**Instructions for Printing the ATI Transcript**

*The ATI transcript is a complete record of what has been done in ATI.*

*It shows the date, time and amount of time spent in any area (assessments/modules/testing area).*

*Instructions:*

 **1.** Under “My Results” Header

 **2.** <Click on> “My Transcript” *(just below the red header selection bar -- on the right hand side)*

 

1. Once the ‘transcript’ appears 🡪 **hover** mouse at top until a “gray oval area” appears…

 <Click on > Printer icon

 

 **4.** A “pop-up” Menu will appear *(or page properties;)* Select “**Landscape**”orientation; Then <Click on > Print

 

**NOTE:** Below (*or reverse side) shows* **Sample Transcript** *in “Landscape” orientation*;

 Shows: Self Assessment Inventory *(Under Practice Assessment)*

 Nurse Logic Knowledge and Clinical Judgment Module *(under Tutorial*) with both lesson & test completed