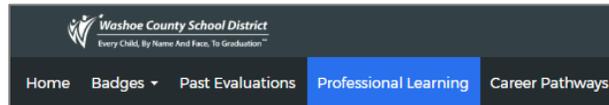
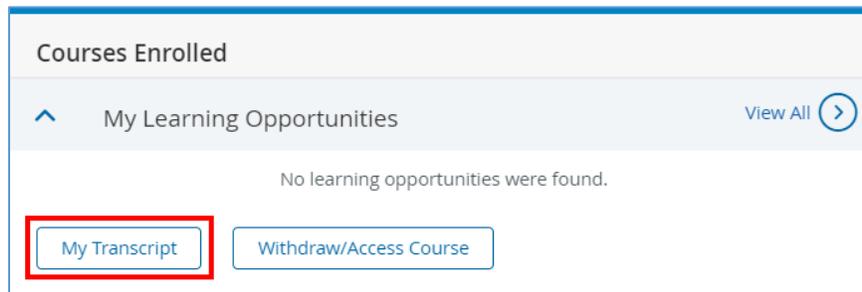


## Generating a Transcript

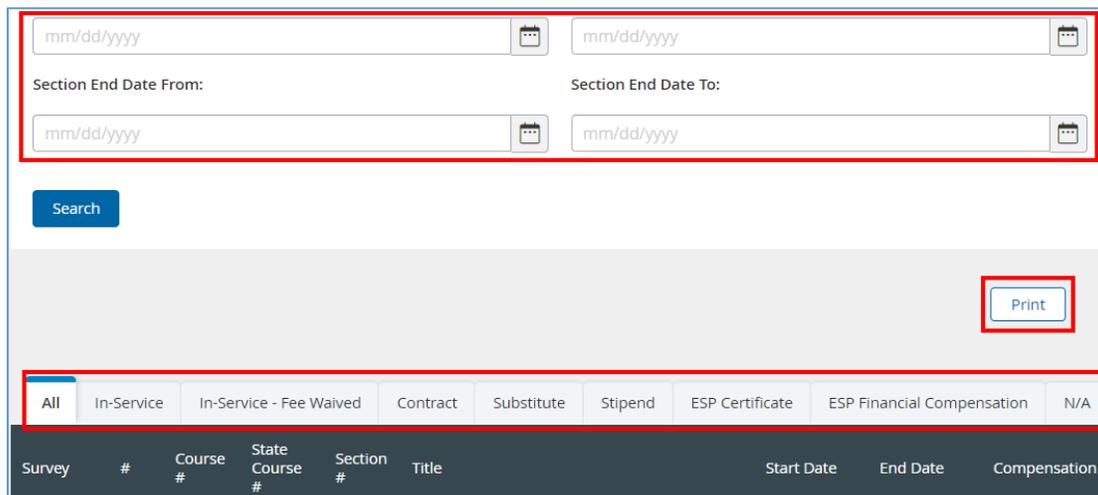
- 1) Click the tab labeled **Professional Learning**.



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



- 4) 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.



- 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.