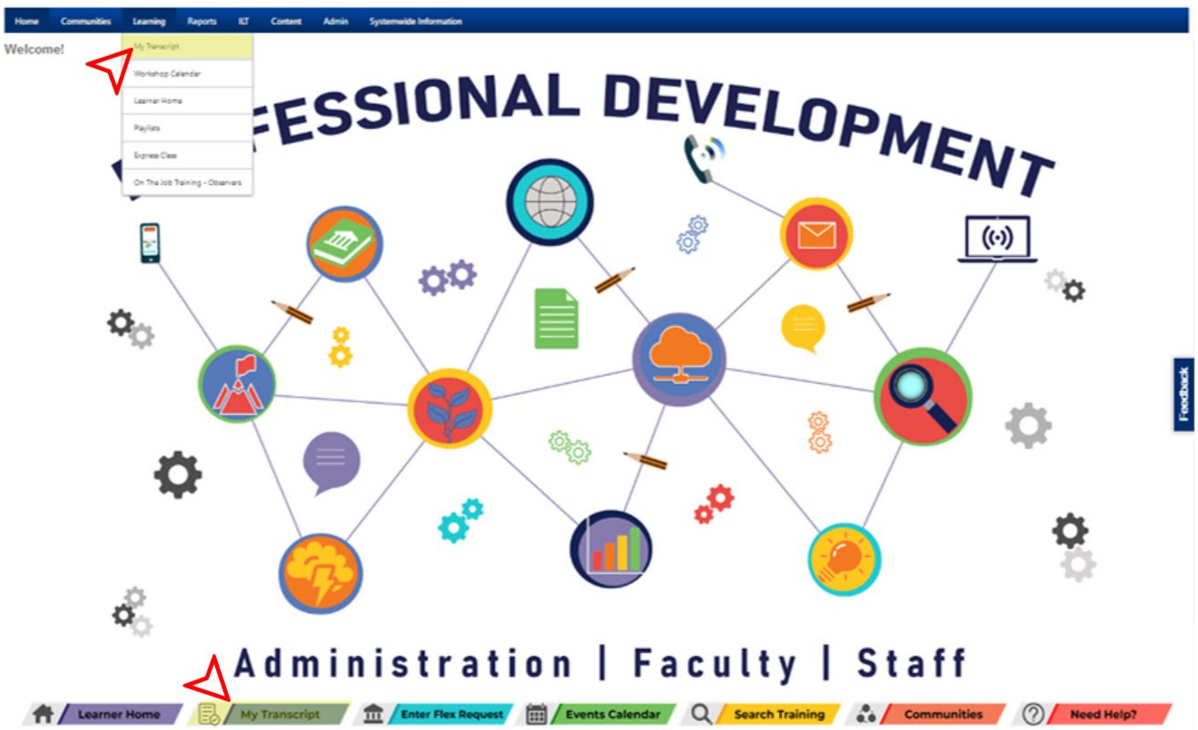
FAQ: How to make sure I got credit for a session?

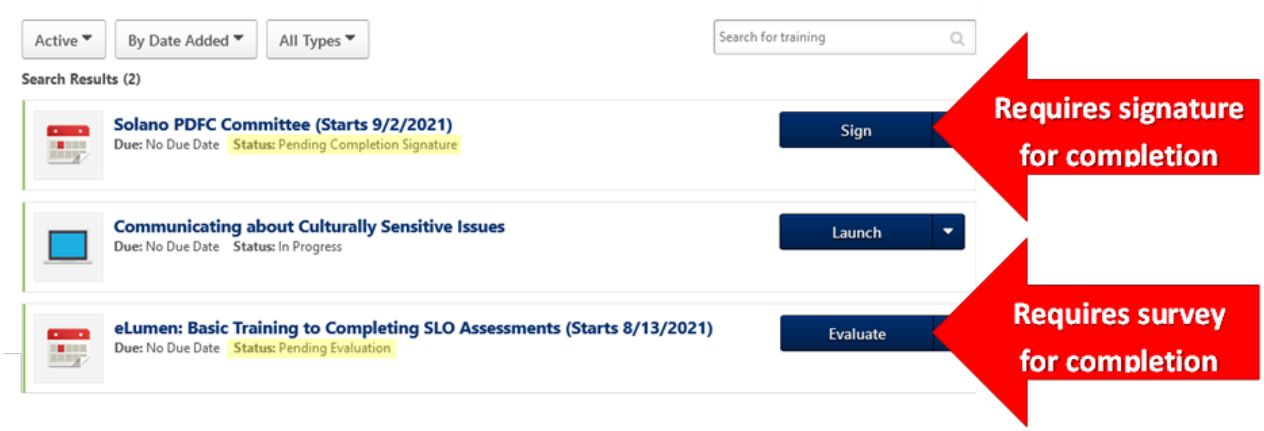
The Professional Development System tracks and reports all professional development for all Solano employees. The **Transcript** lists all Active, Completed, and Archived trainings and the **Dashboard** provides a report of all completed trainings.

My Transcript

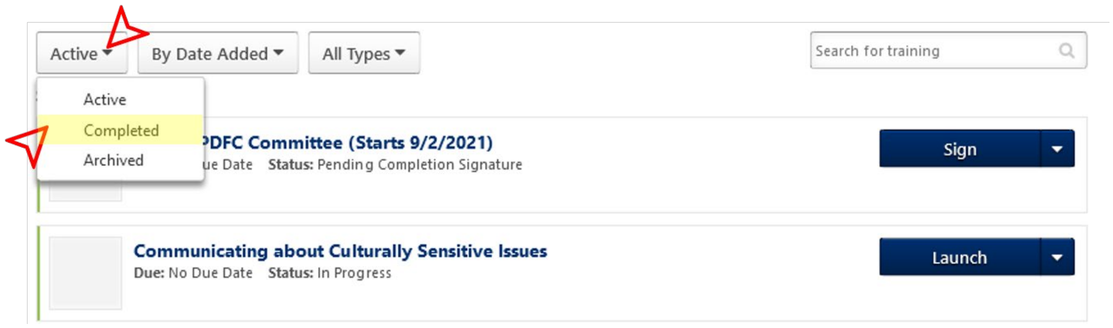
1. Once in the Professional Development system, view your transcript by clicking on **My Transcript** quick link or hovering over **Learning** menu and selecting **My Transcript**:



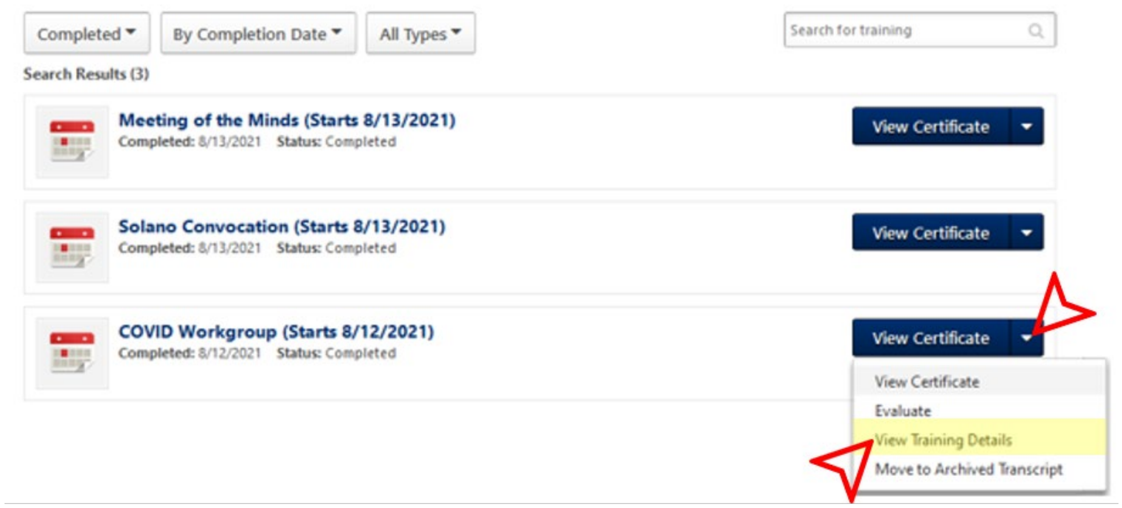
2. The default view is the **Active** transcript which includes all upcoming, pending, or in-progress activities:



3. A training is considered **Completed** after the presenter (or "instructor") marks attendance for the session. Some sessions may also require a survey (**Evaluate**) or signature (**Sign**) to be considered complete. To view all finished activities, click on the arrow (▼), then select **Completed**:



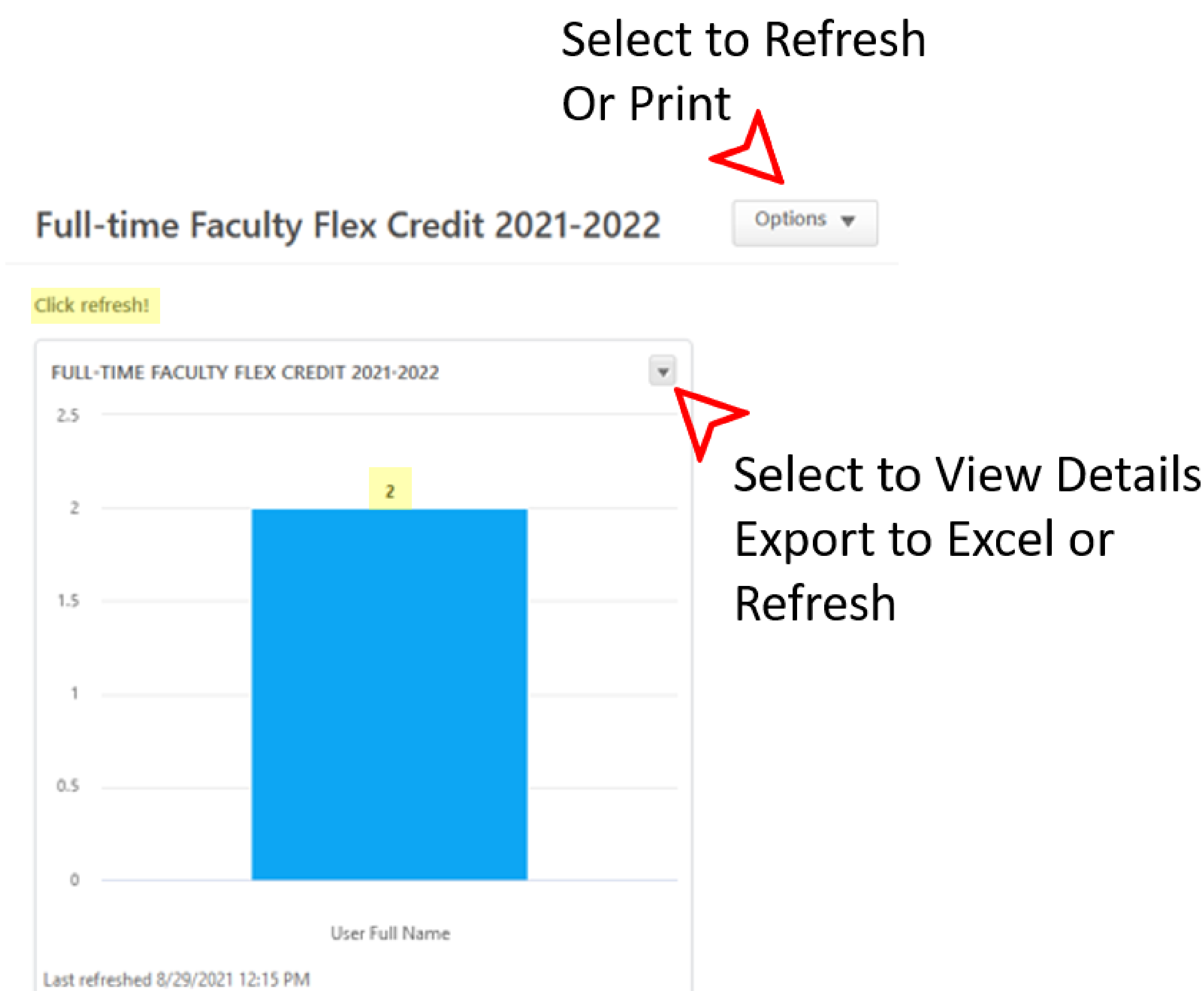
4. The **Completed** transcript lists all trainings finished with all required evaluations and/or signatures for the past three (3) years. To review information about a completed training, click on the arrow (▼), then select **View Training Details**:



Dashboards

1. The Dashboards include reports on the total hours completed for a semester (part-time faculty) or academic year (full-time faculty, staff, management). Hover over the **Reports** menu in the main navigation bar and select **Dashboards**:

2. **Be sure to click the refresh button to view the most recent information!** The **Dashboard** report shows the completed hours for the current semester (part-time faculty) or academic year (full-time faculty, staff, management):



Thank you for supporting

Solano Professional Development!