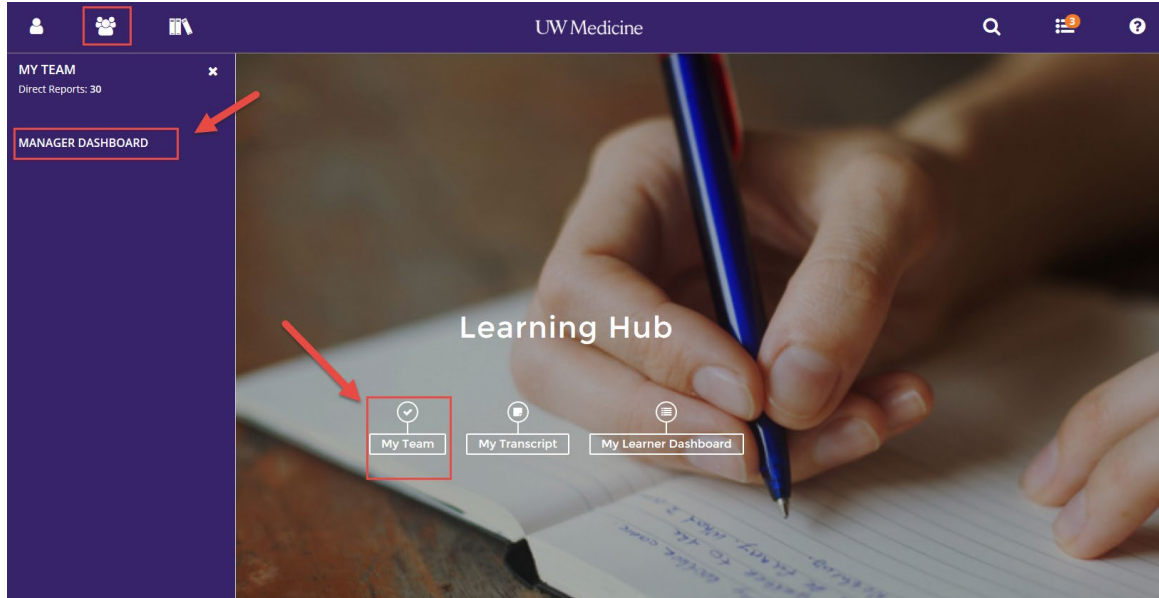**UW** Medicine
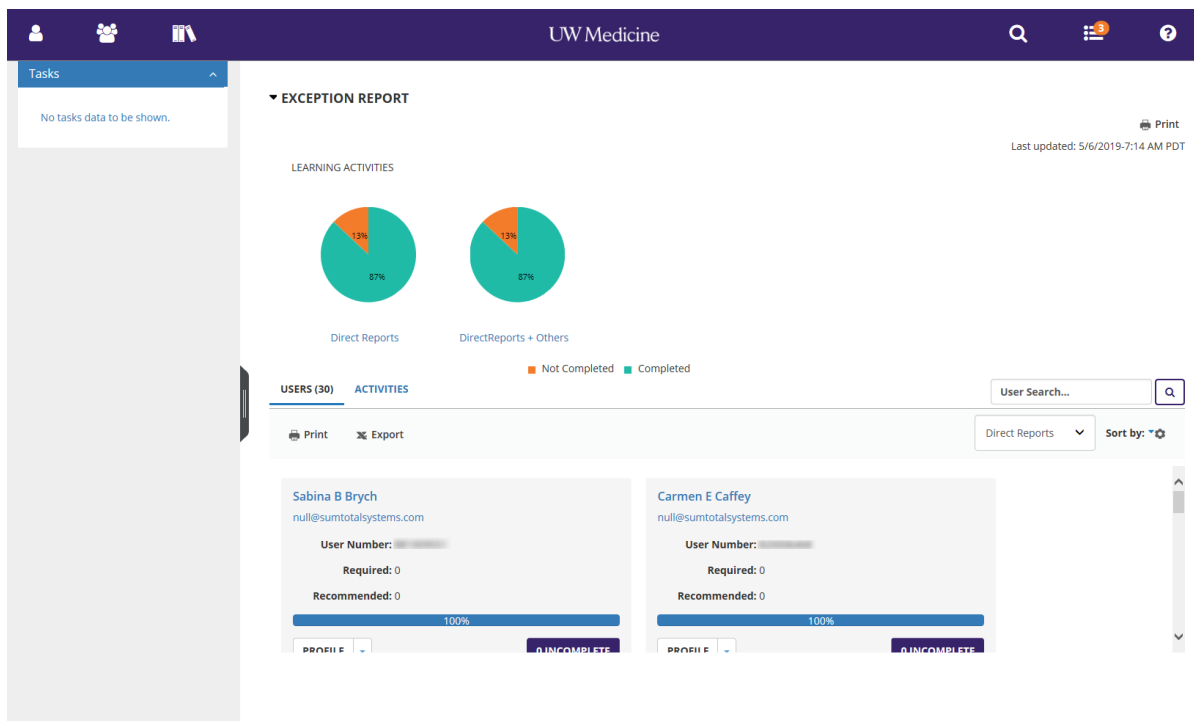LEARNING TECHNOLOGIES
& INFRASTRUCTURE

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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4. Click the **down arrow** next to Profile and then click **Training Transcript**
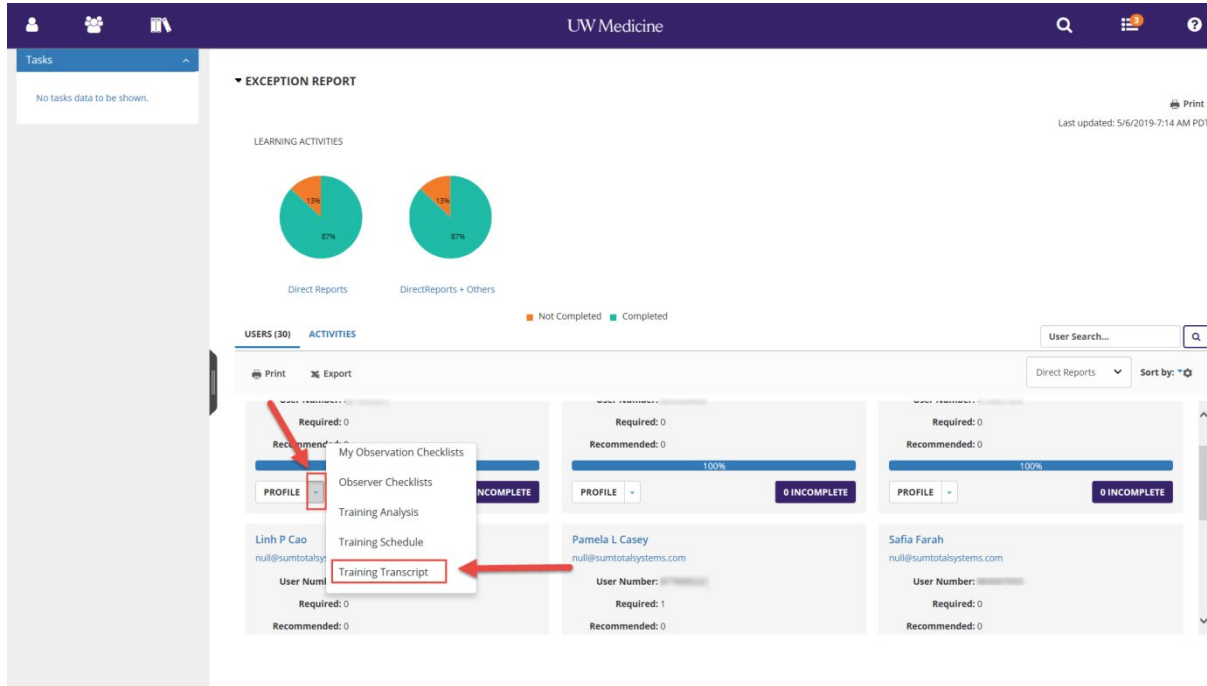
5. Clicking this will put you in <u>**Emulation Mode.**</u> When you see the **EYE** in the upper left corner you are in <u>**Emulation Mode**</u> which means you are acting as that person.
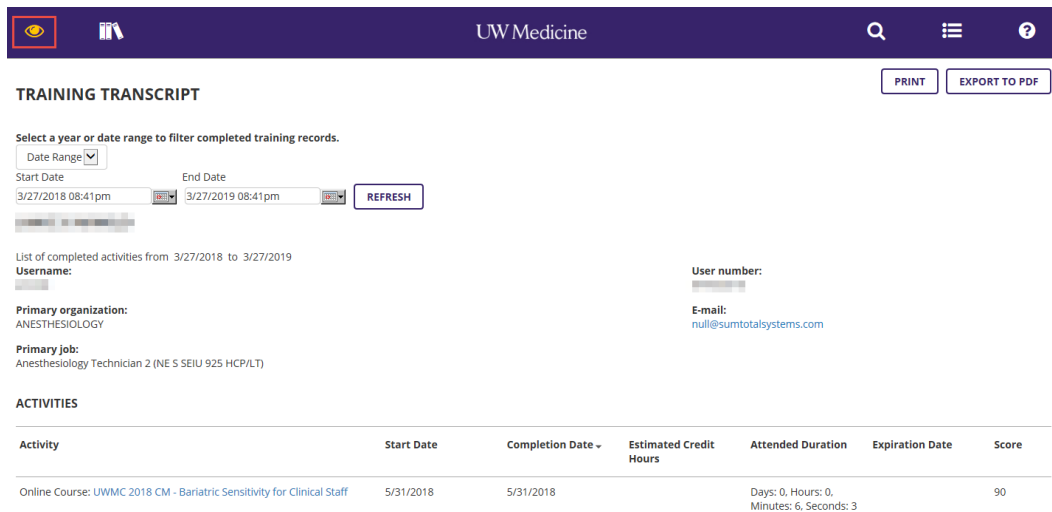
6.   You can adjust the date range by clicking ALL or a specific year, or you can change the calendar to find a specific date. Then click Refresh.

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

8. Click **Attempt History** and then click on the **Diploma**

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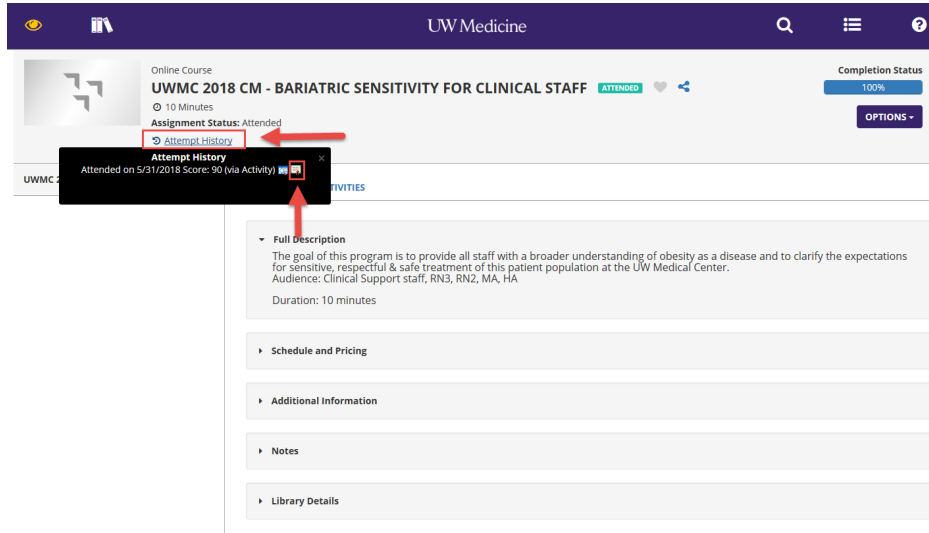
9. This will bring up a Certificate of Achievement which you can print or Export or PDF
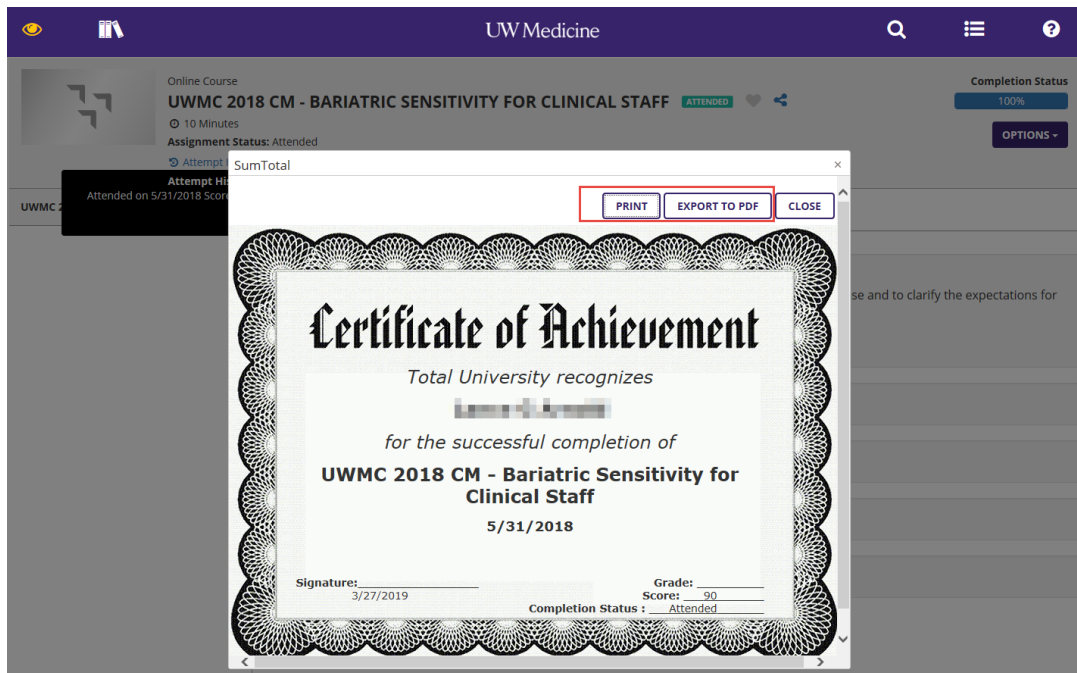
10. **IMPORTANT**: Do not forget to click the **EYE** and **Exit Emulation** when finished to go back to your own dashboard

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TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

| CURRENT/UPCOMING | EXPRESSED INTEREST | COMPLETED | CANCELED | WAITING LIST OR PENDING APPROVAL |

ALL   ONGOING ACTIVITIES   UPCOMING ACTIVITIES   FIXED DURATION ACTIVITIES

Export To Excel   Print   Cancel Registration   View Calendar

☐	Activity Name ▲	Status	Code ⇕	Region ⇕	Start Date ⇕	End Date ⇕

There are no records to display.

Terrance McAdam ✕
Anesthesiology Technician 2

Exit Emulation

DASHBOARDS
PROFILE
PROFILE DETAILS
LEARNER DASHBOARD
LEARNING
DEVELOPMENT
REPORTING

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

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Tasks

No tasks data to be shown.

▼ **EXCEPTION REPORT**

Print
Last updated: 5/6/2019-7:14 AM PDT

LEARNING ACTIVITIES

Direct Reports   DirectReports + Others

■ Not Completed   ■ Completed

USERS (30)   ACTIVITIES

User Search...

Print   Export

Direct Reports   Sort by: ▼⚙

Required: 0   Required: 0
Recommended: 0   Recommended: 0
100%   100%

PROFILE ▼   0 INCOMPLETE   PROFILE ▼   0 INCOMPLETE

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