Printing or Saving a Certificate of Completion

Once a course has been completed in elevateU, the Certificate of Completion is available for viewing at any time in elevateU. However, if you would like to share evidence of this accomplishment with someone else, you will need to either print the certificate or generate a PDF that can be shared via email.

To print or save a PDF of a certificate, follow these steps:

1) The option to print or save a certificate of completion outside of elevateU can be found in the "Details" section for each course.

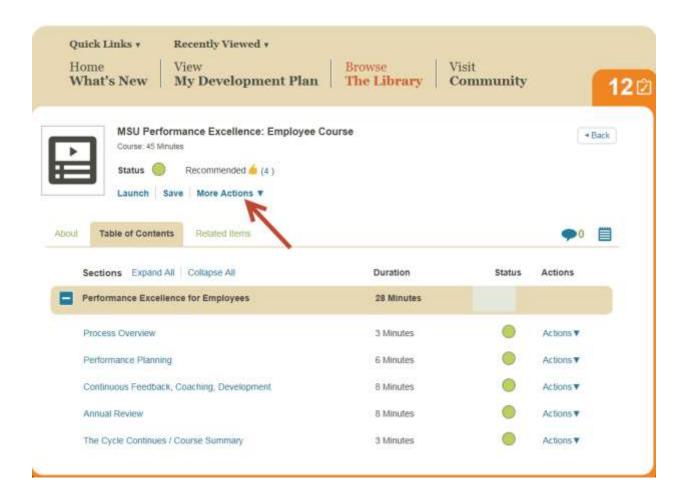


Go further, Online 24X7.

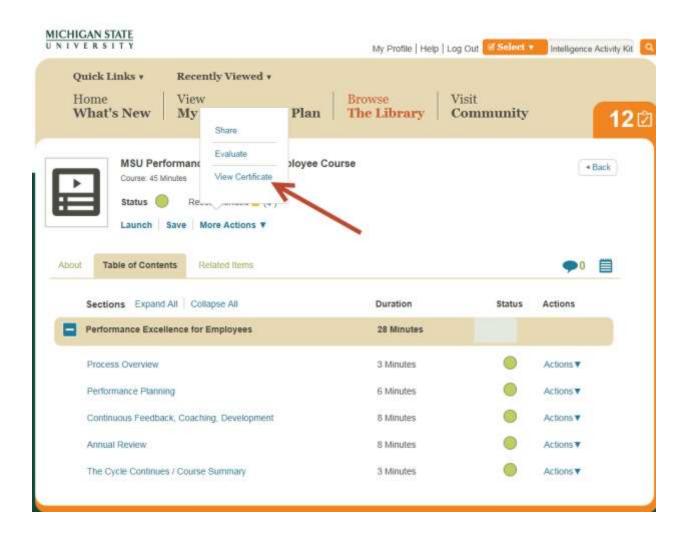
Whether you're trying to answer a question, learn a new skill, or develop professionally, ElevateU lets you quickly locate learning content aligned to your needs. Find the right resources. Create a customized learning plan. Learn from your peers. Experience a learning platform that truly puts your needs front and center.



2) Once you are in the details view, find the "More Actions" link and select.



3) In the "More Actions" menu, the option to view your certificate will be listed if the course has been completed, based on the completion criteria defined for that course. Click on "View Certificate".



- 4) The certificate will open in a separate screen, click on the print icon in the upper right hand corner to save the certificate as a PDF or to print.
 - a. To save as a PDF, select "Adobe PDF" from the list of printer options and save the PDF to your desired location. A PDF of the certificate will be generated, which can be saved to your computer and then attached to an email.
 - b. To print the certificate, select the appropriate printer from the list of printer options.

