



LEARNING THAT WORKSSM

Printing Certifications

Go to "Users" Tab

nc3 Certifications Reports Schools Groups **Users** ? NC3 Campus Admin

Users

Role Active Search Clear Filters Filter

Name	Role	Schools	Groups	Active	Edit
NC3 Student	Student	NC3 Test	Dan Ramirez Classes	✓	
Test Student6	Student	NC3 Test		✓	
Dan Ramirez	Campus Administrator	NC3 Test	Dan Ramirez Classes	✓	
Test Student	Student	NC3 Test	Launch Test, Dan Ramirez Classes	✓	
Alex Brookhouse	Instructor	NC3 Test		✓	

nc3 Certifications Reports Schools Groups **Users** NC3 Campus Admin

Edit User

*First name: Alex Phone:

*Last name: Brookhouse Job title:

Email: alexbrookhouse@gmail.com Role:

Address 1:

Address 2:

City: Santa Rosa, CA State:

Phone:

Job title:

Role:

Schools:

Groups:

Active: ☒

Certification Exam Attempts

Certification	Score	Elapsed Time	Date	Certificate	Review
Electrical Safety Test	100%	7 minutes	01/15/2013	Print Certificate	
Hand Tool Safety Test	90%	11 minutes	01/15/2013	Print Certificate	
Torque Electrical Certification	100%	5 minutes	01/15/2013	Print Certificate	
Torque Mechanical Certification	100%	5 minutes	01/15/2013	Print Certificate	
Torque Theory Test	75%	22 minutes	01/14/2013	Print Certificate	
Torque Theory Test	95%	13 minutes	01/14/2013	Print Certificate	
Torque Certification Pre-test	60%	25 minutes	01/10/2013	Print Certificate	

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Torque Mechanical Certification	100%	5 minutes	01/15/2013	Print Certificate	
Torque Theory Test	75%	22 minutes	01/14/2013	Print Certificate	
Torque Theory Test	95%	13 minutes	01/14/2013	Print Certificate	
Torque Certification Pre-test	60%	25 minutes	01/10/2013	Print Certificate	
				Bulk Certificates	

Print a
individual
Cert

Print all
Certs



LEARNING THAT WORKSSM

Printing Bulk Certifications via Reports

Go to Reports, select Certification Report, Select a date range, select the school, hit “Filter”

nc3 Certifications **Reports** Schools Groups Users ? NC3 Campus Admin

Certification Report

Filters

Set date range

From: 06/09/2014 To: 06/30/2014

Schools

NC3 Test

Select School

Filter Clear Filters Cancel

Expand Collapse

nc3 Certifications **Reports** Schools Groups Users ? NC3 Campus Admin

Certification Report

Filters

Expand Collapse

From: 06/09/2014 To: 07/02/2014

Schools

NC3 Test

Filter Clear Filters Cancel

1 Schools 2 Certifications 2 Exams

Results

File Name Bulk Certificates Export

Name	Certification	School	Job Title	Date	Cert	Review
Test Instructor2	504 Multimeter Certification	NC3 Test	Post Secondary Instructor	06/18/14 6:27 PM	Print Certificate	Review
Test Instructor	Building Automation Systems (BAS) - Level II	NC3 Test	Post Secondary Instructor	06/30/14 10:12 PM	Print Certificate	Review

1 Schools 2 Certifications 2 Exams

Results

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Print all Certs



LEARNING THAT WORKSSM

Print Certifications via Groups

Go to “Groups”, Click “Edit” for a specific group view

The image shows a two-step process for printing certifications via groups in the NC3 system.

Step 1: Groups Page

The "Groups" page displays a table of groups. A callout bubble points to the "Edit" icon (a green checkmark) for the "Launch Test" group.

Name	School	Users	Edit	Delete
Alex's 1st Group	NC3 Test	1		
Alex's 2nd group	NC3 Test	0		
Dan Ramirez Classes	NC3 Test	4		
Launch Test	NC3 Test	14		
test 1	NC3 Test	0		

Step 2: Edit Group Details Page

Clicking "Edit" leads to the "Edit Group Details" page for the "Launch Test" group. A callout bubble points to the "Bulk Certificates" button.

Users Table

User Name	User Type	Certifications Available	Certifications Passed	Edit
test student12	student	0	0	
test student13	student	0	0	
test student14	student	0	0	
test student15	student	0	0	
test student16	student	0	0	
test student17	student	0	0	
test student5	student	0	0	
Test Student	Student	1	3	
test student7	student	0	0	
test student8	student	0	0	
test student9	student	0	0	
test student10	student	0	0	
test student11	student	0	0	
test student4	Student	1	0	