

IPDAE E-TRAINING CENTER

INSTRUCTIONS FOR ACCESSING A CERTIFICATE OF COMPLETION



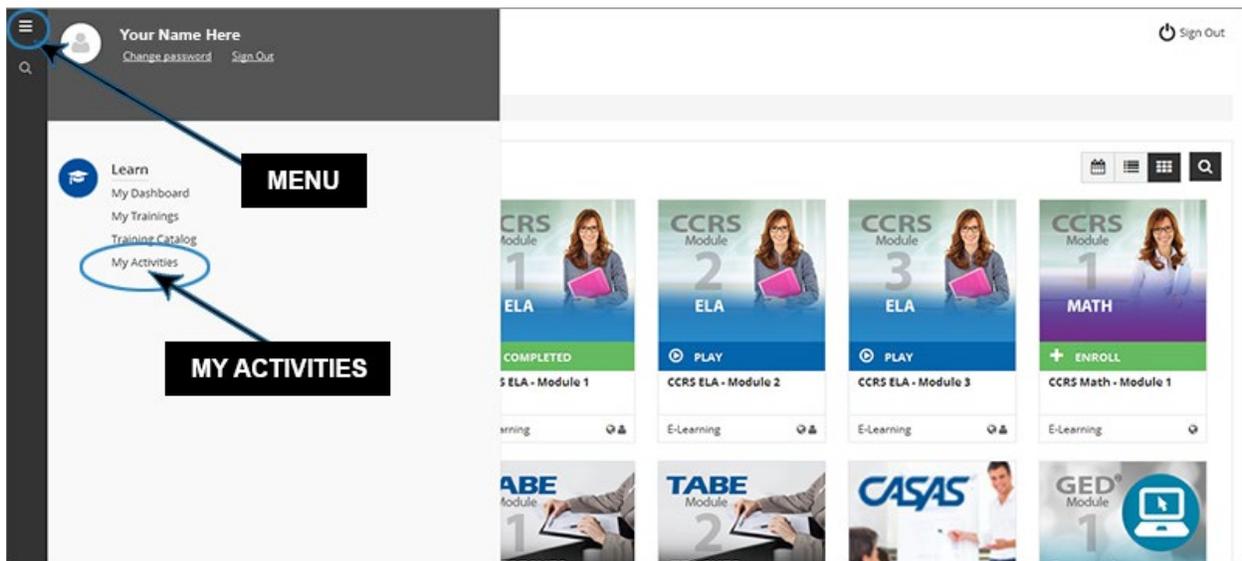
Overview

This document provides simple “Do-It-Yourself” instructions for how to access a **Certificate of Completion** for e-training modules that are successfully completed in the IPDAE e-Training Center.

This document considers that a user has already accessed and completed one or more e-trainings. Users are required to access the e-Training area using their existing account access information.

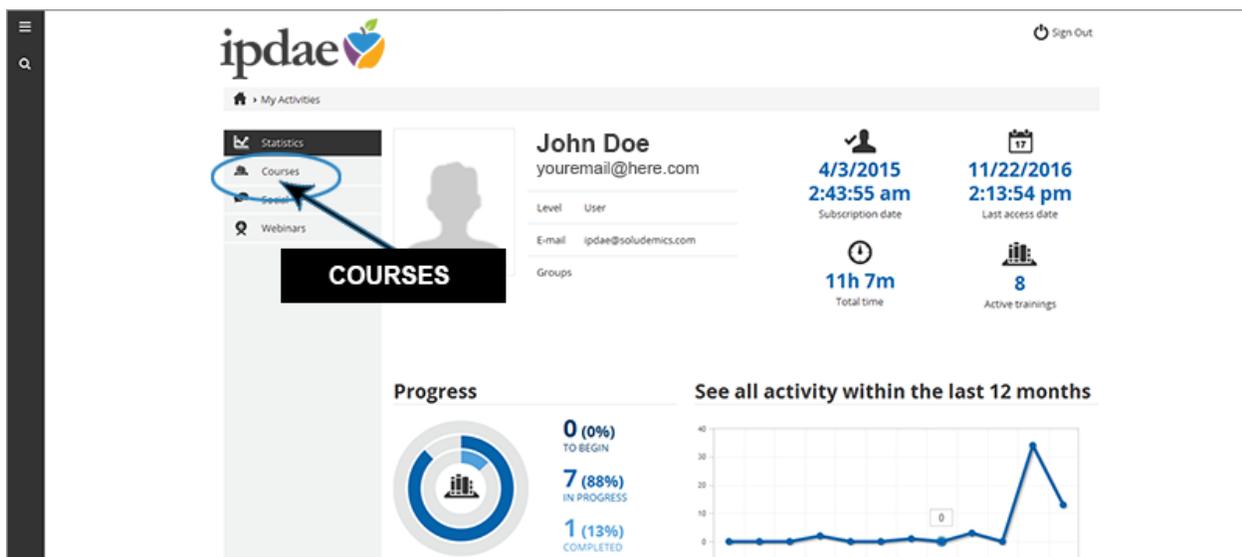
Step 1:

After you have logged into the e-Training area, select the **MENU** icon and then select **MY ACTIVITIES** as shown below.



Step 2:

Now select **COURSES** as shown below.



Step 3:

For trainings indicated as COMPLETED, you will see a small **CERTIFICATE DOWNLOAD ICON** as shown below that can be selected to generate a PDF copy of your Certificate of Completion.

The screenshot shows the IPDAE user interface. On the left is a navigation menu with options: Statistics, Courses, Social, and Webinars. The main area is titled 'Courses' and contains a table with the following columns: COURSE CODE, COURSE NAME, USER STATUS, ENROLLED, COURSE COMPLETION, CREDITS (CEUS), TOTAL TIME, and SCORE. The table lists several courses, with the second row (CCRS001ELA) marked as 'COMPLETED' and having a score of 10.00. A small certificate icon is visible in the score column for this row, circled in blue. A black callout box with white text 'CERTIFICATE DOWNLOAD ICON' points to this icon. The bottom of the page includes a footer with 'Privacy Policy' and '© Powered by Docebo'.

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
CAS001	FDOE Policies on CASAS for Florida Adult ESOL Programs	IN PROGRESS	10/6/2015			0h 24m	0.00
CCRS001ELA	CCRS ELA - Module 1	COMPLETED	9/30/2015	10/3/2015		2h 49m	10.00
CCRS002ELA	CCRS ELA - Module 2	IN PROGRESS	10/5/2015			7h 14m	
CCRS003ELA	CCRS ELA - Module 3	IN PROGRESS	11/14/2015			0h 24m	0.00
GEDP002	GED Prep - Module 2 - Social Studies	IN PROGRESS					
GEDP003	GED Prep - Module 3 - Language Arts	IN PROGRESS					
TABE001	FDOE Policies on TABE Assessment - Refresher	IN PROGRESS	6/15/2016			0h 1m	0.00
TABE002	FDOE Policies on TABE Assessment - Teacher	IN PROGRESS	8/3/2016			0h 4m	0.00

Step 4:

You can **SAVE** a PDF copy and/or **PRINT** the Certificate of Completion.

The screenshot shows the Adobe Acrobat Pro DC interface. The main window displays a 'Certificate of Completion' PDF document. The document text reads: 'Certificate of Completion', 'THIS CERTIFIES THAT', 'John Doe', 'participated in', 'Training Title/Name Here', 'and completed on', '00/00/0000'. At the bottom, there are logos for the Florida Department of Education, the State of Florida, and IPDAE (Institute for the Professional Development of Adult Educators). A callout box with the word 'PRINT' in white on a black background points to the printer icon in the Acrobat toolbar. A file dialog box is open in the foreground, titled 'Opening 5_3_12313_1443877638_IPDAE Standard Participation Certificate...', with the 'Save File' option selected.



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