

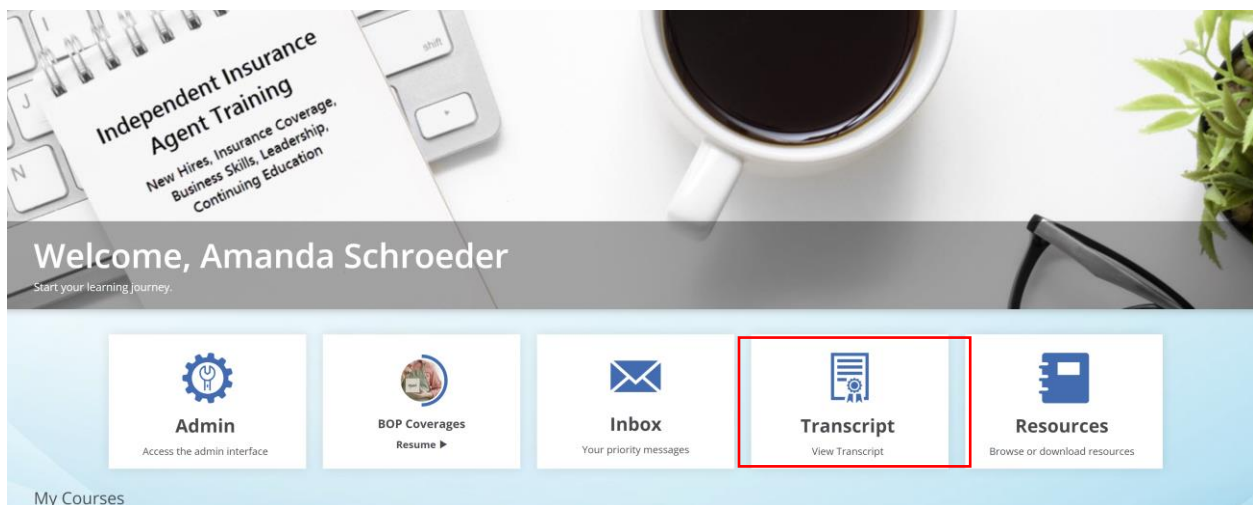


A Manager's Guide to Promote Accountable Learning

MyAgencyCampus recommends that the learner (user) provide weekly updates and transcript reports to their manager. This is a great way to encourage the employee to achieve outcomes and share accomplishments throughout the curriculum. The individual can produce a weekly transcript report and share it with the manager. Users can also print their final assessment results at the end of each course. They can share what questions they missed and review the content with their manager.

Below are instructions on how the user can access and print their transcript:

1. Log into your account at <https://learn.myagencycampus.com/>
2. Click on the 'Transcript' tile circled in red below.



3. Then you will see your grades and an option to 'print transcript' in the top right corner.

TRANSCRIPT FOR MAC DEMO

Print Transcript

Username: info@myagencycampus.com
Email Address: info@myagencycampus.com
Department: New Level Partners
Credits: 0

Courses

Course Title	Status	Score	Enrollment Date	Completion Date	Credits
2000 ISO Homeowners Policy Form	Complete	80%	October 8, 2020 3:27 PM	March 11, 2021 3:47 PM	
Advanced Communication and Negotiation Skills- Curriculum	In Progress		October 8, 2020 3:27 PM		
Building Trust and Managing Conflict	Complete	90%	October 8, 2020 3:27 PM	March 11, 2021 3:47 PM	
Business Writing 101	Not Started		October 8, 2020 3:28 PM		
Client Management - Personal Risk Coverage plus Essential Skills Jump-Start- CE -Curriculum	In Progress		October 8, 2020 3:28 PM		

4. Then click print on the top right:

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Business Writing 101	Not Started		October 8, 2020 3:28 PM		
Client Management - Personal Risk Coverage plus Essential Skills Jump-Start- CE -Curriculum	In Progress		October 8, 2020 3:28 PM		
Client Management Essentials- Curriculum	In Progress		October 8, 2020 3:27 PM		
Commercial Lines Coverage Basics - Curriculum	In Progress		December 8, 2020 2:41 PM		
Customer Management: Anticipating Needs	Complete	75%	October 8, 2020 3:27 PM	March 11, 2021 3:48 PM	

There is also an option to “print to pdf”, that way you can email it to your manager if needed.

Below are instructions on how to review and print your final assessment:

1. Once the user takes the assessment and hits 'submit' they will see this screen with their results.
2. Click on the printer icon to print the full assessment.

Final Assessment

SCORE: 80

PASSED

Question 1

Correct

In noting the floor covering, the first thing to remember is that you need to know roughly how much of each covering is in the home.

Your answer: True

Question 2

Incorrect

What type of staircase is shown in the picture?

Your answer: Spiral

Correct answer: Antique

Question 3

Correct

Metal ceilings are often seen in old homes.

Your answer: True

Question 4

Correct

What type of bathroom is shown in this picture?

