

KS-TRAIN Transcript Tools



Transcript

Your **Transcript** lists all Course Registrations that are completed; as well as any Non-TRAIN Courses that have also been entered for your account.

To Access Your TRAIN Transcript:

1. Login to your TRAIN Account at <http://ks.train.org>.
2. Click the My Learning link on the right hand side of the TRAIN homepage and the TRAIN **Transcript** button.

To email your Transcript to your supervisor click the **Email Transcript** button on the Transcript page, OR export your transcript to a PDF, simply click the **Export** button on the Transcript page. This will allow you to download a PDF list of your completed Course Registrations and Non-TRAIN Courses.

You can also post *Reviews* from your Transcript. To do so, simply click the **Reviews** button for the appropriate course.

Non-TRAIN Courses

One aspect of TRAIN is the ability to list courses, in your Transcript, that are not actually found on TRAIN. This is useful for tracking training courses and external learning you have taken outside of TRAIN.

TO ADD NON-TRAIN COURSES TO YOUR TRANSCRIPT:

1. Login to your TRAIN account and access your **Transcript**.
2. Click the **Add** button to the right of the Non-TRAIN Courses header.
3. On the resulting page, fill in each field, including required (*) fields.
4. When you have finished entering the course information, click **Save**.
5. The course will now be displayed in your transcript under Non-TRAIN Courses.

Note: Non-TRAIN courses must still be verified by an Administrator. Once an Administrator has verified the information, you will not be able to make changes to the entry.

Non-TRAIN Course Details

* = required fields.

Title:*	<input type="text"/>
Start date:*	<input type="text"/>
Completion date:*	<input type="text"/>
Course URL:	<input type="text"/>
Course Format:	--Select--
Course Provider Name:*	<input type="text"/>
Course Grade Points:	<input type="text"/>
Course Grade Percentage:	<input type="text"/> %
Credit Type:*	--Select--
Amount:*	<input type="text"/>
Contact Name:*	<input type="text"/>
Contact Phone:	<input type="text"/>
Contact Email:	<input type="text"/>
Additional Info:	<input type="text"/>
Verified:	<input type="checkbox"/>

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User Transcript Certificate Uploads

TRAIN users have the ability to upload certificates to courses and non-TRAIN events listed on their Transcript page using the “Upload External Certificate” function.

UPLOAD EXTERNAL CERTIFICATE FUNCTION:

This feature can be found on the Transcript page:

Home→Dashboard→My Learning→TRAIN Transcript

1. The “Upload External Certificate” button will appear next to any course that does not have a certificate assigned to it.
Note: For registrations and non-TRAIN events where a user manually uploads an external certificate, the Upload External Certificate button will not disappear. Instead, if a user uploads an external certificate once, and then runs the upload process again, the most recently uploaded certificate will be saved and all previously uploaded certificates for the registration (or non-TRAIN course) will be deleted.
2. When the “Upload User Certificate” button is clicked, a window will appear to browse the file path and upload the certificate.
3. Find the appropriate file by clicking ‘Browse’.
4. Once the file is selected, click ‘Upload’.
 - a. The Certificate will now be uploaded and be available to view or print in the ‘Certificates’ page in “My Learning Record”.

In the “Certificate” page, the certificate will appear followed by the below indicators:

1. (Externally Uploaded) – For TRAIN courses that simply did not have a certificate assigned in the course.
2. (Non-TRAIN course) – For non-TRAIN courses where a user has uploaded an external certificate.

Certificates

Some courses on TRAIN offer Certificates upon completion or verified completion of the course. Any Certificate you earn through TRAIN will be stored in your **My Certificates** page. There are two different delivery methods for Certificates: Automatic and Manual. Automatic certificates will appear on your Certificate page as soon as the course is completed. Manual Certificates will not appear on your Certificate page until after the appropriate TRAIN administrator has verified your completion of the course. If you have any questions about what kind of Certificate any given course might have, please contact the course provider or **listed course contact**.

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TO VIEW OR PRINT A CERTIFICATE:

1. Login to your TRAIN account and access the **My Certificates** link on the TRAIN Home page.
2. This will reveal a list of recent Certificates.
3. Click the Certificate print icon to the right of the page.
4. This open or download a PDF version of the Certificate.

Note: Inactive registrations (i.e., Course Registrations which appear in your Course Archive) will not have any Certificate available.