Tracking Employees’ Completion for the Together as Buckeyes curriculum

This job aid is to show managers how to view their direct employees’ transcripts and run a standard report for their direct and indirect employees.

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Access an Employees’ Transcripts
1. Log in to https://buckeyelearn.osu.edu with your name.# and password
2. Click the red My Transcript button in the middle of the page
3. Click the View Team drop-down
4. On the left side of the screen, select an employee

5. Locate the *Together as Buckeyes* curriculum and select the *Open Curriculum* button. To search the training, type a key word in the search box and press enter on your keyboard.

6. The *Together as Buckeyes* curriculum consists of an eLearning and a Pledge. After completion of the eLearning portion, the user must sign the pledge in order for the curriculum to complete.
7. After the pledge has been launched, there are four steps to signing the pledge. If all four steps are not completed, the curriculum will remain in an “In Progress” state on the user transcript:
8. To view the completed transcript of an employee, select the down arrow next to Active, then click Completed.

9. Your employee’s completed trainings are now displayed.
View Training Progress Pie Chart Report

To view the training progress status for the Together as Buckeyes curriculum for all of your employees, consider running the Training Progress Pie Chart report

1. Hover over the Reports tab, then click Standard Reports

2. The reports page will load and you will see a section titled Track Employees

3. Click on the text button Training Progress Pie Chart

4. Select the Date Criteria for your report. Note that the date filter refers to the date the training was assigned.
5. Click on the expand icon to select the Training Title criteria

   Training Title: 

6. Uncheck all of the boxes, leaving only “Curriculum” checked. Type in Together as Buckeyes and click Search

7. Click the Add icon next to Together as Buckeyes 2020
8. Locate the Options section:
   - check the checkbox to Include Indirect Subordinates to include your indirect employees
   - check the box to Include users who have completed equivalent courses in the report. Doing so will ensure the accessible version is also brought in to the report.
   - Select the Search button

9. You will see a pie chart with the summary of all your employees that are in progress and completed

10. Below the pie chart, you can click on Printable Version or Export to Excel to export the detailed information in the report