

Generating a Transcript

1) Click the tab labeled **Professional Learning**.



- 2) Scroll to the section titled **Courses Enrolled**. This also appears on your Home tab.
- 3) Click the **My Transcript** button.

Courses Enrolled									
 My Learning Opportunities 	View All 📎								
No learning opportunities were found.									
My Transcript Withdraw/Access Course									

 You can now use the tabs or other search features to sort or filter your transcript based on compensation type or course date. You can use the **Print** button to generate a PDF of your transcript.

mm/dd/	уууу						mm/dd/yyy	У			H
Section End Date From:					s	ection End D	ate To:				
mm/dd/	уууу					Ē	mm/dd/yyy	У			—
Search											
										Print	
All In	-Service	In-Ser	vice - Fee V	Vaived	Contract	Substitute	Stipend	ESP Certificate	ESP Financial Com	pensation	N/A
Survey	#	Course #	State Course #	Sectior #	^l Title			Start D	Date End Date	Compe	nsation

- Only completed courses taken through the MyPGS registration system will appear on this transcript. Incomplete courses and courses taken outside of WCSD will not appear.
- The Nevada Department of Education will allow a **PDF copy** of the transcript to be uploaded into OPAL as verification of hours for recertification.