

Professional Development/Training Registration Request Section Completion Video Transcription

If you are taking a Blackboard online training course you should see a Course Completion Link within that Blackboard course. Clicking that link will take you to a SharePoint screen for you to request a course completion from the Presenter/Sponsor of the course. From here you click Submit to submit your request to the Presenter/Sponsor of the training you have completed. You will need to accomplish this in order for the course to show up on your My Transcript in the SharePoint PD/T Registration system.

If you aren't in a Blackboard training course you will need to click Request Section Completion from the left side menu in the SharePoint PD/T Registration web page. This will bring up a list of all of the courses you registered for and a Submit button to submit a request course section completion. Clicking Submit will submit your request for a course section completion to the Presenter/Sponsor of that course.

Clicking Submit along the right side of a course brings up a Submit Course Section Completion box. Here you can add notes and check the box acknowledging that you have successfully completed the training. And click Submit.

Your submission will be sent along to the Presenter/Sponsor of that course. The Presenter/Sponsor will have to confirm your request for section completion in order for the course to be truly complete and for the course to show up on your My Transcript.