

Finding Training Transcripts for Your Employees

Transcripts in Carolina Talent

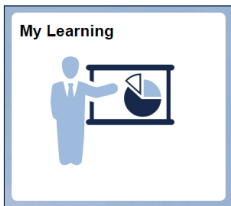
Who can see training transcripts? Employees can see their own training transcript, and supervisors can see the transcripts of their direct and indirect reports.

What's included on a transcript? Training transcripts show all training taken through the Office of Human Resources since 1991, except for sensitive classes such as "Planning for Parental Leave." All training signed up for or launched in Carolina Talent shows up on training transcripts, including LinkedIn Learning that you launch through Carolina Talent.

We recommend watching a series of short introductory videos to become familiar with the basics of how to use Carolina Talent. You'll find them in your assigned training in Carolina Talent.

Finding Transcripts Through the Org Chart

1. Sign into ConnectCarolina, and from the Self Service homepage click the **My Learning** tile.



Result: Carolina Talent displays your Learner Home page.

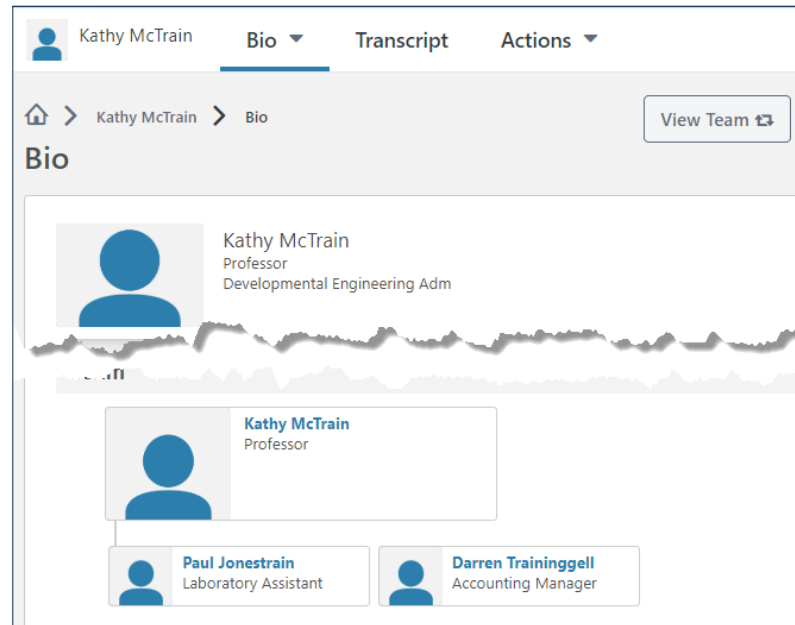


2. Click the **Universal Profile** icon at the top right of the page beside the gear icon.



Result: Carolina Talent displays your Bio page.

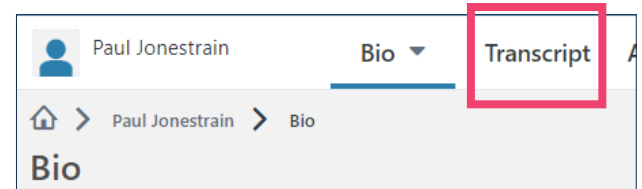
Note: You can also find a link to your Universal Profile on the main menu under the Home tab.



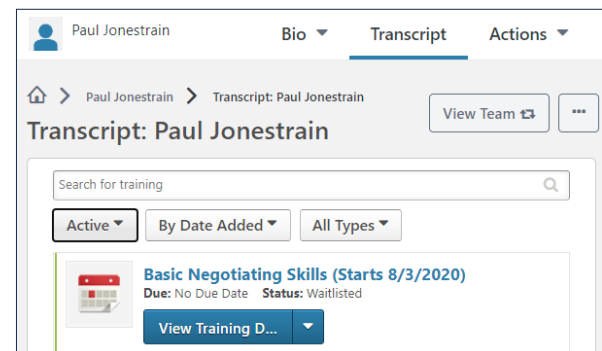
3. At the bottom of your bio page, click the name of the person you want to see a transcript for.

Result: Carolina Talent displays the employee's bio page and their org chart with their direct reports.

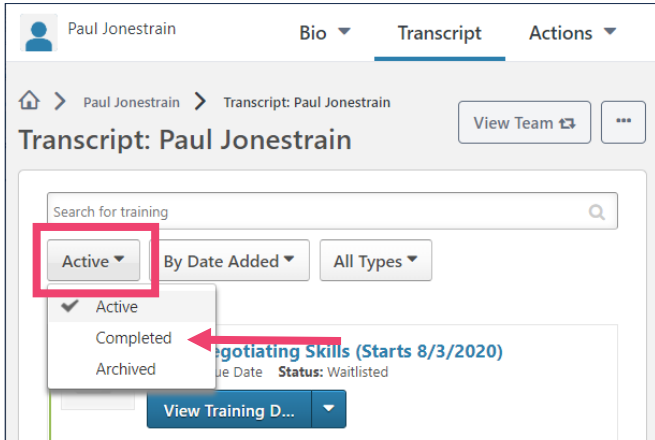
4. Click the **Transcript** tab.



Result: Carolina Talent displays the employee's Active transcript.



- To see the training the person has completed, click the **Active** button, and then select the **Completed** option.



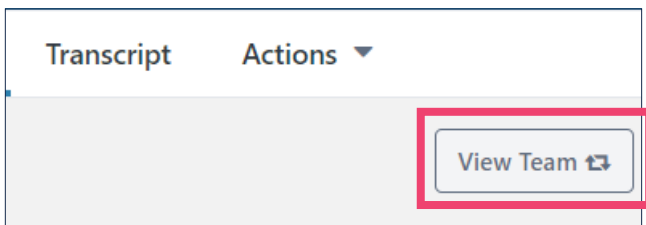
Result: Carolina Talent displays a list of completed training.

Note: When you **Search for Training**, you only see results from the transcript you are on. So if you search while you are viewing an employee’s active transcript, you won’t find any trainings your employee has completed.

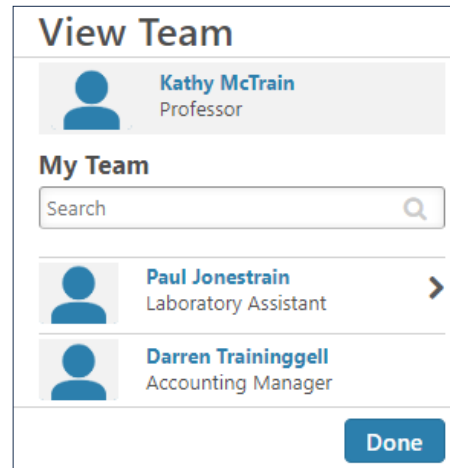


Finding Transcripts Using the View Teams Button

- Follow steps 1 and 2 from the previous page to get to your bio page.
- Click the **View Team** button.



Result: Carolina Talent displays a list of everyone who reports directly to you in a sidebar.



- Choose the employee you’d like to see a transcript for by doing one of the following:

- ◆ Click the name of a person who reports to you.
- ◆ Click the arrow next to the name of someone who reports to you to see the people who report to them, and then click the name of the indirect report.
- ◆ Search for the employee you want to see a transcript for and then click their name. Searching displays a list of both direct and indirect reports who match your search.

Result: Carolina Talent displays the employee’s bio page.

- On the Transcript tab, click the **Active** button and choose the **Completed** option.

Result: Carolina Talent displays a list of completed training.

