

Viewed by: Learners

Topic: Print certificate of completion

Description: Helping print/save certificates for completed courses.

Content:

On the **My Learning** page, navigate to the **History** section at the right hand side of the page.

Select the **View All** link and the **Completed Work** page will open. From left to right it shows **Completion Date, Title, Status** and **Action**.

To print certificate for a completed course, select the **Print icon** under **Action** on the right hand side of the page. The certificate will open as a PDF. Print or save as you would normally to a location of your choice.

Alternatively, hover over the course title and a pop-up will appear. Select **Print Certificate** to open the certificate of completion for the learning item on a separate page. The certificate will open automatically as a PDF. Print or save as you would normally to a location of your choice.

If you have any queries or need help please contact course.booking.enquiries@hants.gov.uk