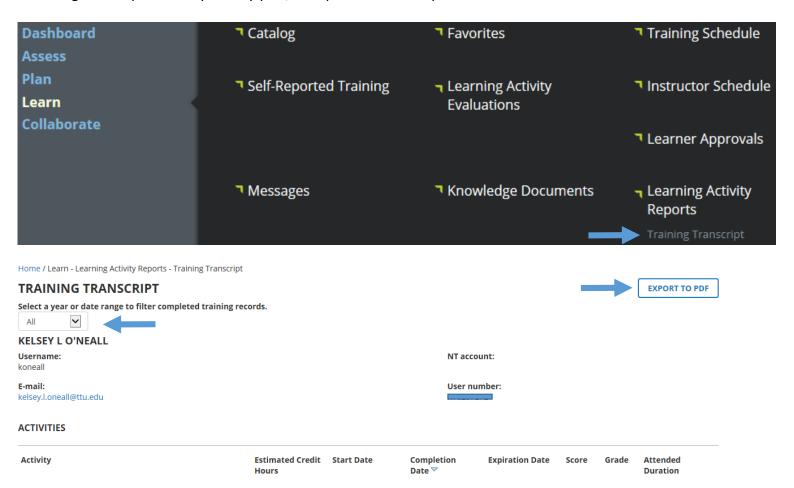


## SumTotal Transcript Guide



## Learner

To access your transcript, hover over the Learner tab, over the Learn section, and under Learning Activity Reports is Training transcript. You may sort by year, or export the transcript to a PDF.





## Learner

To access the completion diploma for an activity, select the name of the activity. Select the start drop down, select diploma and then select Export to PDF. Users who are in Internet Explorer will need to be sure to export the certificate to PDF so the text will appear centered.

