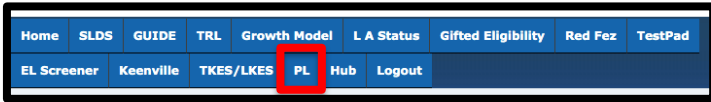
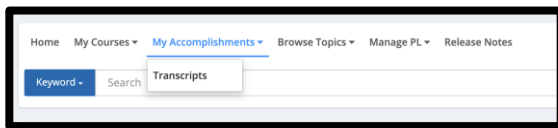


1. Log into SLDS. Teachers and Administrators can access the **PL (Professional Learning)** by selecting the **PL** tab in their blue navigation bar or by selecting their **PL** tile.

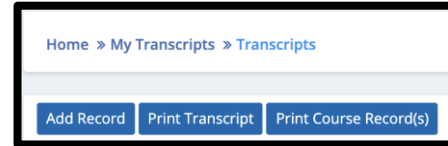


2. The **PL (Professional Learning)** page will display. To view transcripts of completed courses, select **My Accomplishments**.

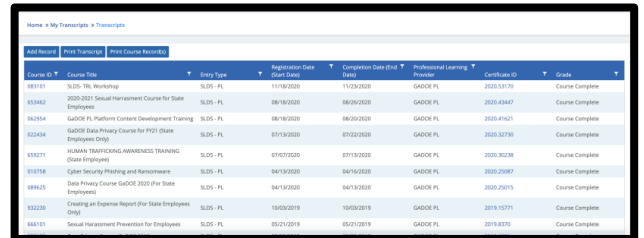


Selecting Transcripts will display a list of completed Professional Learning course.

3. Three options for working with your transcripts are available: **Add Record**, **Print Transcript**, **Print Course Record(s)**.

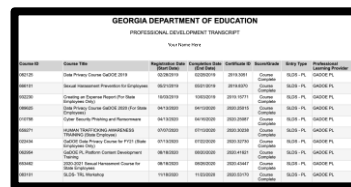


A list of courses completed will display as well.

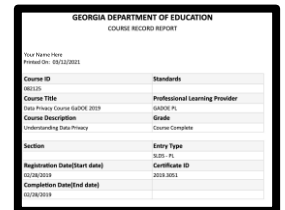


Course ID	Course Title	Entry Type	Registration Date (Start Date)	Completion Date (End Date)	Professional Learning Provider	Certificate ID	Grade
983181	SLDS- TRL Workshop	SLDS- PL	11/19/2020	11/20/2020	GADOE PL	2020.53170	Course Complete
653462	2020-2021 Sexual Harassment Course for State Employees	SLDS- PL	08/18/2020	08/26/2020	GADOE PL	2020.43447	Course Complete
982954	GaDOE PL Platform Content Development Training	SLDS- PL	08/18/2020	08/20/2020	GADOE PL	2020.41621	Course Complete
922454	GaDOE Data Privacy Course for P121 (State Employees Only)	SLDS- PL	07/13/2020	07/22/2020	GADOE PL	2020.32730	Course Complete
659271	HUMAN TRAFFICKING AWARENESS TRAINING (State Employee)	SLDS- PL	07/07/2020	07/13/2020	GADOE PL	2020.30238	Course Complete
910758	Cyber Security Phishing and Ransomware	SLDS- PL	04/13/2020	04/16/2020	GADOE PL	2020.25087	Course Complete
689625	Data Privacy Course GaDOE 2020 (For State Employees)	SLDS- PL	04/13/2020	04/13/2020	GADOE PL	2020.25015	Course Complete
932230	Creating an Expense Report (For State Employees Only)	SLDS- PL	10/03/2019	10/03/2019	GADOE PL	2019.15771	Course Complete
666101	Sexual Harassment Prevention for Employees	SLDS- PL	05/21/2019	05/21/2019	GADOE PL	2019.8370	Course Complete

4. **Add Record** will allow you to create a custom transcript for PL you have completed elsewhere than in the PL application. Selecting **Print Transcript** will create a list of courses completed to be



Course ID	Course Title	Entry Type	Registration Date (Start Date)	Completion Date (End Date)	Professional Learning Provider	Certificate ID	Grade
983181	SLDS- TRL Workshop	SLDS- PL	11/19/2020	11/20/2020	GADOE PL	2020.53170	Course Complete
653462	2020-2021 Sexual Harassment Course for State Employees	SLDS- PL	08/18/2020	08/26/2020	GADOE PL	2020.43447	Course Complete
982954	GaDOE PL Platform Content Development Training	SLDS- PL	08/18/2020	08/20/2020	GADOE PL	2020.41621	Course Complete
922454	GaDOE Data Privacy Course for P121 (State Employees Only)	SLDS- PL	07/13/2020	07/22/2020	GADOE PL	2020.32730	Course Complete
659271	HUMAN TRAFFICKING AWARENESS TRAINING (State Employee)	SLDS- PL	07/07/2020	07/13/2020	GADOE PL	2020.30238	Course Complete
910758	Cyber Security Phishing and Ransomware	SLDS- PL	04/13/2020	04/16/2020	GADOE PL	2020.25087	Course Complete
689625	Data Privacy Course GaDOE 2020 (For State Employees)	SLDS- PL	04/13/2020	04/13/2020	GADOE PL	2020.25015	Course Complete
932230	Creating an Expense Report (For State Employees Only)	SLDS- PL	10/03/2019	10/03/2019	GADOE PL	2019.15771	Course Complete
666101	Sexual Harassment Prevention for Employees	SLDS- PL	05/21/2019	05/21/2019	GADOE PL	2019.8370	Course Complete



Course ID	Standards
983181	Professional Learning Provider
653462	GADOE PL
982954	Grade
922454	Course Complete
659271	Course Complete
910758	Course Complete
689625	Course Complete
932230	Course Complete
666101	Course Complete

printed. Selecting **Print Course Record** will create a detailed page of specific courses completed.