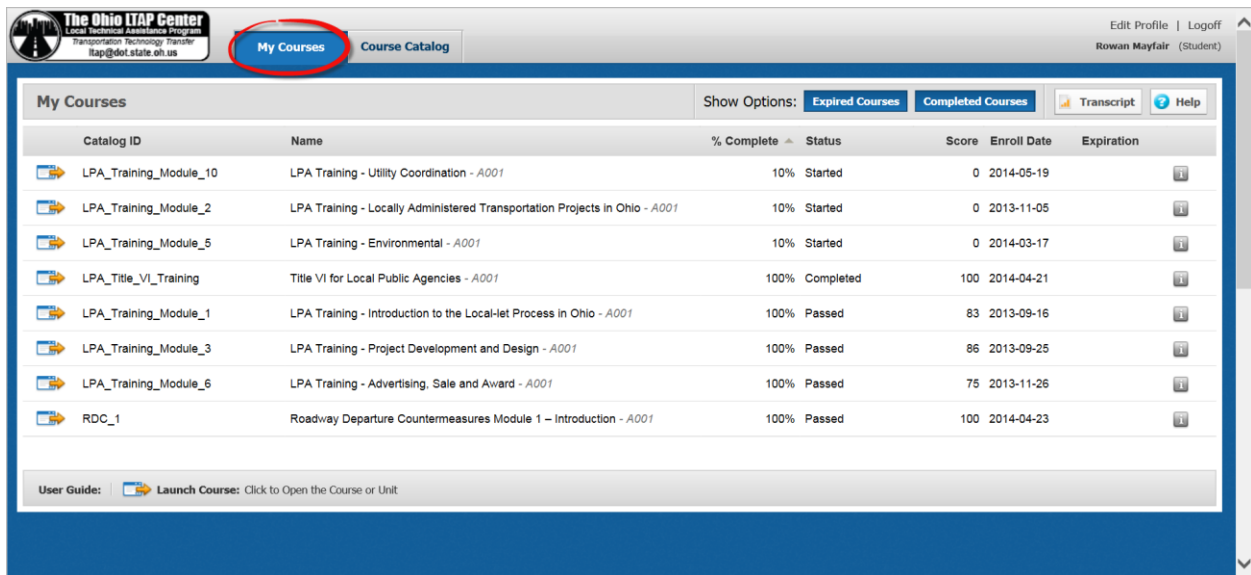


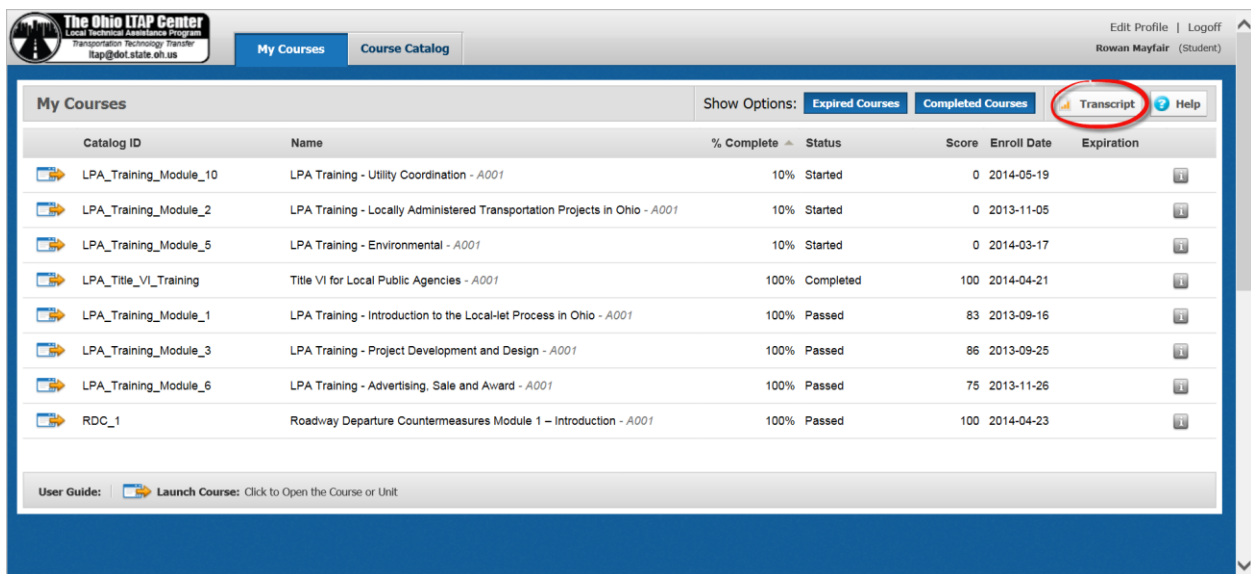
How to view your complete transcript in Coursemill

This step-by-step guide explains how to view all courses which a student has completed or has in process in the Ohio LTAP Coursemill eLearning program via a Transcript Report.

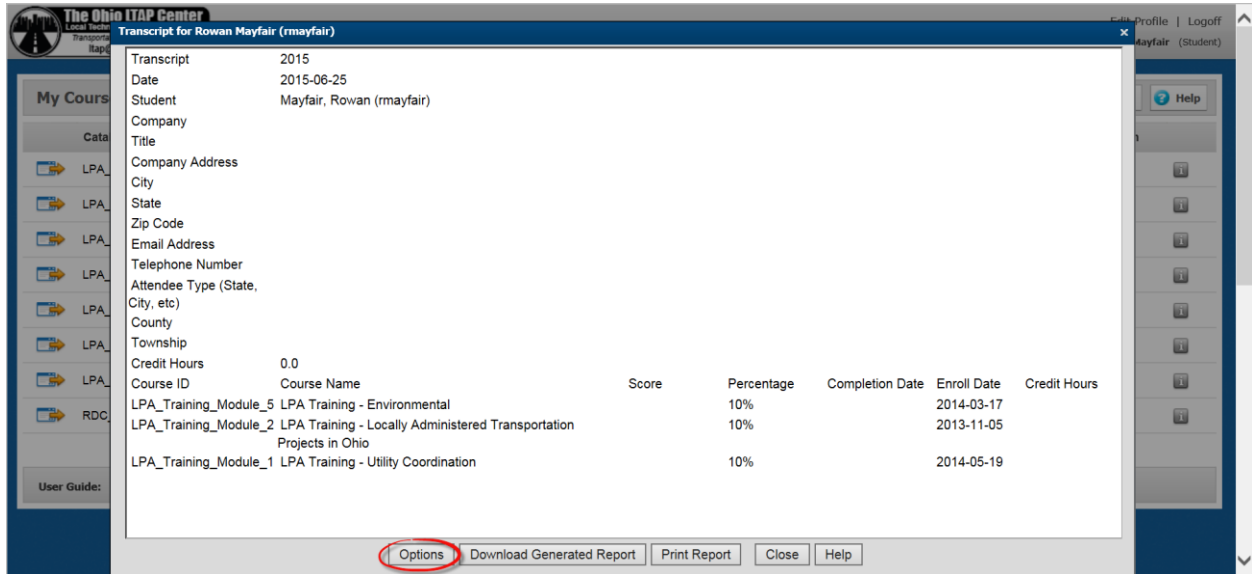
1. Once you have logged into Coursemill, please click on the "My Courses" tab. (Shown in the red circle below.)



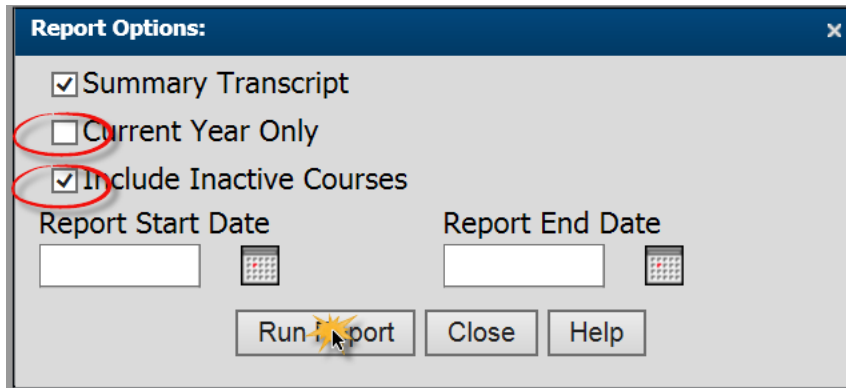
2. Then click on the "Transcript" button in the upper right hand corner of the screen. (Shown in the red circle below.)



- When the transcript box opens, click on the "Options" button at the bottom of the screen.



- The Report Options box will open. Change two options in this box as follows:
 - Uncheck "Current Year Only"
 - Check "Include Inactive Courses"Then click the "Run Report" button at the bottom of this box



- The new report displayed will then show ALL of the courses a student currently has in progress or has completed. If the list is long, the student can use the scroll bar on the right hand side of the report to scroll down and view the entire list. The student can also use the "Print Report" button at the bottom of the screen to print the entire Transcript report.

Transcript for Rowan Mayfair (rmayfair)

Transcript 2013-2015
 Date 2015-06-25
 Student Mayfair, Rowan (rmayfair)
 Company
 Title
 Company Address
 City
 State
 Zip Code
 Email Address vfavey@yahoo.com
 Telephone Number
 Attendee Type (State, City, etc)
 County
 Township
 Credit Hours 4.0

| Course ID | Course Name | Score | Percentage | Completion Date | Enroll Date | Credit Hours |
|-----------------------|---|-------|------------|-----------------|-------------|--------------|
| OES_Sections_4f_Te | OES Sections 4(f) / 6(f) Test | 96 | 100% | 2015-03-05 | 2015-03-05 | |
| OES_Section_106_Test | OES Section 106 Test | 96 | 100% | 2015-03-05 | 2015-03-05 | |
| ODOT_PMTP_Purpose_ | ODOT Project Management Training Program Purpose and Need Post Test | 100 | 100% | 2014-04-29 | 2014-04-29 | |
| RDC_1 | Roadway Departure Countermeasures Module 1 – Introduction | 100 | 100% | 2014-04-23 | 2014-04-23 | |
| LPA_Title_VI_Training | Title VI for Local Public Agencies | 100 | 100% | 2014-04-23 | 2014-04-21 | 1.0 |

Options Download Generated Report **Print Report** Close Help

We hope this step-by-step guide has been helpful. If you have questions regarding the Coursemill system or would like to recommend other step-by-step guides, please contact the Ohio LTAP Center at ltap@dot.state.oh.us or call 1-877-800-0031.