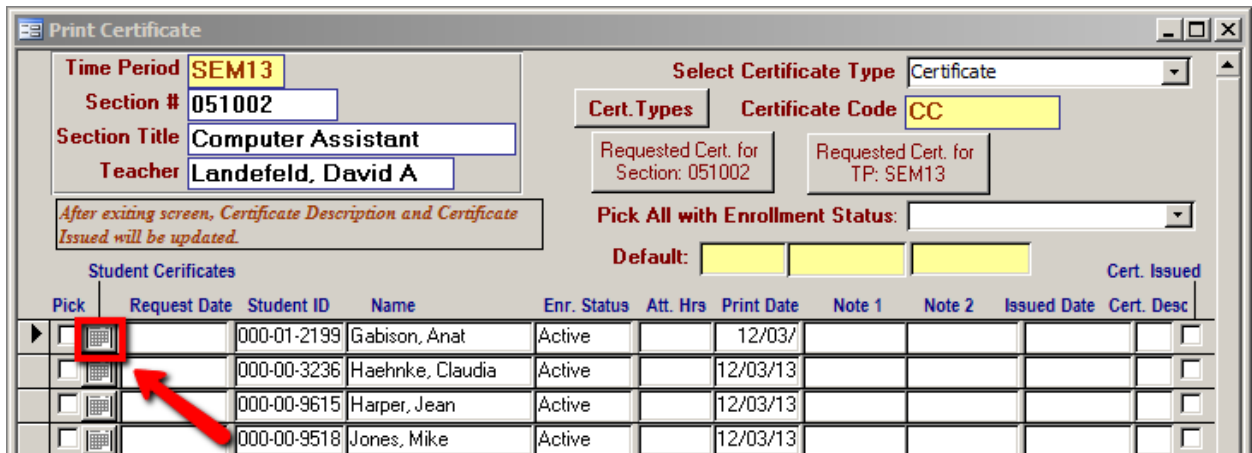


Viewing Certificate Information

When you click the icon titled “Student Certificates” next to the “Pick” box for a particular student, the Student Certificates screen appears.



Print Certificate

Time Period: SEM13
 Section #: 051002
 Section Title: Computer Assistant
 Teacher: Landefeld, David A

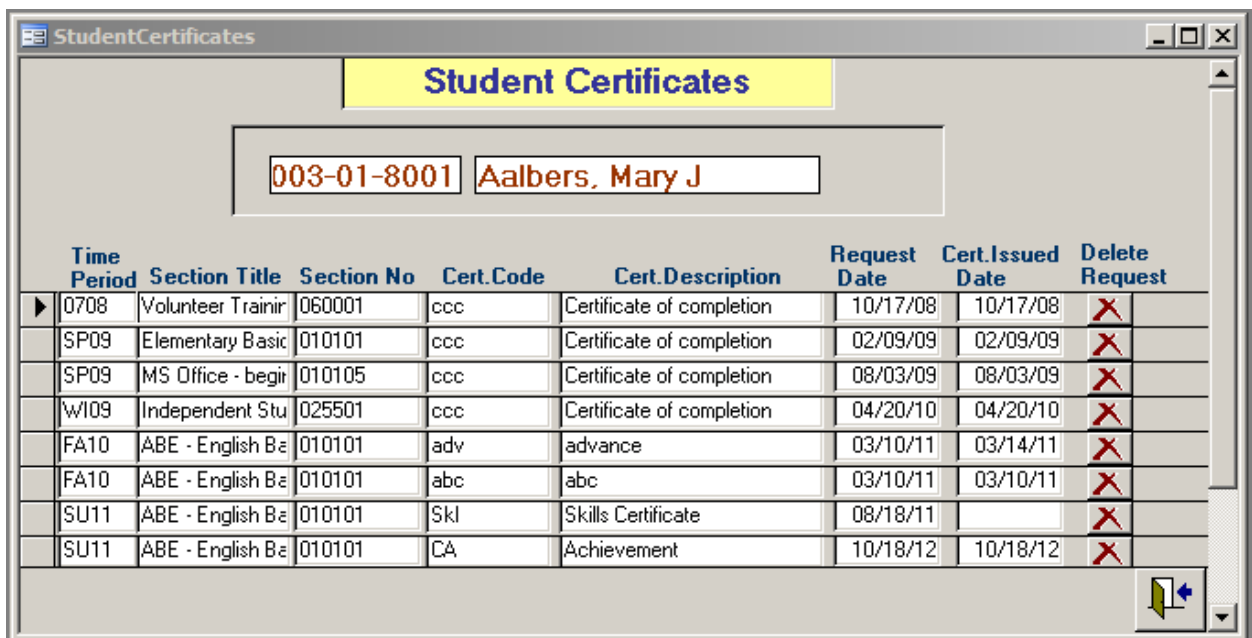
Select Certificate Type: Certificate
 Cert. Types: Certificate Code: CC

Requested Cert. for Section: 051002
 Requested Cert. for TP: SEM13

Pick All with Enrollment Status: [Dropdown]
 Default: [Dropdown] [Dropdown] [Dropdown] Cert. Issued

Pick	Request Date	Student ID	Name	Enr. Status	Att. Hrs	Print Date	Note 1	Note 2	Issued Date	Cert. Desc
<input type="checkbox"/>		000-01-2199	Gabison, Anat	Active		12/03/				
<input type="checkbox"/>		000-00-3236	Haehnke, Claudia	Active		12/03/13				
<input type="checkbox"/>		000-00-9615	Harper, Jean	Active		12/03/13				
<input type="checkbox"/>		000-00-9518	Jones, Mike	Active		12/03/13				

This screen shows a history of all certificates printed, with section names and numbers, certificate descriptions and print dates.



StudentCertificates

003-01-8001 Aalbers, Mary J

Time Period	Section Title	Section No	Cert.Code	Cert.Description	Request Date	Cert.Issued Date	Delete Request
0708	Volunteer Trainin	060001	ccc	Certificate of completion	10/17/08	10/17/08	X
SP09	Elementary Basic	010101	ccc	Certificate of completion	02/09/09	02/09/09	X
SP09	MS Office - begin	010105	ccc	Certificate of completion	08/03/09	08/03/09	X
WI09	Independent Stu	025501	ccc	Certificate of completion	04/20/10	04/20/10	X
FA10	ABE - English Bæ	010101	adv	advance	03/10/11	03/14/11	X
FA10	ABE - English Bæ	010101	abc	abc	03/10/11	03/10/11	X
SU11	ABE - English Bæ	010101	Skl	Skills Certificate	08/18/11		X
SU11	ABE - English Bæ	010101	CA	Achievement	10/18/12	10/18/12	X

The Delete Request button allows you to delete a request date before the certificate is printed.