

How to Print a Course Certificate

Once courses are completed, they move to the **History** tab on your **My Required Learning** (for courses assigned to you by someone else) or **My Elective Learning** (for courses you enrolled in using the catalog).

To Print a Certificate for a completed course:

1 In Learning and Metrics, click on My Required Learning or My Elective Learning, as appropriate

2 Click on the History tab.

3 Select the course by clicking on the radio button.

4 Click on Print Certificate

Home Add Shortcut Notes Help Contact Us Log Off
Logged in as: Learner SBM

Learning and Metrics Home
My Required Learning
My Elective Learning
My Waiver Requests
Calendar

Learning and Metrics
Access your assigned courses, learning plans, and upcoming instructor-led training events

Resource Center
View resources

Universal Search
Keyword search for courses, classes and online resources

Settings and Preferences
View and manage your user profile, shortcuts, personal preferences, and plug-ins

My Required Learning: History

Search for: Go

All Required By Course Only By Plan LP History **History**

Select a course, then choose an option below the list.

Displaying records 1-3 of a total of 3. Results per Page: 10 Show

Select	Course Name	Plan Name	Type	Status	Completion Date	Approval Status	Grade	Test	Survey
<input type="radio"/>	SMMC Goals and Recs Report		Online Course	Dropped					
<input type="radio"/>	SMMC New Hire Orientation		Instructor Led	Enrolled	11/10/2014 4:30:00 PM				
<input checked="" type="radio"/>	SMMC Preventing Work Related Injuries		Online Course	Expired	11/10/2014 2:56:26 PM		0		

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Open Write a Review Print Certificate