View an employee's transcript and quiz answers

Open an employee's training transcript, review every quiz attempt question by question, and download it as a PDF or Excel file.

For: Administrators, Managers · Updated November 21, 2026 · https://hipaacertify.com/index.php/support/article/admin-employee-transcript

Open a transcript

1. Click **Employees** in the sidebar and open the employee.
2. In the **Certificates** card, click **View Transcript**.

The transcript lists every course the employee has completed, with dates, hours, scores, certificate numbers and expiry. Click **sections** under a course to see each section's quiz score and attempts. See View and download your training transcript for what each column means.

Review their quiz answers

Click **Review** next to a section. You'll see every attempt they made, with each question, their answer (labelled **Their answer**), the **Correct answer** and the explanation.

Administrators always see the correct answers, even while the employee is retaking the course.

Download

- **Download PDF**: a printable transcript.
- **Download Excel**: **Courses**, **Sections** and an **Answers** sheet with one row per question answered in every attempt.

The Answers sheet is only in administrators' downloads. Employees' own downloads leave it out.

Who can see transcripts

Account owners and managers can open transcripts for every employee in your organization. A manager whom the account owner limited to certain departments in the Training Status report sees transcripts only for those departments; for anyone else, the **View Transcript** button doesn't appear.

Downloaded Nov 22, 2026 — check the link above for the latest version.

For every employee at once, see Download every employee's transcript for an audit.

Need more help? Visit https://hipaacertify.com/index.php/support or contact us at https://hipaacertify.com/index.php/contact.

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