



How to View Your Transcript in MyPGS

This document provides a step-by-step walkthrough for on how to view your Transcript in MyPGS

Go to your “Professional Development” Tab in MyPGS

The screenshot shows the MyPGS interface. At the top is a dark navigation bar with the following tabs: Home, Professional Development (highlighted in blue), External PD, Help Guides, My Evaluations, and Evaluation Pa. Below this is a white content area with a blue header bar labeled 'My Courses'. Underneath, there is a section titled 'My Learning Opportunities' with a 'View All' button and a right-pointing arrow. Below that is a course entry for 'Test Course' with details: 'Section: 93036' and 'Location: 2320 New Beginnings Road, Building # 1, Kissimm...'. There is a 'Show More' link and a circular icon with a right-pointing arrow. At the bottom of the course entry are two buttons: 'My Transcript' and 'Learning Opportunity'. An orange arrow points from the 'Professional Development' tab in the navigation bar to the 'My Transcript' button.

Click on My Transcript

Once clicked, this page will appear

Search Transcript

Name: test instructor1
Employee ID:
Sites: Test District, Test School 1
Demographics: Test

Section Completed Date From:
Section Completed Date To:

Section End Date From:
Section End Date To:

[Search](#)

You can then scroll down below and view items that have been added to your transcript and see how many points you have, you have the option to Print your transcript or Email it.

[Email Pdf](#) [Email Pdf](#) [Print](#)

[All](#) [Certification](#) [Non-Certification](#)

| # | Survey | Component # | Component | Course # | Section # | Title | Credit Hours | Start Date | End Date | Certificate # | Registration Status | Grade |
|----|------------------------------------|-------------|-----------|----------|-----------|-------------|--------------------------|------------|------------|---------------|---------------------|--------|
| 1. | Survey completed November 29, 2018 | N/A | N/A | 79856 | 93036 | Test Course | 3.0 Points Certification | 11/30/2018 | 11/30/2018 | 905308 | Completed | Credit |

Total:

| | |
|--------|-------------------|
| Points | |
| 3.0 | Certification |
| | Non-Certification |

Note: Course Surveys must be completed after courses for points to be included, please see the help guide on How to Complete Surveys in MyPGS

You can view/print the certificate for a particular course if required, by clicking on the number in the certificate column

Please note the following information on Points and what is Bankable:-

CERTIFICATION POINTS – Issued to anyone that holds a Teaching Certificate

NON CERTIFICATION POINTS – Issued to anyone that does not hold a Teaching certificate

Banking Points for Renewal

- Bankable Points/Credits:
 - ESOL
 - Reading
 - Teaching Students with Disabilities (SWD) **Effective July 1, 2014**
- Professional Certificates
 - **Excess** points earned during one validity period may be banked for later renewals
- Temporary Certificates
 - Points earned during validity period of Temporary Certificate may be banked for renewal of **first** Professional Certificate
 - Must go directly from Temp to Pro with “no break in continuity”

