

Reviewing Your Assignments, Registrations, and Transcript

Stay on track by reviewing your own assignments, checking the status of any registrations, and viewing your Epicor Learning Center transcript.

Select an option to learn more about each topic.

My Assignments

When you log into Epicor Learning Center, the Home Page will reflect the assignments associated with the signed in user – you!

You can see the most recent assignments here or click the button to view all of them.

The page defaults to the Open Assignments tab. These are the individual courses, tasks, or tests that you have not yet completed.

You can sort them by Type or Name just by clicking the heading. You can also sort by the Start Date, Due Date or the assignment Status. If an assignment is past due, a notice appears here in red.

Click on the Agendas tab to see the Agendas that are still being worked on. Content is listed in the recommend order so follow that path.

For example, this Agenda directs us to take this course first. When that is completed, you can easily move on to the next one just by clicking Yes when prompted.

You can quickly see the Agenda Name, the Start Date, Due Date, the total number of items in the agenda, the time it will take to view all the courses and the current percent complete. So, if you have an agenda with 3 courses and a test and you have only watched one course, you will see a 25% complete rate. Make sense?

Roles shows you the role--or roles--associated with your user. Expand the role to see the related content agendas, and then work through the agendas in the order listed.

All Assignments lists all individual assigned courses, tests, and tasks even if they are complete.

This same exact information is also available from the side menu under Assignments, My Assignments.

My Registrations

A registration is made when you sign up for a live or online course taught by an instructor. These are usually associated with a fee.

From the Epicor Learning Center Home Page, you can see all the registrations associated with your user. Click the My Registrations button.

At a glance, you can view your current live course or course suite registrations along with any you took in the past. Live courses also note the location they occurred in.

Take a quick look to your left and you see another path to this same data from the Course Catalog menu.

My Transcript

When you complete content such as courses, tests and full agendas, they appear in your Transcript. Even if the material was not assigned, it will still appear here if you reached a completed status.

From the side menu expand Transcripts and then choose My Transcript.

The results are organized by Courses, Tests, Tasks, Accomplishments and Agendas. Each shows you the Name and Description.

You can sort Courses by the Completed Date and view the length in minutes.

Tests show your score, if you passed or failed, how many times you took the test, and the date you passed or completed it.

Tasks and Accomplishments show similar data along with Agendas.

Remember, you must complete an item before it will appear in your transcript.

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