

## How to Print a Certificate of Completion for a Training/PD

1. Navigate to your transcript by clicking on the **Transcript** button on the home page or by selecting **View your Transcript** under the **Learning** tab.



2. This will take you to the **Active** section of your transcript. To view training that you completed in the past, navigate to the **Completed** or **Archived** section of your transcript (Completed: trainings you completed in the last 3 months; Archived: trainings you completed more than 3 months ago).

Select  
**Completed**  
or **Archived**

Transcript: Jane Doe Options ▾

Use the transcript to manage all active training.

Active ▾ By Date Added to Transcript ▾

Active  
 Completed  
 Archived

**Withdraw: South Session(Starts 8/12/2014)**  
Due Date: No Due Date Status: Registered Withdraw ▾

**Launch: History Blueprint: The Civil War Common Core Unit Plan**  
Due: No Due Date Status: Registered Launch ▾

3. Once you are at the **Completed** or **Archived** section of your transcript, search for the training item you are looking for, select the drop down arrow by the training item and then select **View Training Details**.

This is the  
**Completed**  
section of  
your  
transcript

Jane Doe > Transcript: Jane Doe Options ▾

Use the transcript to manage all active training.

Completed ▾ By Completion Date ▾

**Search Results (4)**


**Launch: Deep Dive into the Math Shifts**  
Completed: 8/4/2014 Status: Completed Launch ▾

**Launch: A Questioning Toolkit**  
Completed: 8/4/2014 Status: Completed Launch ▾

Launch ▾  
 View Training Details

Select the drop down arrow by  
the training item and then select  
**View Training Details**.

4. Select **Print Certificate**.

 [move to Archived](#) | [transcript](#)

**Training Details**

☆☆☆☆☆ 1 Reviews

Training Type: Websites  
Provider: Student Achievement Partners Provided by BloomBoard  
Training Hours: Information not supplied by provider  
Description: Fosters a deeper understanding of the Math shifts by examining the major works of grade K-8 and by working with sample problems that reflect the 'rigor' expected by the Standards. Includes facilitators' guide, power-point, discussion, reflection activities and coherence card activities.  
Status: Completed  
Due Date: None  
Certificate: [Print Certificate](#)  
Content Area: Mathematics

