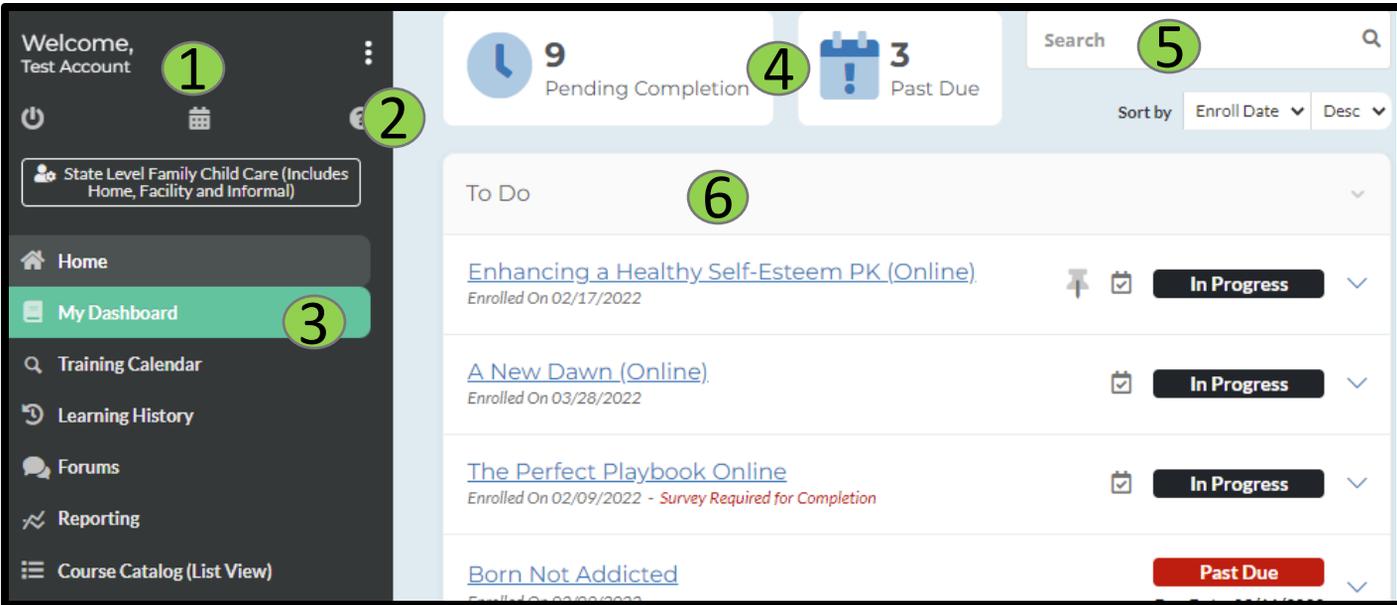# How to Navigate your Dashboard

1 **Calendar Icon:** Click here to view trainings you have registered to attend
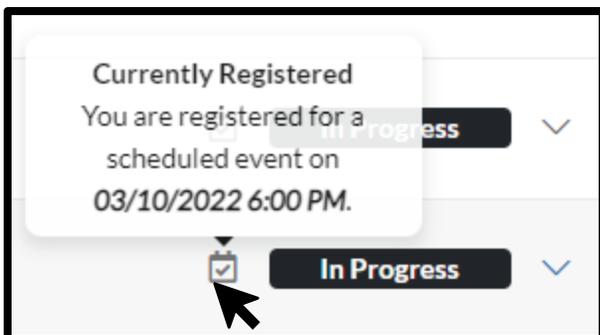
2 **FAQ Icon:** Click here for Frequently Asked Questions (FAQ's)

3 **My Dashboard**: Click here to go to your Dashboard

4 **Course Status**: Click here to toggle between courses in progress and courses that are past due

5 **Search**: This section allows you to quickly search your to-do list courses

6 **To Do List:** This section shows the courses that you have enrolled in

Hover your mouse over the calendar icon to see the date and time of this course.

My Dashboard

①

9 Pending Completion

3 Past Due

Search 🔍

② Sort by Enroll Date ▾ Desc ▾

To Do ⌄

④

Enhancing a Healthy Self-Esteem PK (Online)
Enrolled On 02/17/2022

📌 ☑ **In Progress** ⌄

🕐 Hour(s): 1.00   ▥ OLEnhancingHealthySelfEsteem1hrCONNECT   📌 📁

③

This one hour preschool session will examine the characteristics of a positive self esteem. We will discuss why the feelings of competence, confidence, acceptance matter in a young child's development, and include ways to build upon a child's efforts and strengths.

| Enhancing a Healthy Self-Esteem PK (Online) * | Currently Registered: 02/17/2022 6:30 PM |
| Enhancing a Healthy Self-Esteem PK (Online) * | Not Yet Viewed |

View Course

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① **Course Status:**
Click here to review your courses by selecting either the Pending Completion or Past Due option

② **Sort By**: Sort through your courses by Enroll date, Due Date, Name, or Status

③ **Pins and Shortcuts:**
- **Pin Icon:** Allows you to pin the course to the top of your To-do list for easy access
- **Open Folder Icon:** Allows you to open the course and access the module.

④ **Course Information:**
Click here to expand to show your courses detailed information including enrollment information and due date, course's duration, and a written description detailing what the course is about. Click on the course name to start your course and see your modules.

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Navigating your Learning History

① Overview – the top section of the page will show you an overview of your courses. This section will update with search parameters below.
- Completed – The number of credit hours completed.
- To Do – The number of active trainings to be completed on your Dashboard. Clicking this box
② will navigate you back to your dashboard.
- Expired – The number of courses that expired before they could be completed
- Failed – The number of courses that were not completed.

Search: Quickly find or filter your courses

③ Use the search bar to search for words in the title of the course.

Filters:
- Status Types: Filter Passed, Partial, Expired, and Failed course completion statuses.
④ • Completion Date: Generate course completions using a custom date range.
- Certificate: Filter courses with a certificate, courses without a certificate, or both
- Credit Type: Search for courses using Core Knowledge and Competencies or Non-STARS hours.

⑤ Sort and Download: Sort your results and download a copy of your search report (transcript) here.

Selecting a course will allow you to view details of the lesson's information, access to any completed self-paced content, handouts, modules, and assessment scores.

How to Run a Transcript Report

If you needed a copy of your transcript report to share with your director or a licensing specialist, follow the steps below to generate that report. You can select more than one checkbox.

Status Types (+1) ⌄	Completion Date (+2) ⌄	Certificate (+2) ⌄	Credit Type (+8) ⌄

Status Types   Clear
- ☑ Passed
- ☐ Partial
- ☐ Failed
- ☐ Expired

Completion Date   Clear

Start Date:
4/4/2019 📅

End Date:
4/4/2022 📅

Certificate   Clear
- ☑ Certificate
- ☑ No Certificate

Credit Type   Clear
- ☑ Non STARS Credit Limit 15 Hours Per Renewal Period
- ☑ Health, Safety, and Nutrition
- ☑ Child Growth and Development
- ☑ Family and Community Relationships
- ☑ Environment and Curriculum
- ☑ Administration and Management
- ☑ Child Observation and Assessment
- ☐ Career Pathway Credit (Not For WV STARS Hours)
- ☑ Professionalism and Leadership

Check the course Status Types you wish to see on the report. You can run a report that does not show Partial, Failed or Expired courses.

Determine what date range you want to search.

Determine if you want to see courses with certificates, without certificates, or both.

Choose the credit types you want information about. Leave "Career Pathway Credit (Not For WV STARS Hours)" unchecked [these system hours do not count for WV STARS Credit]

If you want information about a specific credit type for Tier II, only select that credit type.

When you have set the filters to your preferences, select how you want the results sorted – by Course or by Completion Date, then Ascending or Descending. Finally, click "View as Report" to go to the reporting page to view a printable transcript report.

Sort by	Completion Date ⌄	Desc ⌄

📄 View as Report

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