Talent@VCU

MANAGER INSTRUCTIONS TO CHECK TRAINING COMPLETION

Option 1: Look directly at an employee's transcript.

1. Log-in to Talent@VCU
   ○ Go to web address: www.go.vcu.edu/talentatvcu
   ○ Use to VCU eID to log-in
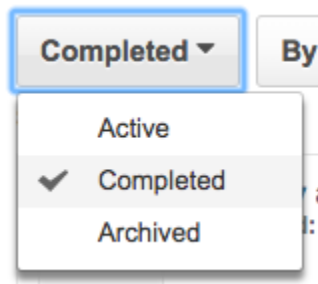2. Hover over the Reports tab and click on "Standard Reports."

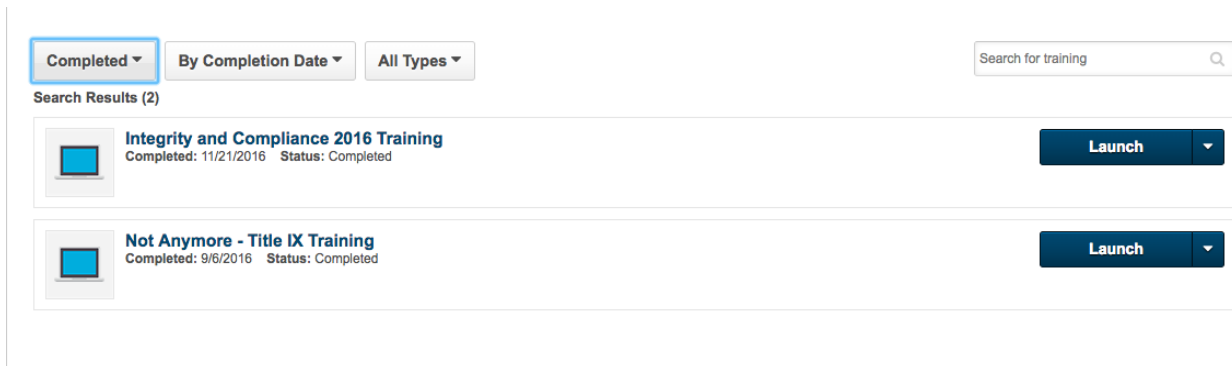3. Click on the **Transcripts** report.

4. Choose the employee from the list whose transcript you wish to check, and click "view" on the right.
5. To navigate to the completed portion their transcript, click on the drop down menu that currently shows "Active" and choose "Completed."
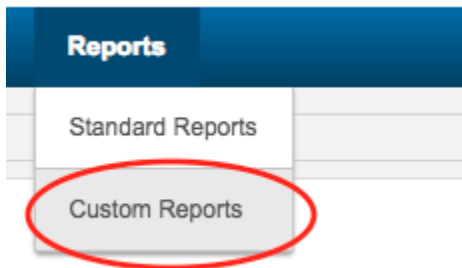
6. You will then see the training with the completion date on their transcript.

Option 2: Run a report on your direct and indirect reports.

1. Log-in to Talent@VCU
    ○ Go to web address: www.go.vcu.edu/talentatvcu
    ○ Use your VCU eID to log-in
2. Hover over the Reports tab and click on "Custom Reports."

3. For each training you want to report on, under the Actions field click on the drop-down menu and choose refresh.
    ● Current options are: Title IX Training, Integrity and Compliance Education,

4. Under the Last Run field, you will see the report is processing. When it is done processing, it will display the date the report was last processed.
5. After the report has finished processing, click on the Action menu and choose to download the report. **Note:** Excel recommended.

Title	Type	Creator	Folder	Last Run	Actions
Information Security Awareness	Transcript Report	Admin1, Client	Manager Reports - LMS	02/14/2018	▼
Integrity and Compliance Education 2018	Transcript Report	Admin1, Client	Manager Reports - LMS	02/14/2018	▼
Title IX Completion	Transcript Report	Admin1, Client	Manager Reports - LMS	02/12/2018	▼

Excel
Print
Text
History
Edit
Copy
Refresh
Delete

6. The report will download to your computer and you can access it wherever your downloads are stored.