

My Learning Transcript

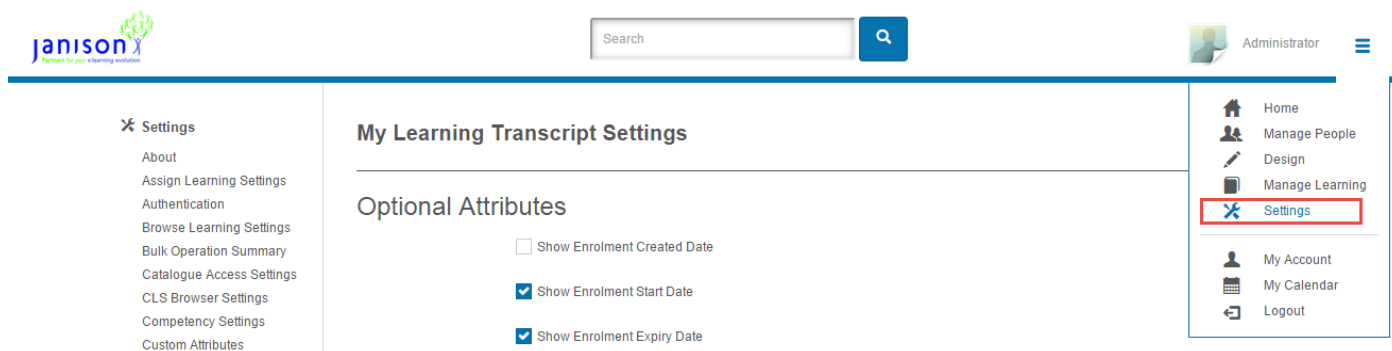
Table of Contents:

My Learning Transcript - Introduction	2
Optional Attributes	2
Tag Type Columns	7
Additional Enhancements	8
PDF Version – company logo	8
PDF version - the learner's name and student number	9
PDF version - the date range of the transcript	9
Sort order	9
Other learning completions	9
Searching My Learning Transcript.....	11

Note: This document contains the enhancements due for CLS build 1504. This build is currently scheduled for release on the 27th of July 2015.

My Learning Transcript - Introduction

My Learning Transcript refers to the page in the CLS system that outlines User’s Learning whether it be current, completed or enrolled but not attempted. It is possible to customise what is seen on this page. To do so navigate to **Settings > My Learning Transcript Settings**.



Optional Attributes

There are 11 settings available in this section. The addition or exclusion of any of these features will change the look and details seen on the Learning Transcript page.

Optional Attributes

- ☒ Show Enrolment Created Date
- ☒ Show Enrolment Start Date
- ☒ Show Enrolment Expiry Date
- ☐ Show Catalogue Item Description
- ☐ Show Catalogue Item Duration
- ☐ Show Catalogue Item Provider
- ☐ Show Catalogue Item Accreditation Number
- ☐ Show Score
- ☒ Show Points
- ☐ Based On Tag Type

Institute Name Janison
[Change Institute Name](#)

Include Custom Attributes

Show Enrolment Created Date – if checked the addition of a column outlining when the Enrolment was created will be included.

Search for My Courses

All (54)

Completed (31)

Incomplete (12)

Not Attempted (11)

Catalogue Item	Description	Accreditation Number	Created	Start date	Completed date	Expiry Date	Duration	Status	Score	Provider
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		

Show Enrolment Start Date – if checked the addition of a column outlining a start date for the Catalogue Item will be included.

Search for My Courses

All (54)

Completed (31)

Incomplete (12)

Not Attempted (11)

Catalogue Item	Description	Accreditation Number	Created	Start date	Completed date	Expiry Date	Duration	Status	Score	Provider
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		

Show Enrolment Expiry Date – if checked the addition of a column outlining an expiry date (if necessary) for the Catalogue Item will be included.

Search for My Courses

All (54)

Completed (31)

Incomplete (12)

Not Attempted (11)

Catalogue Item	Description	Accreditation Number	Created	Start date	Completed date	Expiry Date	Duration	Status	Score	Provider
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		

Show Catalogue Item Description – if checked the addition of a column where the description about the Catalogue Item will be displayed.

Search for My Courses

All (54)

Completed (31)

Incomplete (12)

Not Attempted (11)

Catalogue Item	Description	Accreditation Number	Created	Start date	Completed date	Expiry Date	Duration	Status	Score	Provider
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
Creating and Editing Modules	Modules contain the pages of the courses. This guide will take you through everything you need to know about creating and editing modules.		2/01/2014	2/01/2014	6/06/2014			Completed		Janison

Show Catalogue Item Duration – if checked the addition of a column where the duration of the Catalogue Item can be recorded.

My Learning Transcript [Export to PDF](#)

Search for My Courses

All (54) Completed (31) Incomplete (12) Not Attempted (11)

Catalogue Item	Description	Accreditation Number	Created	Start date	Completed date	Expiry Date	Duration	Status	Score	Provider
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		

Show Catalogue Item Provider – if checked the addition of a column indicating the Catalogue Item provider will be included.

My Learning Transcript [Export to PDF](#)

Search for My Courses

All (54) Completed (31) Incomplete (12) Not Attempted (11)

Catalogue Item	Description	Accreditation Number	Created	Start date	Completed date	Expiry Date	Duration	Status	Score	Provider
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
Creating and Editing Modules	Modules contain the pages of the courses. This guide will take you through everything you need to know about creating and editing modules.		2/01/2014	2/01/2014	6/06/2014			Completed		Janison

Show Catalogue Item Accreditation Number – if checked the addition of a column indicating the Catalogue Item accreditation number.

My Learning Transcript [Export to PDF](#)

Search for My Courses

All (54) Completed (31) Incomplete (12) Not Attempted (11)

Catalogue Item	Description	Accreditation Number	Created	Start date	Completed date	Expiry Date	Duration	Status	Score	Provider
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		

Show Score – if checked the addition of a column where a score for the Catalogue Item can be recorded.

My Learning Transcript [Export to PDF](#)

Search for My Courses

All (54) Completed (31) Incomplete (12) Not Attempted (11)

Catalogue Item	Description	Accreditation Number	Created	Start date	Completed date	Expiry Date	Duration	Status	Score	Provider
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		
DemoCatItem			16/06/2015	16/06/2015	16/06/2015			Completed		

Show Points – if CPD points are used as part of any of the learning assets and tags are linked to those points, a column can be included in the Learning Transcript. This is a two-step process. Firstly points needs to be enabled;

- Select **Settings > Points Settings**.
- Check the 'Use Points' tick-box.
- Check the enable 'tag type' tick box.
- Select the tag type that contains the tags you want to use from the drop-down menu. Please note tags and tag types need to be created before this step can occur.

Points Settings

▼ General Settings

'Use Points' and 'Enable Tag Type' settings are duplicates of Tenant Settings. Changing those settings here changes them there as well.

☒ Use Points

☒ Enable Tag Type

Tag Type to use ⓘ

CPD (has 3 associated Tags)

Save or Cancel

- Click **Save**.
- Navigate back to the My Learning Transcript page and refresh. The newly added columns should appear. For the purpose of this example we have included 3 associated tags which are highlighted in the screenshot below.

My Learning Transcript

Export to PDF

Search for My Courses

All (6)

Completed (2)

Incomplete (2)

Not Attempted (2)

Catalogue Item	Completed date	Status	CLINICAL	Mandatory Assessment	NON CLINICAL	Points Total
Cells - the basic units of living things	11/05/2015	Completed				0
a	23/03/2015	Completed				0
Other Learning		Not Attempted				0
Janison Cloud Learning System		Incomplete				0

The second step involves selecting how the points will be shown on the Learning Transcript. There are three options available:

- **Show Points** – if checked displays points achieved in a single column. Please refer to the point's total column in the above screenshot.
- **Based on Tag Type** – this will show a separate column for each Tag within the point's settings selected Tag Type.

- **Only Tags in my CPD** – this option will only show columns that are listed in the user’s CPD Plan(s) and thus removes unnecessary columns that would otherwise be empty.

Note: if all three options are chosen, the learner will see a column per Tag but only the Tags that are in the learner’s CPD Plan(s) will be shown. This is a good option if your Organisation uses CPD Plan(s) and you want to limit the number of superfluous columns in the learner’s transcript.

- ☒ Show Points ?
- ☒ Based On Tag Type ?
- ☒ Only Tags In My CPD ?

Institute Name – outlines an institute or organisation name and will display on the learner’s transcript just under the logo only when the transcript is exported as a PDF file. Please use the following steps to set this up.

- Click **Change Institute Name**.

Institute Name Janison
Change Institute Name ←

- The system will automatically navigate to **Settings > String Resources**. Click on either the pencil or lightning bolt icons to edit the string resource. The editing process is slightly different depending on which option is selected.

Search for String Resource				
Type	Key	Value	Default Value	Actions
ui elements	JService/UiElements.InstituteName	Tess	[Institute Name]	✕ ⚡ ✎
<div> <div> <div>⏪</div> <div>⏩</div> <div>1</div> </div> <div> <div>20</div> <div>items per page</div> </div> </div> <div>1 - 1 of 1 items</div>				

- Fast edit loads a pop up screen. Change the name in the **Translation** box and click **Save**.

Edit String Resource
✕

Culture en

Default [Institute Name]

Translation

Cancel
Save

- The pencil icon loads the Edit String Resource page. Change the name in the Value box and click **Save String Resource**.
- Navigate back to the My Learning Transcript page and refresh before clicking **Export to PDF**. Open and inspect change.

Catalogue Item	Created	Start date	Completed date	Status
DemoCatItem	16/06/2015	16/06/2015	16/06/2015	Completed
DemoCatItem	16/06/2015	16/06/2015	16/06/2015	Completed
DemoCatItem	16/06/2015	16/06/2015	16/06/2015	Completed

- **Include Custom Attributes** – custom attributes need to be created before they will appear in the drop-down menu. If selected they will appear as a column on the Learner's Transcript. To learn more about creating custom attributes please refer to the following section.

Tag Type Columns

Columns can be created for one or more custom attributes that are either attached to a Catalogue Item or a Learning Asset of type "Other Learning", using Tags.

Steps involved:

- Navigate to **Settings > My Learning Transcript Settings > Tag Type Columns**.
- Type new column heading in Column Name and click the + icon.
- Click in **Tag Type(s)** and select from the drop-down menu the required Catalogue Item or Other Learning Assets that will link to the newly created column.
- Click **Save Settings**.

Tag Type Columns

You can specify one or more tag types to associate with a column. Catalogue Item Tags within these tag types will be displayed (comma separated) under the defined column name.

Column Name	Tag Type(s)	Actions
Last Updated	<div> <div>× Documents</div> <div>× Other Learning</div> </div>	<div>+</div>

[Save Settings](#) or [Cancel](#)

- Navigate back to the My Learning Transcript page and refresh to view the customised column.

My Learning Transcript

[Export to PDF](#)

Search for My Courses							
All (54)	Completed (31)	Incomplete (12)	Not Attempted (11)				
Catalogue Item	Created	Start date	Completed date	Expiry Date	Status	Score	Last Updated
DemoCatItem	16/06/2015	16/06/2015	16/06/2015		Completed		
DemoCatItem	16/06/2015	16/06/2015	16/06/2015		Completed		
DemoCatItem	16/06/2015	16/06/2015	16/06/2015		Completed		

Note: the Janison CLS will try to adjust the transcript to allow for all the columns chosen to be visible. However, particularly in the print version (PDF) there are limits to how many columns that can be shown. It is advisable to test the settings with a few real transcripts.

Additional Enhancements

PDF Version – company logo

The following changes refer to how the printable (PDF) version of the transcript will appear. A logo can be added to the Learning Transcript and will appear in the top left hand corner.

Steps involved;


- Ensure the logo is saved on your machine as a .png file.
- Navigate to **Settings > Styles and Images > Images and Logos > Logo (Print)** and click on **Select a file.**


Style & Images


Skin **Images & Logos** Custom CSS Advanced


> Footer Logo Options


▼ Custom logos and images


Favicon


Login Image


Logo


Logo (Footer)


Logo (Print)


Smart Phone Icon


- The image will automatically resize when it is used on the transcript.

Logo (Print)



- Select **Save Skin**.
- Navigate back to the My Learning Transcript page and refresh before clicking **Export to PDF**. Open and inspect change.



Learning Transcript for **Administrator**

Catalogue Item	Created	Start date	Completed date	Expiry Date	Status
DemoCatItem	16/06/2015	16/06/2015	16/06/2015		Completed
DemoCatItem	16/06/2015	16/06/2015	16/06/2015		Completed
DemoCatItem	16/06/2015	16/06/2015	16/06/2015		Completed

PDF version - the learner's name and student number

The addition of the User's full name, and if you use them, student number will automatically appear on the top right hand side of the transcript.



Learning Transcript for **Administrator**

Catalogue Item	Created	Start date	Completed date	Status
DemoCatItem	16/06/2015	16/06/2015	16/06/2015	Completed
DemoCatItem	16/06/2015	16/06/2015	16/06/2015	Completed
DemoCatItem	16/06/2015	16/06/2015	16/06/2015	Completed

PDF version - the date range of the transcript

If the transcript is limited by date range, that date range will appear on the top right hand side of the transcript.

Sort order

All entries in the learner's transcript will now default to being sorted by completion date, descending. The on-screen version can be ordered by any field.

Other learning completions

This refers to the addition of a column in the Learning Transcript that indicates a completion date for **Other Learning**. This is a useful addition to the system if the Learner completes learning outside of the system but does not immediately log the completion of the learning. Learning can be back dated to ensure it is included in the total learning that has taken place.

Steps involved:

- Navigate to **Manage Learning > Manage Learning Assets** and open the **Other Learning Asset** required.

janison

Search

Administrator

Manage Learning Assets

Add Learning Asset

Search for Learning Assets

Active (17) Inactive (0)

Learning Asset	Type	Last Updated On
Test	Test	23/03/2015 5:53 AM
Assessment	Course	12/03/2015 12:46 AM

Home
Manage People
Design
Manage Learning
Settings
My Account
Notifications
My Calendar
Logout

Payment Transactions
Manage Competencies
Endorsement Queue
Manage CPD
Manage CPD progress
Enrolments
Manage Sessions
Manage Catalogue
Assign Learning
Add Learning
Approve Learning
Manage Learning Assets
Assignment Submission
Assessment Events

- Click **Edit Other Learning**.
- Activate the **General Settings** drop-down menu.
- Check the '**Requires Completion / Qualification Date**' tick box.

General Settings

☒ Requires Points

☐ Allow Provider

☐ Allow learner to link a learning plan entry ?

☐ Allow file upload of evidence

☐ File upload of evidence is mandatory

Submit button options ?

☒ Save & Submit

☐ Show Save For Later

☐ Show Save Submit Add Another

☐ Requires Valid To / Expiry Date

Caption Requires Valid To / Expiry Date

☒ Requires Completion / Qualification Date

Caption Requires Completion / Qualification Date

☐ Requires Certificate / Registration Number

Caption Requires Certificate / Registration Number

☐ Allow Accreditation Number ?

Caption Allow Accreditation Number

Custom Attribute Set ? None

- Click **Save Other Learning**.

Ensure **Show Catalogue Item Description** is checked in **Settings > My Learning Transcript**. This does not prevent the addition of a completion date but enables the addition of any further information to be included if required.

Catalogue Item	Description	Created	Start date	Completed date	Expiry Date	Status	CLINICAL	Mandatory Assessment	NON CLINICAL	Points Total	Provider
Other Learning		6/07/2015	6/07/2015	8/07/2015		Completed	4	10	23	37	
Cells - the basic units of living things		8/04/2015	8/04/2015	11/05/2015		Completed				0	

Searching My Learning Transcript

The search facility allow you to search by Course, Learning type and a range of dates as shown in the screenshot below.

Search for My Courses

Type ▾

Started (after)

Started (before)

Completed (after)

Completed (before)

☐ Only with points

Search

Reset Search