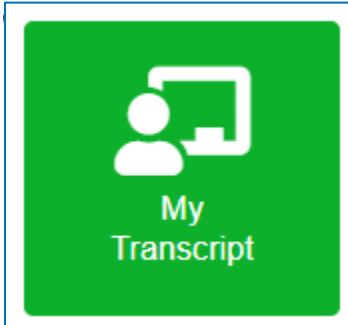


Run a Transcript Report

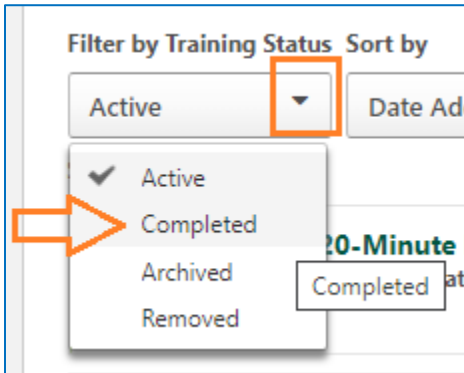
To check your hours, run a transcript report

1. Go to inside.cod.edu > Work Tools > Cornerstone

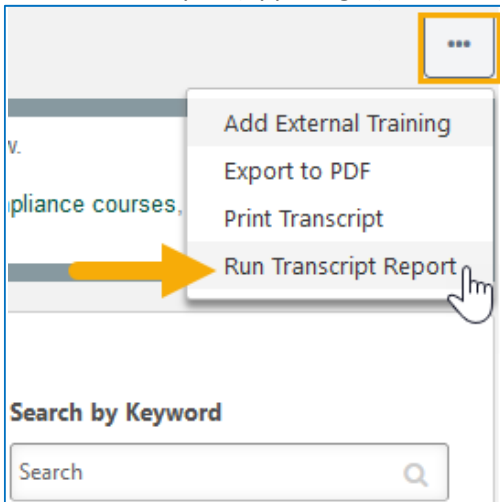
2.



3. Change the Active button to *Completed*



4. Click on the ellipsis (upper right) and select *Run Transcript Report*



5. Training: Change the training type from All Training to *Session*

Training

Type

Session

- All Training
- Cohort
- Curriculum
- Event
- External Training
- Library
- Material
- Online Class
- Online Content
- Posting
- Quick Course
- Session

Training Start Date

Training Completion Date (Sessions and External Training)

6. Date: Select *Training Completion Date (Sessions and External training will use End Date)* and enter the date range.

Training Completion Date (Sessions and External training will use End Date)

Select Range clear

Select ▼ 6/1/2022 6/30/2023

Note: *Date range may differ each year.* Please ask your supervisor for exact dates.

7. Advanced: Select *Show all completions if the user has completed more than one instance*

8. Click Run Report

Back Run Report

9. All completed training scores will be visible.

Actual Score					
DUE DATE	SCORE	STATUS	COMPLETION DATE	FACULTY PD	MAX SCORE
N/A	240	Completed	11/11/2022		240