



LEARNING THAT WORKSSM

Printing Certifications

Go to “Users” Tab

Click this

Then Click this

Name	Role	Schools	Groups	Active	Edit
NC3 Student	Student	NC3 Test	Dan Ramirez Classes	✓	<input checked="" type="checkbox"/>
Test Student6	Student	NC3 Test		✓	<input checked="" type="checkbox"/>
Dan Ramirez	Campus Administrator	NC3 Test	Dan Ramirez Classes	✓	<input checked="" type="checkbox"/>
Test Student	Student	NC3 Test	Launch Test, Dan Ramirez Classes	✓	<input checked="" type="checkbox"/>
Alex Brookhouse	Instructor	NC3 Test		✓	<input checked="" type="checkbox"/>

NC3 Campus Admin

NC3 Test

Launch Test

test 1

Dan Ramirez Classes

Alex's Didgroup

Active

Filter

Clear Filters

Add User

Import Users

Merge Users

Search

Role

Active

NC3 Test

NC3 Test

Santa Rosa, CA

State

Groups

NC3 Test

Phone

Job Title

Role

Address 1

Address 2

City

Zip

Active

Certification Exam Attempts

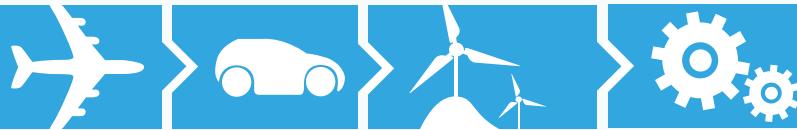
Certification	Score	Elapsed Time	Date	Certificate	Review
Electrical Safety Test	100%	7 minutes	01/15/2013	Print Certificate	Review
Hand Tool Safety Test	90%	11 minutes	01/15/2013	Print Certificate	Review
Torque Electrical Certification	100%	5 minutes	01/15/2013	Print Certificate	Review
Torque Mechanical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

Certification Exam Attempts

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

Certificate

[Print Certificate](#)



LEARNING THAT WORKSSM

Printing Bulk Certifications via Reports

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

Reports tab

Set date range

Select School

Click “Filter”

1 Schools

2 Certifications

2 Exams

Results

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

Certifications Reports Schools Groups Users NC3 Campus Admin

Filters

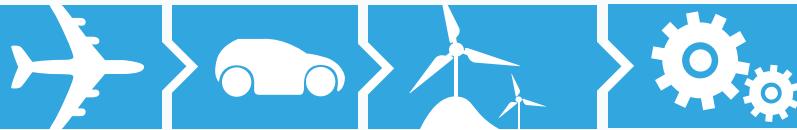
From: 06/09/2014 To: 07/02/2014

Schools: NC3 Test

Results

1 Schools	2 Certifications	2 Exams
NC3 Test	504 Multimeter Certification	Building Automation Systems (BAS) - Level II
NC3 Test	Post Secondary Instructor	Post Secondary Instructor
06/18/14 6:27 PM	06/30/14 10:12 PM	06/30/14 10:12 PM
Print Certificate	Print Certificate	Print Certificate
Bulk Certificates	Bulk Certificates	Bulk Certificates

Print all Certs



LEARNING THAT WORKSSM

Print Certifications via Groups

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

Groups

NC3 Campus Admin

School ▾ Search

Name ▾ School ▾ Users Edit Delete

Name	School	Users	Edit	Delete
Alex's 1st Group	NC3 Test	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alex's 2nd group	NC3 Test	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dan Ramirez Classes	NC3 Test	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Launch Test	NC3 Test	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
test 1	NC3 Test	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click “Edit”

NC3 Campus Admin

Edit Group Details

Name * School

Launch Test NC3 Test

Save Cancel Bulk Certificates

Users

Add New User Import Users Add Existing User Deactivate Users

User Name ▾	User Type	Certifications Available ▾	Certifications Passed ▾	Edit
test student12	student	0	0	<input checked="" type="checkbox"/>
test student13	student	0	0	<input checked="" type="checkbox"/>
test student14	student	0	0	<input checked="" type="checkbox"/>
test student15	student	0	0	<input checked="" type="checkbox"/>
test student16	student	0	0	<input checked="" type="checkbox"/>
test student17	student	0	0	<input checked="" type="checkbox"/>
test student5	student	0	0	<input checked="" type="checkbox"/>
Test Student	Student	1	3	<input checked="" type="checkbox"/>
test student7	student	0	0	<input checked="" type="checkbox"/>
test student8	student	0	0	<input checked="" type="checkbox"/>
test student9	student	0	0	<input checked="" type="checkbox"/>
test student10	student	0	0	<input checked="" type="checkbox"/>
test student11	student	0	0	<input checked="" type="checkbox"/>
test student4	Student	1	0	<input checked="" type="checkbox"/>

Print all Certs