

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.

Transcript: [Redacted]

To view your **completed** training, select the drop down box marked **Active** and select **Completed**

0 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 9/30/2025 COST \$0.00

Filter by Training Status Sort by Filter by Training Type Search by Keyword

Active Date Added All Types Search

Search Results (1)

(Mechanical) Clear and Concise Writing Workshop for Patent Examiners (CBT)
Due : No Due Date Status : In Progress Training Type : Online Class Training Status : Active Launch

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.

For immediate assistance and to speak with a real person 24/7 please visit
<https://doc.eskillzivesupport.com/support/home>

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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.

The screenshot shows the 'Transcript Report' interface. It has three main sections highlighted with numbered callouts: 1. Training: Includes a 'Type' dropdown menu (set to 'All Training'), a 'Title' search box, and a 'Subject(s)' dropdown. 2. Date: Includes radio buttons for 'Date added to transcript', 'Training Start Date', and 'Training Completion Date'. Below these is a 'Select Range' dropdown (set to 'Select') and date pickers for 'Start Date' and 'End Date'. 3. Advanced: Includes checkboxes for 'Include Associated Training', 'Include Archived Training', and 'Include Completed Training Only'. Below these is a section for 'Include Training Detail Information' with checkboxes for 'Credits', 'Price', 'Training Hours' (checked), 'Training Type Sub Code', 'Mandatory / Required', 'Provider', 'Training Program POC', 'Version', 'Materials Microsite', 'Time Code', and 'Training Purpose'. At the bottom right are 'Back' and 'Run Report' buttons.

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.

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