC, click on the Show Navigation Menu icon (☰) in the upper right corner of the screen to reveal the Navigation Menu. Click on your name or position to view your Universal Profile.
2. In the upper right corner of your profile, click the **View Team** button (View Team ⇄) to open the View Team fly-out. The fly-out will display a list of your direct reports along with their job title.

> **Note:** Your direct reports that have employees reporting to them will have a gray chevron (❯) next to their name. Click the gray chevron to see the direct reports of that individual.
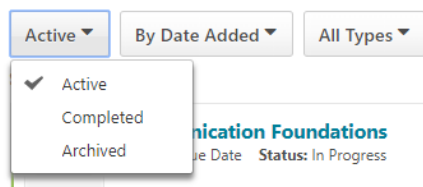
Review a Direct Report's Transcript

1. Click the name of the direct report whose transcript you would like to review. This will take you to the Universal Profile for your direct report.
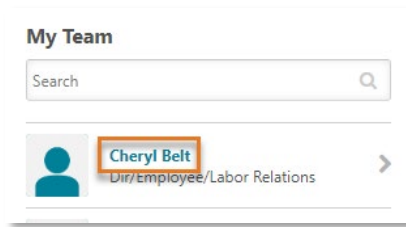
2. From your direct report's Universal Profile, select the **Transcript** tab at the top of the page.
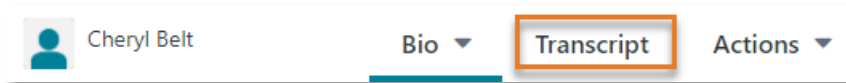
3. Use the dropdown menu to see Completed and/or Archived items

> **Note:** Active trainings are in-person sessions for which you are registered but have yet to occur or virtual trainings that are currently in progress.

4. If you would like to see additional details about an entry, such as the status of individual items within a curriculum, click the down chevron button (▼) next to the entry you would like to review and select "View Training Details" from the list to open the Training Details page.

The Training Details Page

The Training Details page displays basic information about the training (provider, description, due date) at the top of the page.

Training Details

Training Type: Curriculum
Provider: PCC - HR
Version: 10.0
Training Hours: 0 Hours 49 Min
Description: This course contains vital information, training and resources to help you navigate your new role at Portland Community College.
Status: In Progress
Training Purpose:
Due Date: None
Expiration Date:

Next, you will see the Training Progress for the item in question. The most common statuses are:

Approved	Training was approved by the approver. This status is accompanied by the Register option. For approved events, the Select Session option appears
Registered	Training has been added to their transcript (either via a request or assignment), and no further actions are required prior to taking the training.
Pending Prior Training	Training that requires prerequisite training that the user has not yet completed.
In Progress	Training item is currently in progress. If the training is a curriculum, this appears once any included training items is registered. Instructor-led sessions display this status after the roster has been submitted if the user has not completed the required pre/post work.
Completed	Training is complete and all required evaluations and acknowledgments are submitted
Withdrawn	User withdrew or was withdrawn from an ILT session or external training item
Past Due	Due date has passed and the training is not completed.

If this is a curriculum, each learning object within the curriculum will be displayed along with it's status. You can view the Training Details page of any item within the curriculum by clicking the View Details icon (🔍📋).

At the bottom of the page you, you can view the Assignment and Version History and the Transcript History by clicking the chevron (▽) associated with each section.