



Frequently Asked Questions (FAQs)

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User: Transcript

- **How do I access my transcripts?**

By default, the user dashboard displays Courses you are currently enrolled in. Change the Display to “My Transcripts” from the full down menu.

Displaying **My Transcript** ▼

- [How do I find my Form 200-005 PD?](#)

From your transcript, courses that are eligible for reclassification will have a certificate tied to the course. Click on the “Print Certificate” Icon.



21 Hours Job-Embedded Professional Development SY 2023-2024 (
Enrollment Type: Elective (Self)
Credits: Hours - 21; Units - 3
Score: 100% (Passed)
Date Completed: 7/2/2024

User: Unenroll

- **How do I unenroll from a class?**

If the user self-enrolled/registered, they can unenroll by clicking on the Unenroll icon for the course on their My Task list:

The screenshot shows a user dashboard with statistics and a calendar. The statistics include: Upcoming Courses (10), Completed Courses (5), Certifications (0 Due Soon / 0 Overdue), Total Credits (42), Incomplete Evaluations (0), and Printable Certificates (0). A green thumbs-up icon indicates the user is up to date. A calendar for August 2024 is also visible.

Below the dashboard is the 'My Task' section, which displays a list of courses. The 'Displaying' dropdown is set to 'Courses'. The list includes several '2024 SBBH Summer Virtual Training Academy' courses and one '2024 SBBH Road Map & DAnSS Party' course. Each course entry has an 'Unenroll' icon (a trash can with an 'X') next to it, which is highlighted with a red box.

Course	Enrollment Type	Date and Time	Instructor(s)	Unenroll
2024 SBBH Summer Virtual Training Academy	Elective (Self)	7/9/2024 12:30 PM - 7/9/2024 1:59 PM	Hawaii Instructor(s): Kimberly McDonald	Unenroll
2024 SBBH Summer Virtual Training Academy	Elective (Self)	7/9/2024 10:00 AM - 7/9/2024 11:00 AM	Hawaii Instructor(s): Kimberly McDonald	Unenroll
2024 SBBH Summer Virtual Training Academy	Elective (Self)	7/9/2024 11:00 AM - 7/9/2024 12:00 PM	Hawaii Instructor(s): Kimberly McDonald	Unenroll
2024 SBBH Summer Virtual Training Academy	Elective (Self)	7/10/2024 12:30 PM - 7/10/2024 1:59 PM	Hawaii Instructor(s): Kimberly McDonald	Unenroll
2024 SBBH Summer Virtual Training Academy	Elective (Self)	7/10/2024 2:00 PM - 7/10/2024 3:30 PM	Hawaii Instructor(s): Kimberly McDonald	Unenroll
2024 SBBH Summer Virtual Training Academy	Elective (Self)	7/11/2024 8:30 AM - 7/11/2024 9:00 AM	Hawaii Instructor(s): Kimberly McDonald	Unenroll
2024 SBBH Summer Virtual Training Academy	Elective (Self)	7/11/2024 12:30 PM - 7/11/2024 2:00 PM	Hawaii Instructor(s): Kimberly McDonald	Unenroll
2024 SBBH Summer Virtual Training Academy	Elective (Self)	7/11/2024 12:30 PM - 7/11/2024 2:00 PM	Hawaii Instructor(s): Kimberly McDonald	Unenroll
2024 SBBH Road Map & DAnSS Party	Elective (Self)	8/20/2024 1:30 PM - 8/20/2024 3:30 PM	Hawaii Instructor(s): Kimberly McDonald	Unenroll
Model Suicide Risk Referral Protocol	Elective (Self)	8/22/2024 9:00 AM - 8/22/2024 11:00 AM	Hawaii Instructor(s): Kimberly McDonald	Unenroll

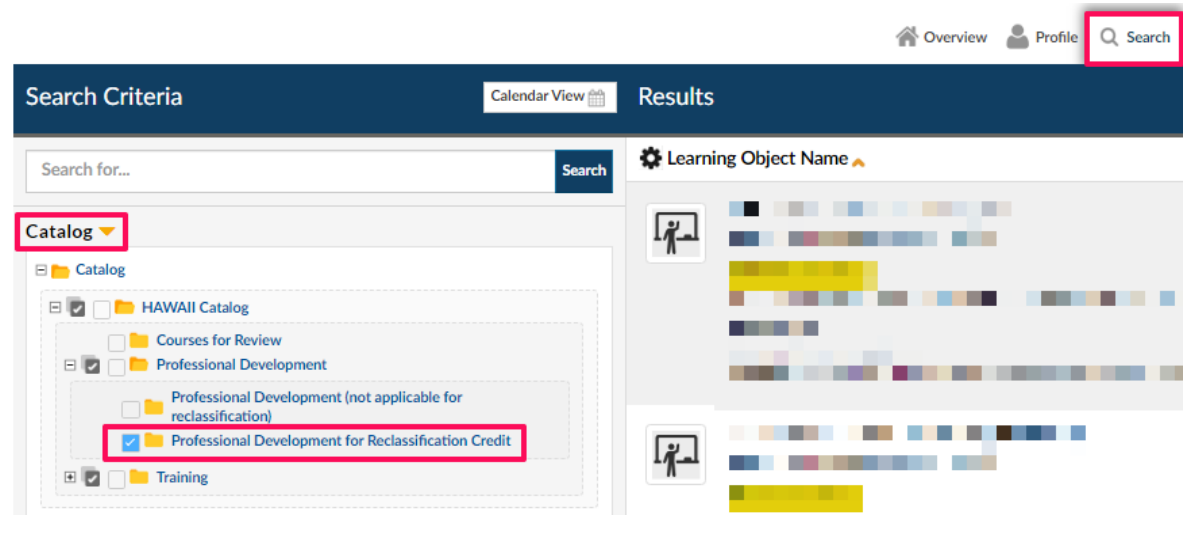
If the user was manually added to the roster by the instructor, then the instructor would have to cancel their enrollment.

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Teacher: Credit Unit Courses

- **How do I find credit unit courses that are eligible for reclassification?**

On the Search tab, click on the arrow icon next to Catalog. Expand the Catalog by clicking on the “+” until the Professional Development for Reclassification Credit node is exposed. Place a check in the box next to it:



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Teacher: Academic Credit

- **I took a class from a University/College. How can I upload this course to my Learnsoft Transcript?**

Academic courses will not appear in the Learning Management System.

You need to submit the [Form 200-005 for University/College credits](#) with your official Transcripts to Teacher Reclassification.

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Instructor : Remove a participant from the roster

- **Employee has been marked complete on the roster by mistake but needs to be removed.**

[Technically you cannot delete a person from the roster but can cancel their enrollment.](#)