



How To Print a Transcript on Professional Development

To Print a Transcript:

1. Go to Valley View's website (www.vviewisd.net)
2. Click on "**Professional Development – Workshops**"
3. Enter **Email address** (district email address)
4. Enter **Password** (district password)
5. Go to **My Content**
6. **View/Print Transcript** (*Your Participant Transcript will generate.*)



If a Workshop does not appear in your Transcript, verify the following has been complete:

- Registration status is "Approved".
- Attendance status has been confirmed via an official "Sign-In".
- A workshop evaluation has been submitted and confirmed.

Reminder: To successfully logout, click on "Welcome *Name*", and Logout.