Commerce Learning Center (CLC)
How to Export my CLC Transcript to Excel
Audience: All CLC Users

CLC Access Level: Standard

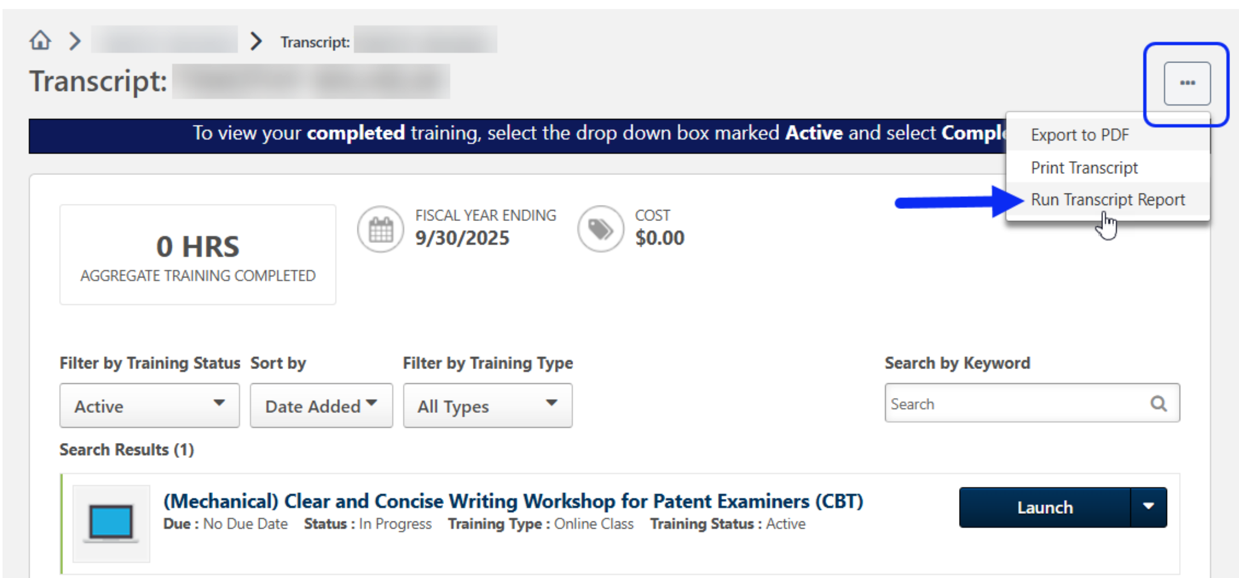
To download a full Excel training transcript from the Commerce Learning Center (CLC):

1. Login to the Commerce Learning Center.

2. From the main navigation bar select **Learning** (or **Training**), then select **View Your Transcript.**

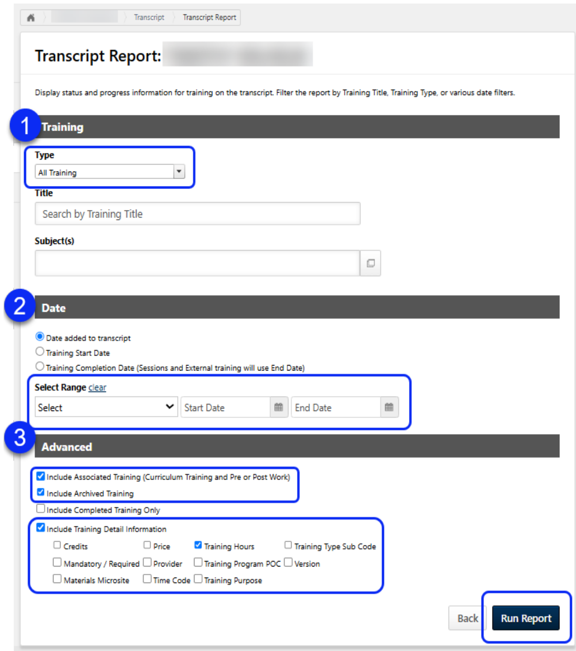
3. Select the **three-dot ellipsis** on the upper right corner of your Transcript. Then select **Run Transcript Report**.

- **Important:** It is recommended to select **Run Transcript Report** instead of Export to PDF. The Export to PDF option generates a page-by-page PDF, which can be time-consuming when exporting long transcripts.



4. **Select** your desired **reporting options**. To obtain a full download of all training included on your CLC transcript, refer to the table below for recommended reporting selections.

Section	Suggested Selections
1. Training	Leave the default option, All Training selected. If desired, add a filter to limit the report results.
2. Date	Leave the default option, No Date Range selected. If desired, add a filter to limit the report results.
3. Advanced	Select the **Include Associated Training**, **Include Archived Training**, and **Include Training Detail** options selected. Upon selecting **Include Training Detail**, additional options will become available, select the desired additional detail options. It is recommended as the best practice to select **Training Hours** at a minimum.



5. Select **Run Report** to generate your Transcript report.
6. The **Microsoft Excel** report output will **automatically download** to your default download location.
7. **Navigate** to your **Downloads** folder to obtain the exported data.
8. From the Download folder, **Open** the file to view the exported data. If you have any questions regarding the data included in the report, please contact your bureau level CLO or Commerce Learning Center End-User support.