PRINT A DIPLOMA

Last updated by: Collin May | 2022-10-11

Purpose

Your transcript is the record of the courses you complete in CareLearn. Each course on your transcript will have a diploma (some people refer to them as certificates of completion). This document will show you how to print a diploma.

Process

1. Log into CareLearn. If you are already in CareLearn, click the **Home icon** at the top of the **interface**.



2. Click the **Transcript button** located on the dashboard.

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	Access Carel earn social communities Review system messages. These Take an introductory course on how to use Stuck? If something doesn't seem to be	
	and discussion might include this system. You are working, contact the baards. reminders to going to kow it! LMS administrator, computed: CF etc.	

3. Your **transcript** will show the learning activities you have completed, the date you completed those activities, and any CE credits you earned. Each course will have a **Diploma icon** to the left of it.

ACTIVITIES							
	Activity	Completion Date 🗸	Estimated Credit Hours				
	Compliance Brief: Workplace Cleaning and Disinfection	9/23/2020					
	CRCI Understanding the HIPAA	9/23/2020	1.5				

 Click the Diploma icon next to the course you want to print a diploma for. Doing so will open a new browser window (too small to view the entire diploma). Do NOT click print (even though that would make a lot of sense). Instead, click the Export to PDF button.

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A Home	TRAINING TRANSCRIPT	
Timeline	Select a year or date range to filter completed training re	SumTotal ×
Library	Date Range 🗸	PRINT EXPORT TO PDF CLOSE
Learner	8/18/2020 09:28am	
Dashboard	COLLIN EDWARD MAY	
	List of completed activities from 8/18/2020 to 8/18/2021 Primary organization: CareLearn - Family Caregiver	
	Memo: May	
	E-mail:	

5. Click the link that says: **Click here to download the file**.

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Click here to download the file	
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6. Your diploma will open in a new browser window. Notice that it will include the course name, the date you completed the training, and (if the course awarded CE) the CE Code and the number of CE hours awarded.

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THIS CERTIFICATE IS PRESENTED TO	
Kami CL Madsen	
for successfully completing DSHS approved Continuing Education Courtesy of CareLearn Washington	
CRCI Understanding the HIPAA	
DSHS Approved Instructor: M. Christine Morris (Chatture Morris) Completion Date: 9/23/2020 CE Code: CO2034312 CE Hours: 1.5	
1889	
Image: Constraint of Social & Health Services Transforming lives	

You can download and save the diploma, or you can print it. If you decide to print, you will want to make sure that you print in **landscape orientation** and that your printer is configured to print backgrounds.

What are those acronyms at the beginning of the Elsevier course names?

Elsevier organizes training into categories. They refer to those categories as *Colleges*. The acronyms identify which college the course belongs to.

- CRCI stands for College of Recovery and Community Inclusion
- CPAC stands for College of Personal Assistance and Caregiving
- PCC stands for Person-Centered Counseling

Notes

Glossary of Terms (just the most useful)

Drop-down menusWhen you click them they display options from which you can chooseInterfaceThe area of the screen that CareLearn uses.Landscape orientationPrint with the paper flipped so that it is wider rather than longer.TranscriptA record of the training you have completed in CareLearn.

Diploma Quick Reference Guide

- Click the Transcript button on the home page.
- Click the Diploma icon next to a course.
- Click Export to PDF.

- Select Click here to download the file.
- Save or print the PDF.
- Print in landscape.

Here is an area where you can make your own notes