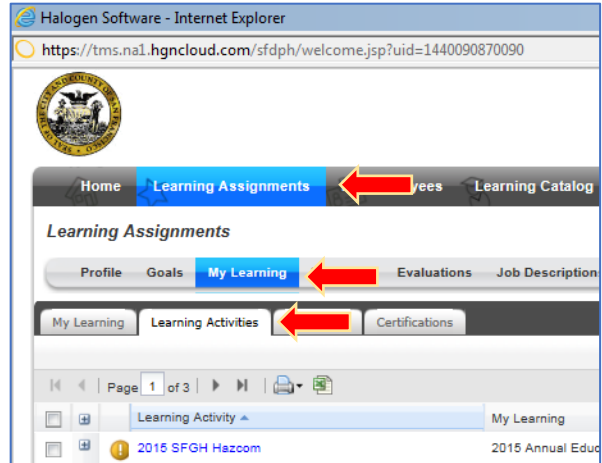


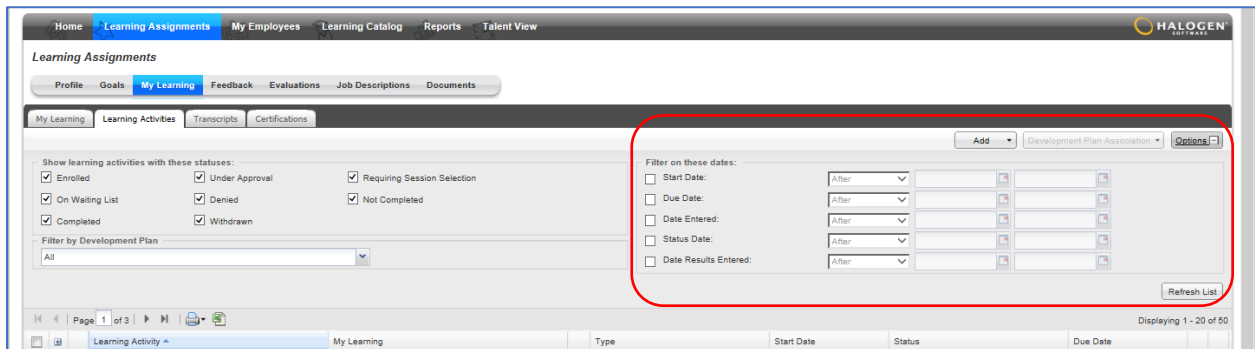
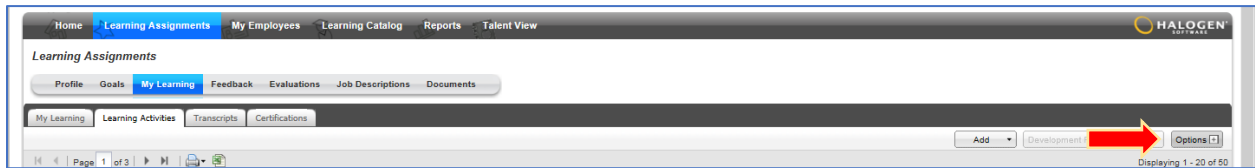
# How to Print Your Transcripts

1. Click on the **Learning Assignments** tab. On the sub-menu, choose **My Learning**. On the menu below that, choose **Learning Activities**.

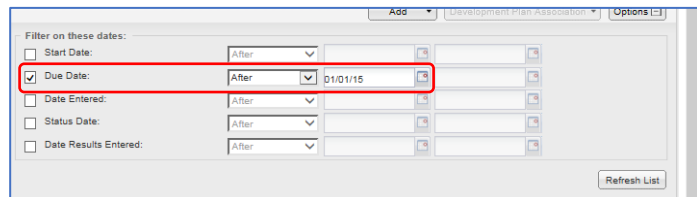
You will now see all of the courses you have ever enrolled in.



2. Click **Options** on the right side of the screen to open the **Filters** menu.

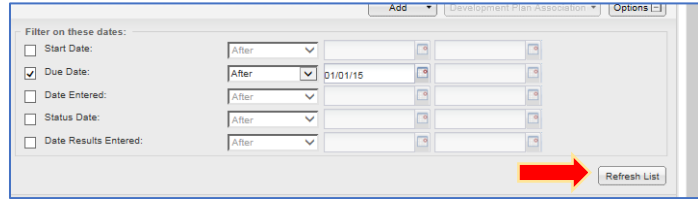


3. In the **Filters** menu, do the following:
  - a. Check the box next to **Due Date**.
  - b. In the drop down menu to the right, choose **After**.
  - c. In the box to the right of the drop down menu, click on the calendar icon and set the date to **January 1, 2015**.



# How to Print Your Transcripts

4. Click on **Refresh List**.



Now, you will only see 2015 courses.

5. To print your transcripts, click on the **Printer Icon** above the course titles and choose **List**. The transcripts will open in a new window for you to print.

