## Accessing Your Professional Learning Transcript in PLZ

2019-2020

## Overview

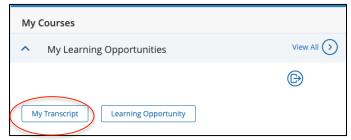
Teachers will be required to submit their professional learning transcripts for their school leader's review at several points in the school year. This document gives the steps to access the professional learning transcript in PLZ.

STEP ONE: Open the Microsoft Outlook App Launch and navigate to PLZ. If prompted, log in using your Active Directory credentials.

STEP TWO: Select the "Courses" tab from the banner at the top of the page.



STEP THREE: Scroll down to the "My Courses" section on the right side of the page. Click "My Transcript".



STEP FOUR: Enter the applicable dates in the "Section End Date From" and "Section End Date To" areas. Click "Search".



STEP FIVE: Your transcript will populate showing the total number of hours for the selected time period. You have the option to print or email your transcript.

