



## Printing Completion Certificates

### Objectives

By the end of this tutorial, you should be able to do the following:

- Print certificates of completion from your VA LMS learning history

[Click here to view online tutorial](#)

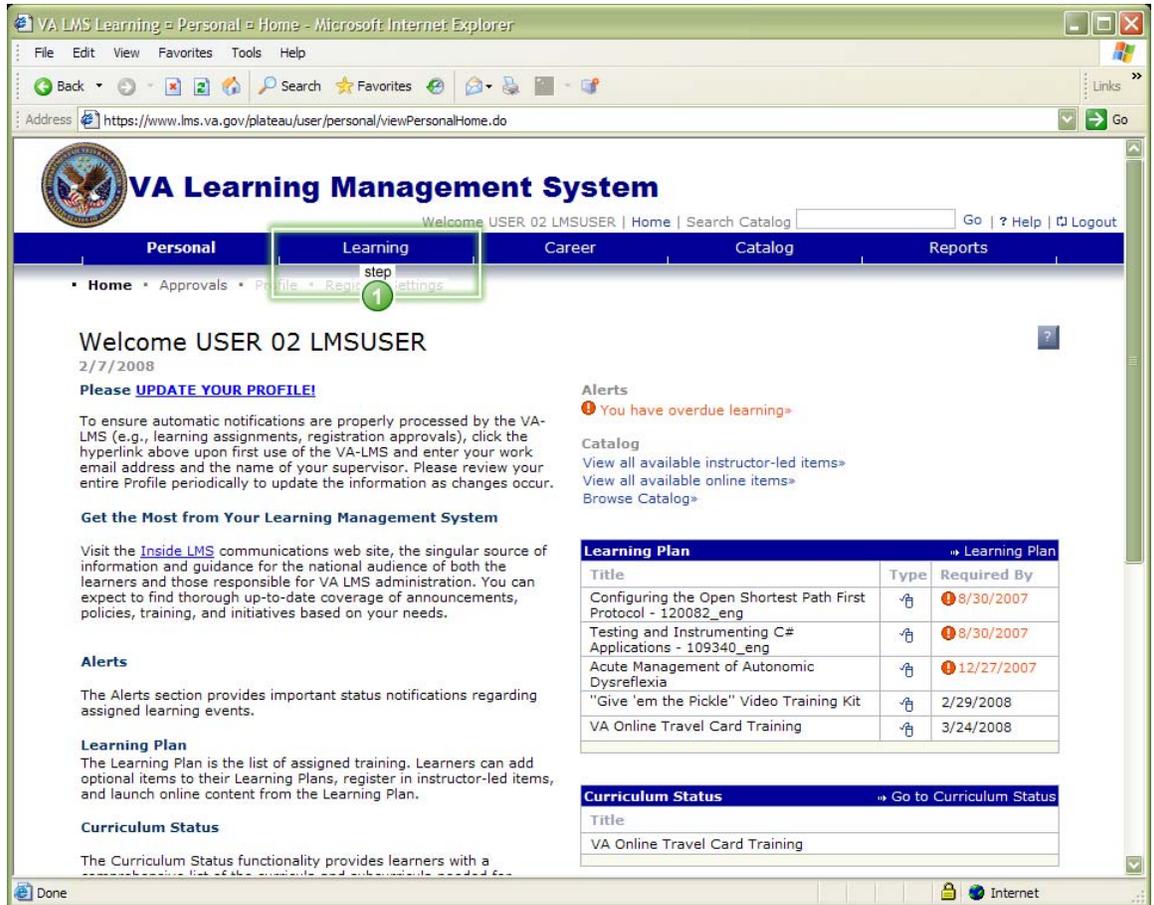
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## Printing Completion Certificates

### Step 1- Click the Learning link in the Main Menu



If you need to print a certificate of completion, go to your VA LMS Learning History. From the VA LMS homepage, click the Learning link in the blue Main Menu.

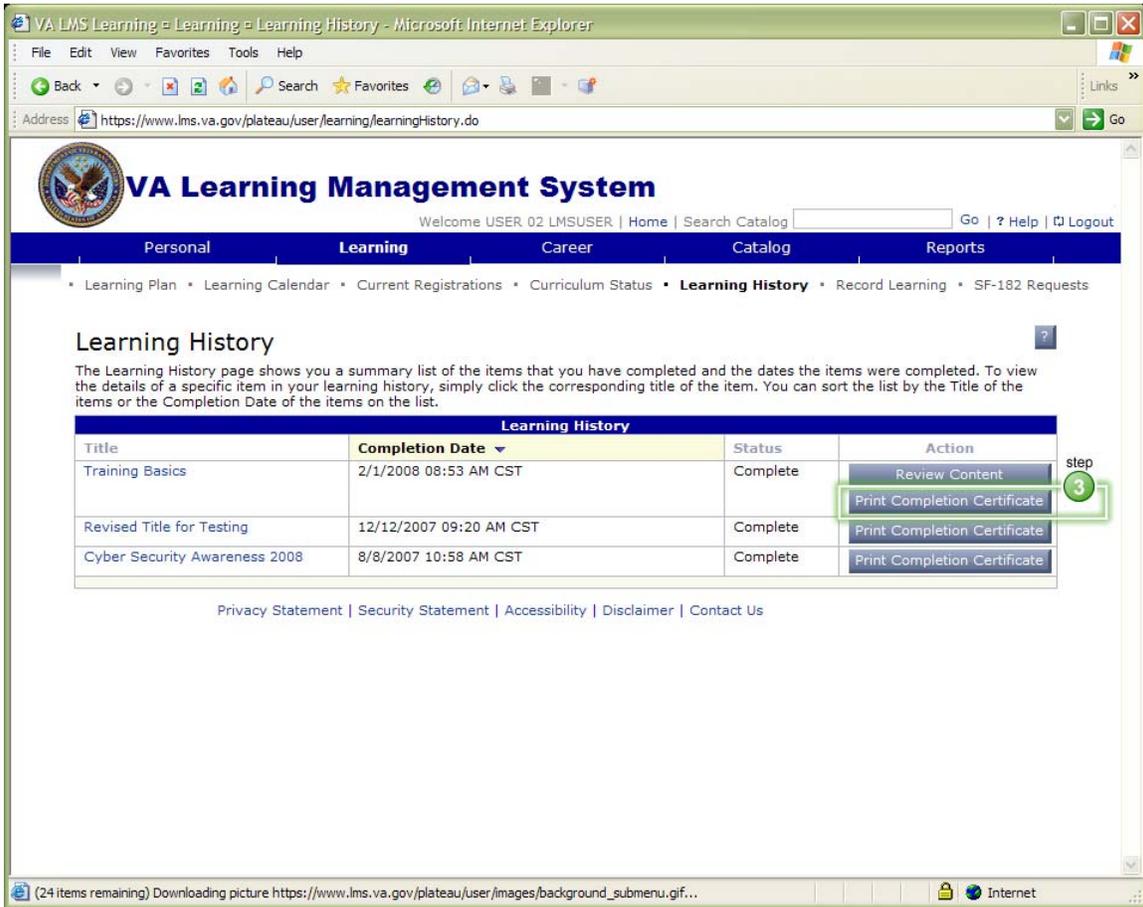
## Step 2- Click the Learning History Sub-Menu link

The screenshot shows the VA Learning Management System interface. The top navigation bar includes 'Personal', 'Learning', 'Career', 'Catalog', and 'Reports'. The 'Learning' sub-menu is expanded, and 'Learning History' is highlighted with a green box and a '2' in a green circle. Below the navigation, the 'Learning Plan' page is displayed, featuring a table of learning items with columns for Title, Type, Required By, Status, Action, and Remove.

Title	Type	Required By	Status	Action	Remove
"Give 'em the Pickle" Video Training Kit		2/29/2008	Available	Go to Content	
101 Medication Tips for People with Diabetes			In progress	Go to Content	
Accounting for Corporations - FIN0222			Must be registered	Request Schedule	
Acquisition Forum			Must be registered	Request Schedule	
Acute Management of Autonomic Dysreflexia		12/27/2007	Available	Go to Content	
Configuring the Open Shortest Path First Protocol - 120082_eng		8/30/2007	In progress	Go to Content	
Empowering Patients through Patient Centered Care (CDN)			Not available	Go to Content	
TEST Approval Pro			Available	Go to Content	
TEST-Supervisor Approval Required Item			Must be registered	Request Schedule	
Testing and Instrumenting C# Applications - 109340_eng		8/30/2007	In progress	Go to Content	

Next, in the Learning Sub-Menu, click the Learning History link.

### Step 3- Click Print Completion Certificate button



Your personal Learning History opens.

For this tutorial, the fictional training user, Mr. LMSUSER, views his learning history.

Mr. LMSUSER has three different available certificates. To print a completion certificate, under the Actions column, click the Print Completion Certificate button for a selected training item.

To print a certificate for the training item “Training Basics,” click the corresponding Print Completion Certificate button.

### Step 4- Click the Printer icon in the certificate window to print

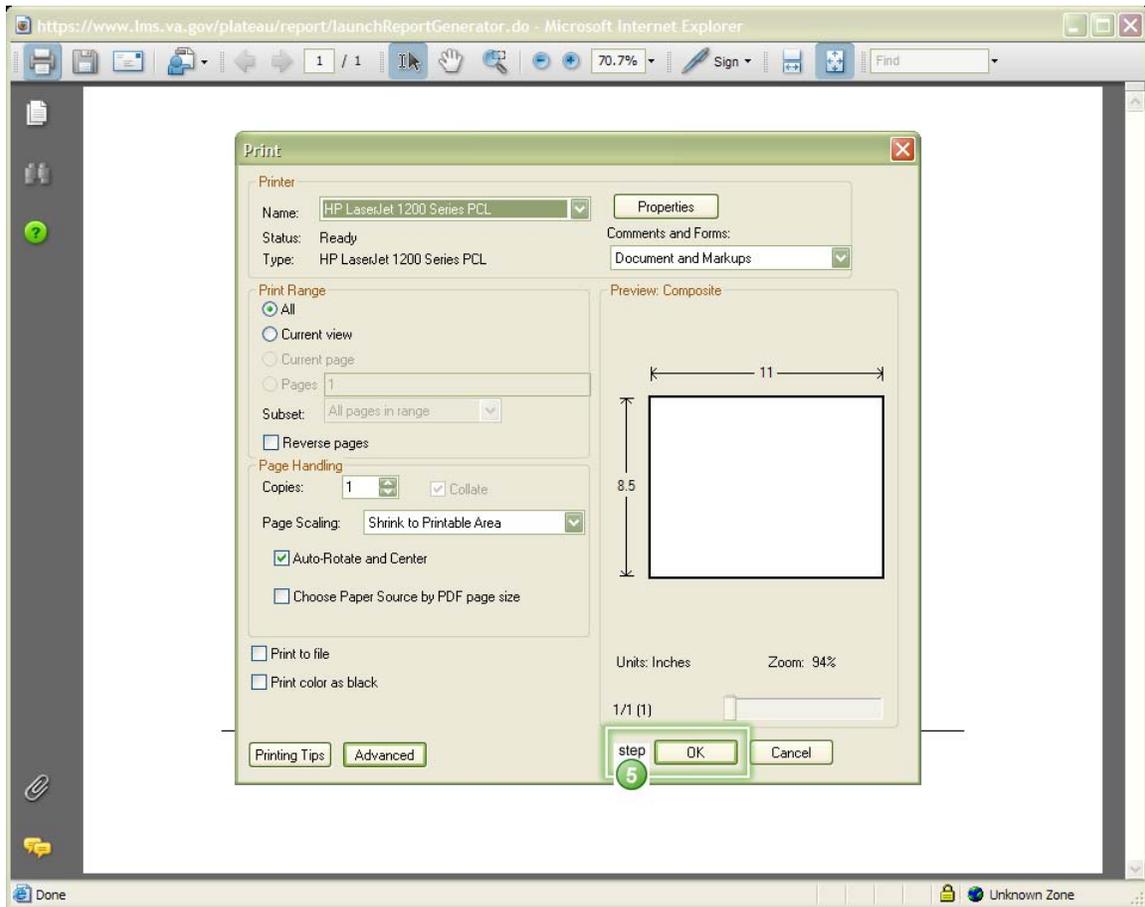


A Generating Report screen may appear while the VA LMS prepares the certificate.

The Certificate of Completion appears in this window. The certificate contains a User name, the course title, the date and time of completion, and the instructor name (if any).

To print the certificate, in the top menu, click the printer icon.

### Step 5- Click the OK button in the Print window



Select the desired printer and click the OK button.

## Step 6- Click the Close [X] button to close the certificate window



Once you are through printing the certificate, close the window.

VA LMS Learning Management System

Welcome USER 02 LMSUSER [Home](#) Search Catalog  Go | ? Help | Logout

Personal Learning Career Catalog Reports

Learning Plan Learning Calendar Current Registrations Curriculum Status **Learning History** Record Learning SF-182 Requests

### Learning History

The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	<a href="#">Review Content</a> <a href="#">Print Completion Certificate</a>
Revised Title for Testing	12/12/2007 09:20 AM CST	Complete	<a href="#">Print Completion Certificate</a>
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	<a href="#">Print Completion Certificate</a>

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**NOTE:** For most courses in the VA LMS, the certificate remains available should you need to return and print additional copies.

Click Home to return to the VA LMS homepage.

This completes the task.

## Printing Completion Certificates Step by Step Guide

1. Click the Learning link in the Main Menu
2. Click the Learning History Sub-Menu link
3. Click Print Completion Certificate button
4. Click the Printer icon in the certificate window to print
5. Click the OK button in the Print window
6. Click the Close [X] button to close the certificate window

This completes the task.

## **Resource Information**

- The web-based demonstration of the process can be found at the following web address:  
[http://www.insidelms.va.gov/wbt/003-  
ManageYourPersonalAccount/PrintingCertificates.htm](http://www.insidelms.va.gov/wbt/003-<br/>ManageYourPersonalAccount/PrintingCertificates.htm)
- To access additional VA LMS training resources, please visit  
[http://www.insidelms.va.gov/userRoles/vaLMS-user-notebook/vaLMS-notebook-  
user.shtm](http://www.insidelms.va.gov/userRoles/vaLMS-user-notebook/vaLMS-notebook-<br/>user.shtm)
- The InsideLMS website provides up-to-date information, resources and tools for all VA LMS users at <http://www.insidelms.va.gov>.

Please send questions, comments, or requests for additional information regarding this training to the [VALU\\_LMSTrainingGroup@va.gov](mailto:VALU_LMSTrainingGroup@va.gov). (VALU\_LMSTrainingGroup@va.gov)