

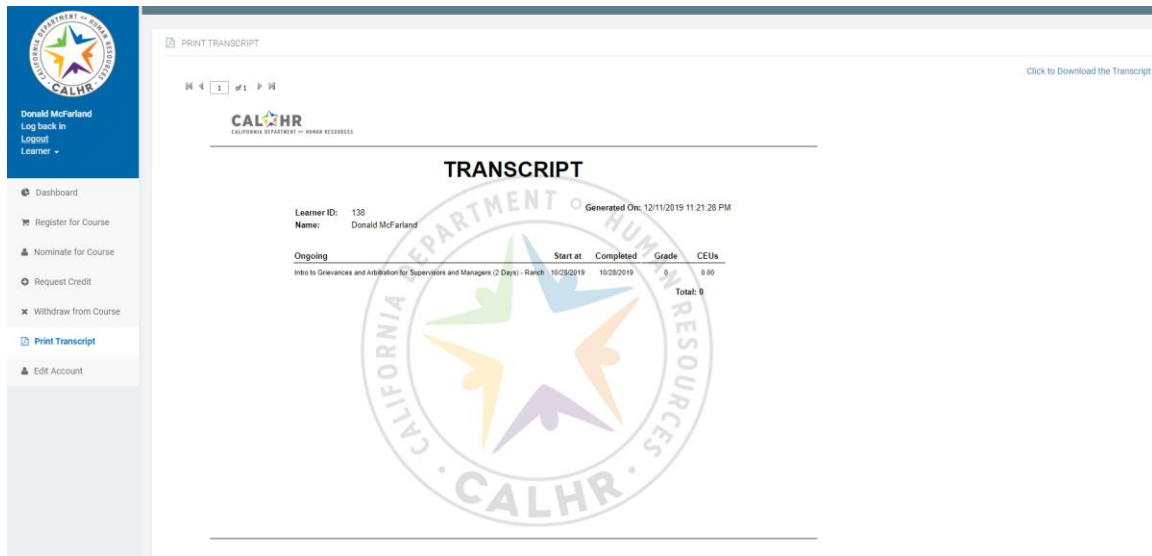
# 1 Print Transcripts and Certificates

The LMS portal lets you print transcripts and certificates to show that you've successfully completed training.

## 1.1 Print Your Transcript

Use the "Print Transcript" link on the left-hand menu. This generates a PDF with a course-by-course breakdown of your training. Your transcript includes:

- your name
- your ID in the system
- the date on which the transcript was generated



The screenshot displays the 'PRINT TRANSCRIPT' page in the CALHR LMS portal. On the left is a navigation menu with options like 'Dashboard', 'Register for Course', and 'Print Transcript'. The main content area shows the transcript for Donald McFarland (Learner ID: 138), generated on 12/11/2019 at 11:21:28 PM. A table lists ongoing courses, including 'Info to Grievances and Arbitration for Supervisors and Managers (2 Days) - Ranch' from 10/29/2019 to 10/29/2019 with 8.00 CEUs. A large watermark of the CALHR logo is visible in the background.

Ongoing	Start at	Completed	Grade	CEUs
Info to Grievances and Arbitration for Supervisors and Managers (2 Days) - Ranch	10/29/2019	10/29/2019		8.00
				Total: 0

Figure 1: Transcript

### 1.1.1 Download transcripts

To download a copy of your transcript, use the "Click to Download the Transcript" link on the upper right-hand corner of your screen.

## 1.2 Print Certificates

From your **Learner Dashboard**, you can get a certificate for any course in the "Completed Courses" box on the right-hand side of your dashboard. Click any of the courses you've already completed, and a button will appear, allowing you to download the certificate:

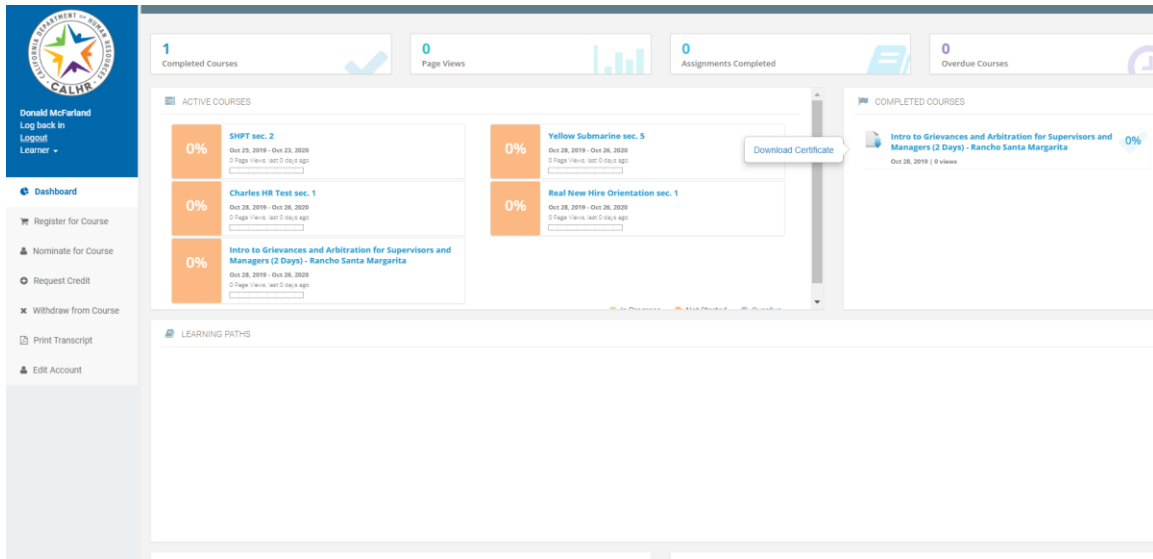


Figure 2: Learner Dashboard (Completed Courses)

Use the button to generate a Certificate of Completion for the course. The Certificate will contain the following information:

- your name
- the name of the course you took,
- the date on which the transcript was generated



Figure 3: Certificate of Completion