## Purpose

Print a learner certificate of completion from Manager Mode.

## Procedure

- 1. Log into the Learning Hub.
- 2. Click on the Manager icon>Manager Dashboard OR click MY TEAM



3. All of your direct reports show up as individual boxes so you can see their status.

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Tasks No tasks data to be shown.	◆ EXCEPTION REPORT			÷	Print
	LEARNING ACTIVITIES		Last updated: 5/	6/2019-7:14 A	M PDT
	Users (30)     ACTIVITIES		User Search		٩
	Print 💥 Export	Dir	ect Reports 🗸	Sort by: *	0
	Sabina B Brych Carmer null@sumtotalsystems.com uul@sur User Number: Us Required: 0 Recommended: 0 100%	n E Caffey mtotalsystems.com kequired: 0 mmended: 0 100%			~



- 8 -1 UW Medicine Q :2 8 **•** EXCEPTION REPORT No tasks data to be shown Print Last updated: 5/6/2019-7:14 AM PDT LEARNING ACTIVITIES Not Completed Completed USERS (30) ACTIVITIES Q User Search. Sort by: \* ₩ Export V Required: 0 Required: 0 Required: 0 mended: 0 Recommended: 0 My Observation Checklists Observer Checklists PROFILE PROFILE 0 INCOMPLETE Training Analysis Linh P Cao Pamela L Casev Safia Farah Training Schedule User Num User Number: User Number: Required: 0 Required: 1 Required: 0 mended: 0 mended: 0 mmended: 0
- 4. Click the down arrow next to Profile and then click Training Transcript

5. Clicking this will put you in <u>Emulation Mode</u>. When you see the EYE in the upper left corner you are in <u>Emulation Mode</u> which means you are acting as that person.

<ul> <li>IN</li> </ul>	U	W Medicine			Q	≣	?
TRAINING TRANSCRIPT					PRINT	EXPOR	T TO PDF
Select a year or date range to filter completed training records. Date Range Start Date End Date 3/27/2018 08:41pm IN 3/27/2019 08:41pm IN List of completed activities from 3/27/2018 to 3/27/2019 Username:	REFRESH		User nun	ıber:			
Primary organization: ANESTHESIOLOGY Primary job: Apacthesiology Technician 2 (NE & SEII L925 H/CP/I T)			E-mail: null@sum	totalsystems.com			
ACTIVITIES							
Activity	Start Date	Completion Date 🗸	Estimated Credit Hours	Attended Duration	Expiration D	ate	Score
Online Course: UWMC 2018 CM - Bariatric Sensitivity for Clinical Staff	5/31/2018	5/31/2018		Days: 0, Hours: 0, Minutes: 6, Seconds: 3			90

6. You can adjust the date range by clicking ALL or a specific year, or you can change the calendar to find a specific date. Then click Refresh.

## Manager Mode: Print Learner Certificate of Completion



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A1018 2017 2016         Evanpleted training records.           Surt Date         End Date           2027/2018 07:42pm         Surt Date           2027/2019 07:42pm         Surt Date           2027/2018 07:42pm         Surt Date           2027/2018 00:3277/2019         Surt Date           2027/2019 00:12         Surt Date           2027/2019 00:12         Surt Date           2027/2019 00:12         Surt Date           2027/2019 00:12         Surt Date           2028 00:11         S	REFRESH		User nu 8470033 E-mail: nullesu	mber: 78 mtotalsystems.com	PRINT	EXPORT TO PD/
Activity	Start Date	Completion Date 🗸	Estimated Credit Hours	Attended Duration	Expiration Date	e Score
Online Course: UWMC 2018 CM - Bariatric Sensitivity for Clinical Staff	5/31/2018	5/31/2018		Days: 0, Hours: 0,		90

7. Click on the name of the activity and you will see the details page

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	77	Online Course UWMC 2018 O 10 Minutes Assignment Status O Attempt History	CM - BARIATRIC SENSITIVITY FOR CLINICAL STAFF ATTENDED 🖤 <		Completio 100% OPTI	n Status
UWMC 20	018 CM - Bariatri	c Sensitivity for	DETAILS ACTIVITIES			
			<ul> <li>Full Description         The goal of this program is to provide all staff with a broader understanding of obesity as a diseas             for sensitive, respectful &amp; safe treatment of this patient population at the UW Medical Center.             Audience: Clinical Support staff, RN3, RN2, MA, HA             Duration: 10 minutes         </li> </ul>	e and to clari	ify the expectat	tions
			Schedule and Pricing			
			Additional Information			
			Notes			
			Library Details			

8. Click Attempt History and then click on the Diploma



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UWMC 3	Attended or	Online Course UWMC 2018 CM - BARIATRIC SENSITIVITY FOR CLINICAL STAFF CARRONN CONTRACTOR	ease and to clari	fy the expectat	IONS -
		Schedule and Pricing			
		Additional Information			
		Notes			
		Library Details			

9. This will bring up a Certificate of Achievement which you can print or Export or PDF



10. **IMPORTANT**: Do not forget to click the **EYE** and **Exit Emulation** when finished to go back to your own dashboard

Manager Mode: Print Learner Certificate of Completion

UW Medicine

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Terrance McAdam X Anesthesiology Technician 2 Exit Emulation DASHBOARDS > PROFILE PROFILE DETAILS	TRAIN This is a I Search CURRE ALL	IING SCHEDULE st of current training activities for which 	you are registere	ed. TED CANCELED FIXED DURATION A	WAITING LIST OR PI	ENDING APPROVAL		Displa
EARNER DASHBOARD	x Exi	oort To Excel 🔒 Print Cancel Regis	tration 🛗 Viev	v Calendar				USPIG.
RNING >								
VELOPMENT >		Activity Name 🔶	Status	Code ≑	Region ≑	Start Date ≑	En	d Date ≑
REPORTING >					There are no reco	rds to display.		

\*\*To get back to the Main Page, click the logo (UW Medicine, SCCA or Percicpio)\*\*

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			an a	<b>136</b> 87%					
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			USERS (30) ACTIVITIES	Not Completed	Completed		User Search		٩
			🖶 Print 🕱 Export			D	irect Reports	∽ Sort I	oy: <b>*©</b>
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			Recommended: 0		Recommended: 0				- 1
			PROFILE	0 INCOMPLETE	PROFILE	0 INCOMPLETE			
			Catherine L Cannon null@sumtotalsystems.com		Linh P Cao null@sumtotalsystems.com				v