

View Transcript and Print Certificate of Completion A Job aid for All KP Learn 3.0 Users

View Transcript View Certificate of Completion

View Transcript			
1. Clic disp in y	ck the Transcript tab to play completed learning items /our KP Learn record.	Welcome Natalia Learner Welcome Natalia Learner	
The all c nari info Dat befo type 2. Clic Suc	e <i>My Transcript</i> page displays of your completions. To rrow the results, enter date ormation into the Completion te after or Completion Date fore fields or select a delivery e i.e. Instructor-Led. ck the <u>Actions</u> link for any ccessful transcript item.	My Transcript This is your official record of training completions. Only completed courses will appear here. If a course is not listed, first take a look at your Enrollments tabe as your may not have completed the course yet. To relation: Web-based training content times your maniprict dictions meta-ACTIONIS link in the Actions column of the course you want to view and then click the View Content and Tasks link. Then click Launch. To print a Centificate of Completion, click on the ACTIONIS link in the Actions column and then click Print Centificate. Active Completion Date after Completion Date before Delivery Type All Transcripts Transcripts Line Learner Name Course ID Start Date End Date Completed On Date Completed On Date Completed Date Markdow Learner Start Date Ind Date Completed On Date Completed On Date Completed Date Markdow Completed Date Date Start Date Ind Date Completed On Date Completed Date Start Date Markdow Learner Start Date Ind Date Completed On Date Completed Date Completed Date Completed Date Date Date Markdow Completed Date Date Date Date Ind Date Completed Date Date Completed Date Completed Date Completed Date Date Date Date Date Date Date Date	
The <i>Actions</i> bubble pops up.3. Click the <u>Print Certificate</u> link		Actions View Content and Tasks Print Certificate CE Credits Actions Actions	



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Print Certificate of Completion			
The 1-page <i>Certificate of Completion</i> displays in a pop-up window.	4. Click Print button		
 Click Print button located in the upper left-hand corner. 	KAISER PERMANENTE®		
	Certificate of Completion		
	Certifies that: Lynnette Learner		
	has successfully completed all requirements for:		
	Annual Compliance Training 2013		
	Date: 08/20/2013		
	National Compliance Office		
5. The <i>Print</i> window opens. Select the proper printer, if needed, from the displayed list.Click the Print button.	Print General Options Select Printer Add Printer Add Printer CNORD-20-ELS-Let men (1) Status: Error Location: Comment: Page Range All Selection Current Page Pages: 1 Selection Current Page Page: Enter either a single page number or a single Print Cancel		
 Close the Certificate window by clicking the Red X in the upper right-hand corner. 	https://kplearn.kp.org - Saba - Microsoft Internet Explorer 6. Click to close KAISER PERMANENTE HR Learning & Development Certificate of Completion		

Result: You have viewed your transcript and printed a Certificate of Completion for an item on your transcript.