

Saving Transcripts as an Electronic File From SuccessFactors

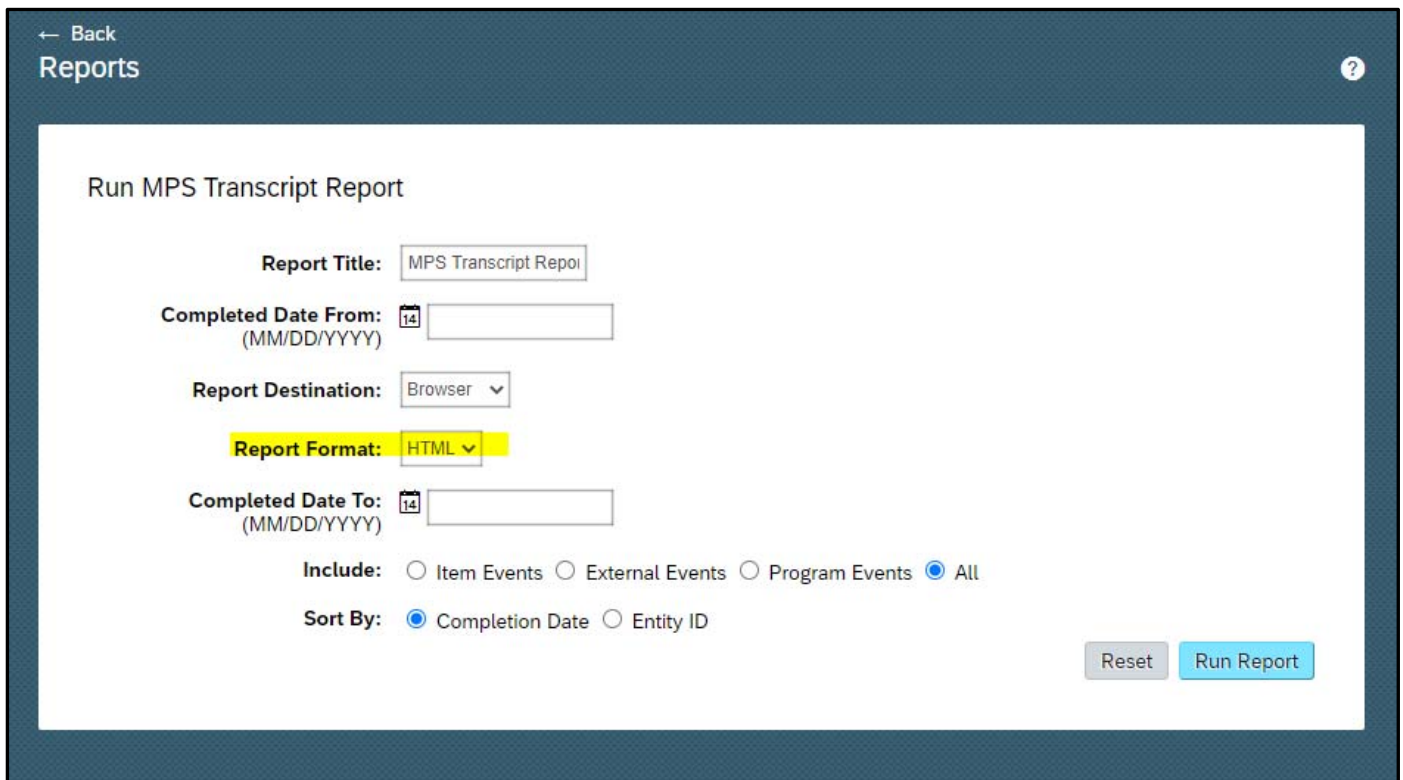
Printing your transcripts and saving them may be a three-step process. First you need to get them off SuccessFactors (SF) and then you need to save them to a folder on your computer in order to send them as an attachment to relicensure@mpls.k12.mn.us.

Part I: Navigating to Your Transcripts Area:

1. Log into SuccessFactors
2. Click on the “Learning” tile off the home page (or open the drop down menu on the upper left of the screen and select “Learning.”)
3. On the Learning screen, scan your eyes to the left and look for the link “Reports.”
4. Click on “Reports.”

Part II: Print Your Transcripts

1. On the next screen, click on “MPS Transcript Report.”
2. This next screen is crucial... look for “Report Format.” In the drop-down menu, select HTML if it is not defaulted as such.
 - a. In the “Report Destination” field, you can select “Local File” and this will download the report to your local downloads file.
 - b. You will need to know where that destination is to use that functionality.
3. Click “Run Report.”



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Reports

Run MPS Transcript Report

Report Title:

Completed Date From: (MM/DD/YYYY)

Report Destination:

Report Format:

Completed Date To: (MM/DD/YYYY)

Include: Item Events External Events Program Events All

Sort By: Completion Date Entity ID


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PDF vs HTML Format: The top image is PDF format. The bottom image is HTML format.

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Item Events

Entity ID	Entity Title	Class ID	Sch Offr	Sta Dat	End Dat	Re-licen Cat	Re-licen Stat	Re-licen Stat	Re-licen Stat	Con Gra	Status	ProPay (LEG)	Credit	MPS Cre	Clo Hou
						Req	Req	Req							
						1	2	3							
COUR COVID-19	Clean & Disinfect Surfaces (Rev 1 - 8/4/2020 04:23 PM America Chicago)					C: Staff Development within District						0	0	0.5	
COUR COVID-19	Health & Safety Protocol (Rev 1 - 8/7/2020 02:36 PM America Chicago)					C: Staff Development within District						0	0	0.75	




User

User ID : 00008650 Name : MCDEID, ROWAN
 Employee ID : 23406953
 Position (Job Code) : Coordinator, Professional Development (20002778)

Item Events

Entity ID	Entity Title	Class ID	Scheduled Offering Description	Start Date	End Date	Re-licensure Category	Re-licensure State Requirement 1	Re-licensure State Requirement 2	Re-licensure State Requirement 3	Completion Date	Grade	Status	ProPay (LEG)	MPS Credit	Clock Credits Hours
COURSE COVID-19	Clean & Disinfect Surfaces (Rev 1 - 8/4/2020 04:23 PM America Chicago)		COVID-19: Cleaning & Disinfecting Surfaces			C: Staff Development within District				1/28/2021 01:08 PM America Chicago		Course Complete	0	0	0.5
COURSE COVID-19	Health & Safety Protocol (Rev 1 - 8/7/2020 02:36 PM America Chicago)		COVID-19: Health and Safety Protocol			C: Staff Development within District				1/28/2021 12:52 PM America Chicago		Course Complete	0	0	0.75
COURSE 5002	Social Media @MPS - Introduction (Rev 1 - 2/15/2019 04:34 PM America Chicago)					C: Staff Development within District				12/13/2020 06:00 AM America Chicago		Course Complete	0	0	0.5
ILC LEG_93610	MPS New Employee Orientation (2 Days) (Rev 1 - 6/30/2019 11:00 PM America Chicago)					C: Staff Development within District				10/26/2020 02:57 PM America Chicago	Completed Course	Complete	12	12	12
ILC LEG_93610	MPS New Employee Orientation (2 Days) (Rev 1 - 6/30/2019 11:00 PM America Chicago)					C: Staff Development within District				9/14/2020 11:40 AM America Chicago	Completed Course	Complete	12	12	12
ILC LEG_93453	Compliance Video Training Series (Rev 1 - 6/30/2019 11:00 PM America Chicago)	5026	Maintaining Professional Staff-Student Boundaries	Feb 3, 2020, 5:00 AM	Jul 1, 2020, 3:55 AM	C: Staff Development				6/30/2020 10:55 PM		Course Complete	0	0	0.5

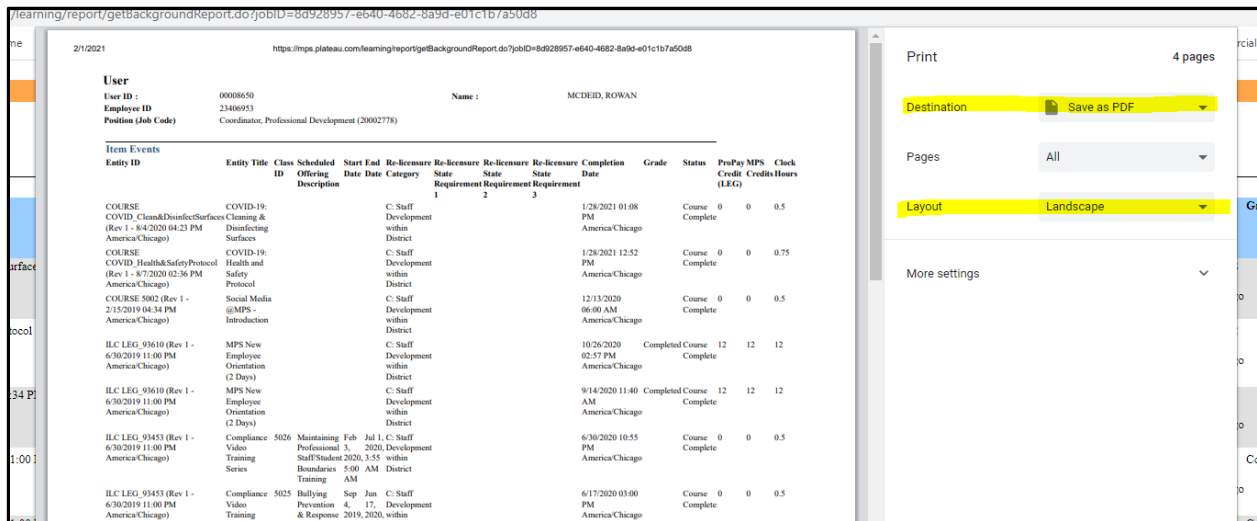


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Part III: Saving Your Transcripts to a File

Please note: these steps may vary based on your Web Browser and type of device you are using. For this example, a laptop PC is being used and Google Chrome is the Web Browser.

1. Now that you have your Transcripts pulled up in HTML format, in the upper right corner look for the 3 vertical dots, click (left click) on those dots and select “Print” from the options that pop up.
2. A print dialogue box will appear, and if you select “.pdf” you will want to make sure to select “Landscape” as the Layout.
 - a. NOTE: You can select “Google Drive” or other destinations on your personal device.
 - b. In order to do that, make sure you know where your downloads folder is.
3. Select “Save” or “Print” (not shown on screen shot) and your .pdf will print to the destination you select on your computer.



The screenshot shows a web browser displaying a transcript report for a user named MCDEID, ROWAN. The report is a table with columns for Entity ID, Entity Title, Class Scheduled, Start End, Re-licensure, Re-licensure, Re-licensure, Re-licensure, Completion, Grade, Status, PrePay, MPS, and Check Credit Hours (LEG). The table lists several courses and events, including COVID-19 training, Social Media @MPS - Introduction, and various compliance and training sessions. A print dialog box is open on the right side of the screen, showing options for Destination (Save as PDF), Pages (All), and Layout (Landscape). The dialog box also indicates 4 pages and has a More settings option.

Entity ID	Entity Title	Class Scheduled	Start End	Re-licensure	Re-licensure	Re-licensure	Re-licensure	Completion	Grade	Status	PrePay	MPS	Check Credit Hours (LEG)
ID	Description	Offering	Date	Category	State	State	State	Date					
					1	2	3						
COURSE	COVID-19: COVID_Clean&DisinfectSurfaces			C: Staff				1/28/2021 01:08 PM		Complete	0	0	0.5
	(Rev 1 - 8/4/2020 04:23 PM)			Development within District				America/Chicago					
COURSE	COVID-19: COVID_Health&SafetyProtocol			C: Staff				1/28/2021 12:52 PM		Complete	0	0	0.75
	(Rev 1 - 8/7/2020 02:36 PM)			Development within District				America/Chicago					
COURSE 5002 (Rev 1 - 2/15/2019 04:34 PM)	Social Media @MPS - Introduction			C: Staff				12/13/2020		Complete	0	0	0.5
				Development within District				America/Chicago					
ILC LEG_93610 (Rev 1 - 6/30/2019 11:00 PM)	MPS New Employee Orientation (2 Days)			C: Staff				10/26/2020 02:57 PM		Completed Course	12	12	12
				Development within District				America/Chicago					
ILC LEG_93610 (Rev 1 - 6/30/2019 11:00 PM)	MPS New Employee Orientation (2 Days)			C: Staff				9/14/2020 11:40 AM		Completed Course	12	12	12
				Development within District				America/Chicago					
ILC LEG_93453 (Rev 1 - 6/30/2019 11:00 PM)	Compliance 5026 Maintaining Video Training Series			3026	Maintaining Professional 3, 2020, Development			6/30/2020 10:55 PM		Complete	0	0	0.5
				Staff/Student 2020, 3-55 within Boundaries 5:00 AM				America/Chicago					
ILC LEG_93453 (Rev 1 - 6/30/2019 11:00 PM)	Compliance 5025 Bullying Prevention & Response			5025	Bullying Prevention 4, 17, 2019, 2020, within			6/17/2020 03:00 PM		Complete	0	0	0.5
				Staff Development				America/Chicago					

That is how you Print and Save your Transcripts in a readable layout and format. You can now email your re-licensure packet to relicensure@mpls.k12.mn.us.

If you have any questions, please email rowan.mcdeid@mpls.k12.mn.us