

Downloading Student Transcripts from a SiTEL Account

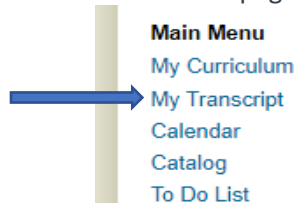
Introduction

Students must complete SiTEL curriculum prior to the start of their clinical placements. Proof of completion certificate must be provided to the clinical coordinator.

How to Download Student Transcripts on SiTEL.

Follow the instructions below to download transcripts

1. Navigate to SITELMS.org
2. Log in to your existing account
3. From home page, click on “My Transcript” link on the left side of the screen



4. Click on the “Detailed transcript” link for the modules you need (this step is repeated for each required module)

FY 2023			
ID	Title	Enrolled On	Completed
Od-031430	MedStar Health COVID-19 PPE Protocols	03/16/2023	Detailed Transcript
Od-033481	Confidentiality Statement for Students/Trainees/Observers	03/16/2023	03/16/2023 Detailed Transcript
Od-027924	MedStar Health Brand Refresh Training	02/10/2023	02/10/2023 Detailed Transcript
Od-034362	MedStar Health Foundations of Equity, Inclusion & Diversity	11/21/2022	01/18/2023 Detailed Transcript

5. Click on “Export”

Home > My Transcript > Transcript

Transcript

User Name: [Redacted]
Course: Od-031430 MedStar Health COVID-19 PPE Protocols
Enrolled On: 03/16/2023

Showing 1-1 of 1

Module Name	Completion Status	Date Completed	Pretest Score	Final Score
Pr-031429 COVID-19 PPE Protocols	complete	03/16/2023		N/A

Print Export Email

The screenshot shows the 'Transcript' page with a table of modules. The 'Export' button is highlighted with a blue arrow pointing to it.

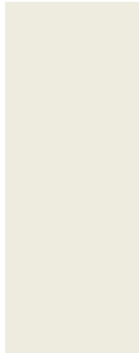
6. Select “PDF” and then click “Start Export”. The document will download to the computer

[Print](#) [Export](#) [Email](#)

PDF Excel

File name: [Start Export](#)

complete	03/16/2023	N/A
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7. Final Copy of Transcript looks like this

Transcript

User Name: [redacted] Od-032639 FY23 MedStar Health Corporate Annual Mandatory Education **Enrolled On:** 12/20/2022

Module Name	Completion Status	Date Completed	Pretest Score	Final Score
Pr-032650 FY23 MedStar Health Annual Mandatory Education: Infection Prevention and Control	complete	01/18/2023		100
Pr-032653 FY23 MedStar Health Annual Mandatory Education: Workplace Violence	complete	01/18/2023		90
Pr-032652 FY23 MedStar Health Annual Mandatory Education: Emergency Preparedness	complete	01/18/2023		100
Pr-032648 FY23 MedStar Health Annual Mandatory Education: High Reliability Organization	complete	01/18/2023		100
Pr-032644 FY23 MedStar Health Annual Mandatory Education: Corporate Compliance, HIPAA and IT Security	complete	01/18/2023		100
Pr-032642 FY23 MedStar Health Annual Mandatory Education: Compliance Structure	complete	01/18/2023		100
Pr-032643 FY23 MedStar Health Annual Mandatory Education: Code of Conduct	complete	01/18/2023		N/A
Pr-032645 FY23 MedStar Health Annual Mandatory Education: General Safety	complete	01/18/2023		100