

# iLearn

**View and print my learning transcript or certificate of completion**

# View and print my learning transcript or certificate of completion

For	All users
Last Updated	May 2016 (Version 2.1)
Menu	<a href="#">My Learning Transcript</a>
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

This guide provides a general overview on how to view and print your learning transcript or certificate of completion.

*Note: iLearn is customised for your department and therefore the menu and layout of your site may be slightly different to the images in this guide.*

## In this guide:

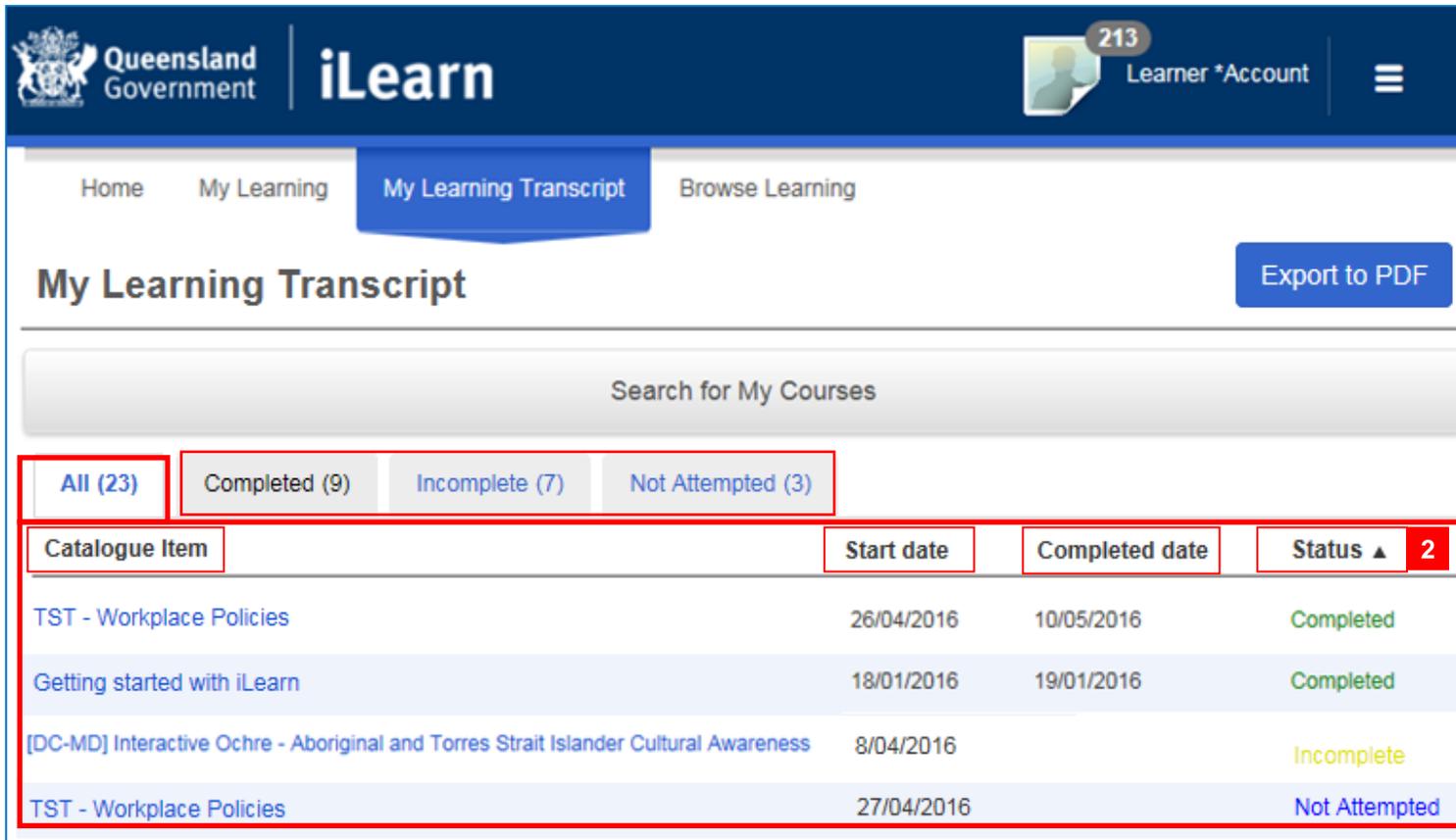
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  2. **Via ‘My Learning’** **Page 10, 11**

# View my learning transcript



The image shows the top navigation bar of the iLearn platform. It includes the Queensland Government logo, the iLearn title, a user profile icon with the number 213, and a 'Learner \*Account' label. Below this is a horizontal menu with options: Home, My Learning, My Learning Transcript (highlighted with a red box and a red '1' above it), Browse Learning, and Discussion Forums.

1  
From the iLearn home page, click 'My Learning Transcript'.



The image shows the 'My Learning Transcript' page. At the top, there's a search bar labeled 'Search for My Courses'. Below it are four filter tabs: 'All (23)' (highlighted with a red box), 'Completed (9)', 'Incomplete (7)', and 'Not Attempted (3)'. A table of course items is displayed below the filters. The table has four columns: 'Catalogue Item', 'Start date', 'Completed date', and 'Status'. The 'Status' column is highlighted with a red box and a red '2' next to it. The table contains four rows of course data.

Catalogue Item	Start date	Completed date	Status ▲ 2
TST - Workplace Policies	26/04/2016	10/05/2016	Completed
Getting started with iLearn	18/01/2016	19/01/2016	Completed
[DC-MD] Interactive Ochre - Aboriginal and Torres Strait Islander Cultural Awareness	8/04/2016		Incomplete
TST - Workplace Policies	27/04/2016		Not Attempted

All your courses will by default be displayed under the 'All' tab.  
Click on a tab to view all courses by 'Completed', 'Incomplete' or 'Not Attempted'.

2  
Click on the column heading names to access the filter to re-sort your column order.  
In this example we selected 'Status' and the column is now re-arranged by status.

Queensland Government | iLearn | 213 Learner \*Account

Home My Learning **My Learning Transcript** Browse Learning

My Learning Transcript Export to PDF

**Search for My Courses** 3

TST - Workplace Policies

Type

Started (after) Started (before)

Completed (after) Completed (before)

**Search** 4 Reset Search

All (2) **Completed (1)** Incomplete (0) Not Attempted (1) 5

Catalogue Item	Start date	Completed date	Status
TST - Workplace Policies	26/04/2016	10/05/2016	Completed
TST - Workplace Policies	27/04/2016		Not Attempted

1 20 items per page 1 - 2 of 2 items

3

To search for a specific course, click 'Search for My Courses'.  
Enter keywords or course name in the 'Search for My Courses' field.

TIPS

To refine your search select more options from the fields displayed.

4

Click 'Search'.

5

Your course results will by default be displayed under the 'All' tab.  
Click on a tab to filter courses by 'Completed', 'Incomplete' or 'Not Attempted'.

# Print my learning transcript

1

2

3

4

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6

Queensland Government | iLearn | 213 Learner \*Account

Home My Learning **My Learning Transcript** Browse Learning

## My Learning Transcript

Export to PDF

Search for My Courses

Search for My Courses

Type

Started (after) Started (before)

Completed (after) **7/05/2016**

Search Reset Search

All (8) Completed (8) Incomplete (0) Not Attempted (0)

Catalogue Item	Start date	Completed date	Status
Getting started with iLearn	18/01/2016	19/01/2016	Completed
Community Recovery Ready Reserve - training program	8/04/2015	15/01/2016	Completed
TEST learning event	31/08/2015	20/08/2015	Completed

Test . Do you want to open or save Transcript\_learneraccount1\_20160506050827.pdf (51.1 KB) from dccsds.cls.janisoncloud.com?

Open Save Cancel

1

From the iLearn home page, click 'My Learning Transcript'.

2

Click 'Search for My Courses' to display the search fields.

### TIPS

The below filter will display on 'Completed' enrolments only.

3

Enter tomorrow's date in the 'Completed (before)' field.

4

Click 'Search'.

### TIPS

If you want to include all your courses i.e. Completed, Incomplete, Not Attempted etc., do not make a selection in the selection fields.

Only the courses listed in the 'All' tab will be exported on your learning transcript.

Filtering and sorting the columns will not have any affect on how the courses will be displayed on your transcript.

5

Click 'Export to PDF'.

6

Click the 'Open' to view the document.

# Print my learning transcript

Transcript\_learneraccount1\_20160506050827.pdf - Adobe Acrobat

File Edit View Window Help **7**

Create [Icons: Save, Print, Email, Settings, Comment, Copy, Paste, Undo, Redo]

1 / 1 [Navigation icons] 51.3% [Zoom] [Print icon] [Comment icon]

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Learning Transcript  
for  
**Learner \*Account**  
Up to 7/05/2016

Catalogue Item	Start date	Completed date	Status
Getting started with iLearn	18/01/2016	19/01/2016	Completed
Community Recovery Ready Reserve - training program	8/04/2015	15/01/2016	Completed
TEST learning event	31/08/2015	20/08/2015	Completed
Test - Cloud Janison Learning	2/04/2015	26/03/2015	Completed
A-TEST-Teaching Skills	21/01/2015	5/12/2014	Completed
A-TEST-Teaching Skills	21/11/2014	5/12/2014	Completed
TEST - Christine give the option to add to wishlist	3/11/2014	21/11/2014	Completed
TEST - Christine Janison Add Learning 20141029	3/11/2014	31/10/2014	Completed

**7**  
Print your transcript or Save the document in your directory.

# Print my certificate of completion

There are two ways to print your certificate through, 'My Learning Transcript' or 'My Learning' .

## 1. Print my certificate of completion via 'My Learning Transcript'

The screenshot shows the iLearn interface. At the top, the 'My Learning Transcript' menu item is highlighted with a red box and a '1' callout. Below it, the 'Search for My Courses' input field is highlighted with a red box and a '2' callout. The search results show 'TST - Workplace Policies' in the search bar, highlighted with a red box and a '3' callout. Below the search bar, the 'Search' button is highlighted with a red box and a '4' callout. The table below shows the search results:

Catalogue Item	Start date	Completed date	Status
TST - Workplace Policies	26/04/2016	10/05/2016	Completed
TST - Workplace Policies	27/04/2016		Not Attempted

1 From the iLearn home page, click 'My Learning Transcript'.

2 Click 'Search for My Courses' and enter keywords or course name of the course you want to print the certificate for in the 'Search for My Courses' field.

3 Click 'Search'.

4 Click the name of the course

## Learning Event: TST - Workplace Policies

Congratulations! You have completed this Learning Event. [Download your certificate](#)

5

### Learning Objectives

Learning Objectives are :

Below are all the upcoming sessions for this event.

Search for Sessions

When and where	Register By	Places Available	
<b>BRISBANE - Venue to be advised</b> <a href="#">View Session Information</a> Tuesday May 10 2016 from 9:00 AM to 5:00 PM (Brisbane UTC+10)	10/05/2016 9:00 AM	6	<b>You're Attending</b> <a href="#">Leave Session</a>

Do you want to open or save Certificate for Learner\_Account in TST - Workplace Policies.pdf (939 KB) from dccsds.cls.janisoncloud.com?

6

[Open](#)[Save](#)[Cancel](#)

5

Click the 'Download your certificate' link.

### TIPS

If the certificate link is missing it indicates that no certificate is available to be printed.

6

Click 'Open'.



6  
Print your certificate (award) or Save the document in your directory.

## 2. Print my certificate of completion via 'My Learning'

The screenshot shows the iLearn 'My Learning' page. At the top, there is a navigation bar with 'Home', 'My Learning' (highlighted with a red box and a '1' callout), 'My Learning Transcript', and 'Browse Learning'. Below the navigation bar, there are three course cards. The first card is 'TST - Workplace Policies' with a status of 'Completed' and a green certificate icon (highlighted with a red box and a '2' callout). The second card is '[DC-MD] Ethical Decision Making a...' with a status of 'Not Attempted' and a grey certificate icon. The third card is 'Community Recovery Ready Reserve Training' with a status of 'Completed' and a grey certificate icon. At the bottom, a dialog box asks 'Do you want to open or save Certificate for Learner\_Account in TST - Workplace Policies.pdf (939 KB) from dccsds.cls.janisoncloud.com?' with 'Open', 'Save', and 'Cancel' buttons. The 'Open' button is highlighted with a red box and a '3' callout.

1

From the iLearn home page, click 'My Learning'.

2

Click the green certificate of completion 'icon'.

Click 'Open' or 'Save'.

TIPS

If the certificate icon appears grey, it indicates that the certificate is not available to be printed. Upon completion of the course, you will be able to print the certificate.

TIPS

If there is no certificate icon appearing, it indicates that the course does not have a certificate attached to it.

3

Click 'Open'.



4

Print your certificate (award) or Save the document in your directory.