



## Understanding My Training Plan and My Transcript

### Training at the Commerce-wide Learning Center

1. When you click **My Training Plan**, you will be taken to a new window that shows the instructor-led/classroom training that you are enrolled in, training that you have completed, assignments that you have submitted for instructor approval, and assignments that have been completed.
  - Σ Online courses are shown in **My Transcript**. Currently, all online courses are offered at the bureau level, so that button does not appear on the Commerce-wide Learning Center. **My Transcript** does appear at the bureau level.
2. The **Enrollments** section of **My Training Plan** shows the start and end date of the class that you have enrolled in as well as your status for the class. The class status is normally “Nominated” or “Approved.”
3. The **Assignments to be Completed** section will list any assignments that you are working on. An assignment can be any type of task created by a training

administrator or instructor that can have a completed/incomplete. For example, as part of an Individual Development Plan, an employee and supervisor agree that the employee should read a project management book and submit a three-page book report. Since this is a development task, the supervisor has the office’s training administrator enter it into the Learning Center as an assignment. Once the book is read and the report submitted and approved, the supervisor has the administrator mark the assignment as complete. This way the development activity is recorded, tracked, and reported.

### Training at Your Bureau Level

When you click on the link that takes you to the Commerce Learning Center at your bureau, you will be taken to a page that has the same basic layout and items as the Commerce-wide Learning Center.

### My Training Plan

1. The **My Training Plan** button shows you the *bureau-specific* instructor-led and classroom training events that you have enrolled in and completed.

2. The parts of the training plan at the bureau level are the same as the Commerce-wide Learning Center.

### My Transcript

1. **My Transcript** is unique to the bureau level. It is where all of your completed bureau-level online courses are listed
2. The main difference between **My Transcript** and **My Training Plan** is that the transcript shows your online courses and assessments, not your classroom training, which are listed in **My Training Plan**.
3. **My Transcript** shows the courses in progress and courses completed. If you complete a course and then wish to review it, it will show in both sections.

<http://learning.doc.gov>



Department of Commerce  
Office of Training and Knowledge  
Management  
Office of the Secretary  
1401 Constitution Ave., NW  
Washington, DC 20230