

Tutorial: Enabling on-demand print-friendly certificates for a previously held med cert class

Aug. 8, 2018

Note: These steps are for classes which have been created, administered and for which the students have been certified. If you are creating a new class, use the Class Creation Tutorial Walkthrough and/or video on our Manuals and Guides page.

First, use your web browser to access your organization or region's LMS site. Sites are usually named [organization code].lmscheckout.com. If you don't know your organization's site, please contact the MCCA office.

Next, use the link in the upper right to log in. Your username will always be your email address. Use the "forgot password" link if you have forgotten your password.



Using the blue navigation bar toward the top of the screen, click "Manage Courses." Then click "Live Classes in the black menu bar on the left. This will display your class list.

Manage Courses / Live Classes

Account Setup **Manage Courses** Users And Groups Comments Reports Training and Support Announcements

Tags

Course Settings

Bulk Course Updates

Featured Courses

Live Classes

Saved Classrooms

Saved Instructors

Certificates

New Class

Courses per page: 10

Active Classes

View Archive

SEARCH

	Course Name	Session Title	Location	Instructor	Start Date	Start Time
+	Med Cert TEMPLATE	Initial Training	MCCA Tenace Room	Linda Orlineyer	05/04/2018	08:00 am
+	Med Cert TEMPLATE	Initial Training	MCCA Tenace Room	Linda Orlineyer	05/05/2018	08:00 am
	Course Name	Session Title	Location	Instructor	Start Date	Start Time

Showing 1 to 2 of 2 entries

Previous 1 Next

Additional Settings

Enable certification tracking

Enable automatic archiving for past classes

Replace "Declare Interest" with custom text

Replace "Interest Declared" with custom text

Declare Interest

Interest Declared

Save Changes

If you don't immediately see the class you want, use the View Archive link above the class list to toggle between active and archived classes.

New Class


Active Classes

View Archive


	Course Name	Session Title
+	Med Cert TEMPLATE	Initial Training
+	Med Cert TEMPLATE	Initial Training

Once you see the class for which you need to print or send certificates, click the PLUS sign to expand the class record.

Search: Search

Course Name	Session Title	Location	Instructor	Start Date	Start Time
 Med Cert TEMPLATE	Initial Training	MCCA Terrace Room	Linda Ortmeier	08/04/2018	08:00 am

UPLOAD IMAGE
 No file chosen
(Image should be 350 x 200)



Time Zone:
(GMT-05:00) Central Time (US & Can): ▾

Display snippet
Enabling a snippet for this course will replace the truncated LMS course summary on the All Courses and Featured pages with your custom text. **Maximum 200 characters.**

Active Class
 Featured Class
 Hold Payment
 Requires Minimum Enrollments
Add quantity:
 Enable Credit Hours
Add quantity:

Select Instructor:
Linda Ortmeier ▾


Select Location:
MCCA Terrace Room ▾

Assign Certificate:
MCCA Certificate Final ▾
[View Issued Certificates](#)

Enable Declare Interest
 Notify student when complete

Cost:
SKU Number:
Product Code:
Tags:
Related Courses:
[Advanced SEO](#)

[Class Roster...](#)


 Med Cert TEMPLATE	Initial Training	MCCA Terrace Room	Linda Ortmeier	08/06/2018	08:00 am
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Note the drop-down menu labeled "Assign Certificate." Make sure this is set to "MCCA Certificate Final." Click the Save button.

Search: Search

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Select Instructor:
Linda Ortmeier ▾

Select Location:
MCCA Terrace Room ▾

Assign Certificate:
MCCA Certificate Final ▾
[View Issued Certificates](#)
 Enable Declare Interest
 Notify student when complete

Cost

SKU Number

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Related Courses

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[Class Roster...](#)


+	Med Cert TEMPLATE	Initial Training	MCCA Terrace Room	Linda Ortmeier	08/06/2018	08:00 am
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Click the link below the Assign Certificates drop-down, labeled "View Issued Certificates."

Search:

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Linda Ortmeier ▾

Select Location:
MCCA Terrace Room ▾

Assign Certificate:
MCCA Certificate Final ▾

[View Issued Certificates](#)

Enable Declare Interest
 Notify student when complete

Cost:
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Product Code:
Tags:
Related Courses:
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[Class Roster...](#)

+	Med Cert TEMPLATE	Initial Training	MCCA Terrace Room	Linda Ortmeier	08/06/2018	08:00 am
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You should now see a list of all students certified for this class. In each student record, there are two buttons – the one on the left displays a print-friendly certificate in the browser window (which you can save as a PDF); the one on the right resembling an envelope emails the certificate to the student.

Issued Certificates

Med Cert TEMPLATE

[Return to Live Classes](#) [Download Reports](#)

Search:

Name	Result	Date Issued	Certificate
Barry Odom	Attended	08/03/2018	 
Name	Result	Date Issued	Certificate

Showing 1 to 1 of 1 entries

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