

Job Aid: Printing a Certificate of Completion

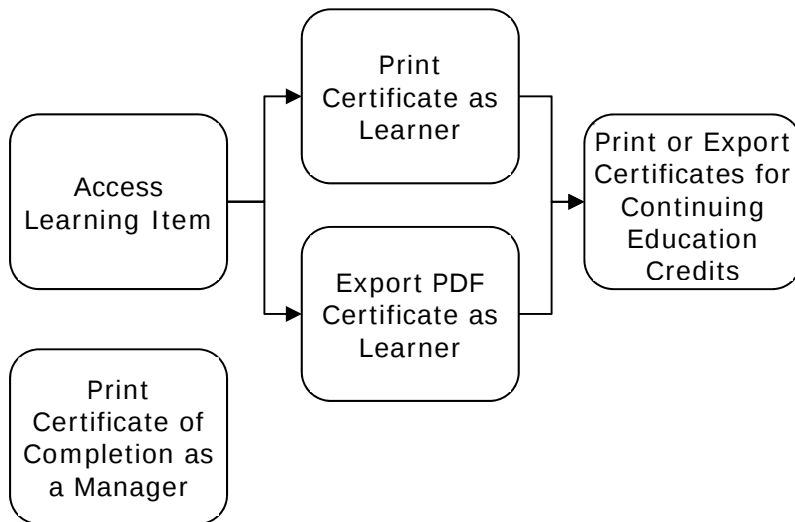
Core Concepts

What is a Certificate of Completion?

When a course or certification is completed, users can print a certificate of completion. This is a paper certificate that acknowledges completion of a specific learning item. The template used to generate the certificate can be personalized by administrators for specific courses or certifications. Otherwise, the default template will be used.

Process

Process flow



Process steps

Step	Action
1. Access Learning Item	- Navigate to: Menu > Me > Learning & Certifications - Locate a completed course or an acquired certification. - Click the Print Certificate button from the Actions column. - The Certificate of Completion page opens. - Click the Print button in the Print pop-up window to print a copy of the certificate.
2a. Print Certificate as Learner	- Click the Print Certificate button from the Actions column. - The Certificate of Completion page opens. - Click the Print button in the Print pop-up window to print a copy of the certificate.

Step	Action
2b. Export PDF Certificate as Learner	- Click the Export Certificate button from the Actions column. A popup window prompts you to specify the download location for the PDF file. Specify the location. - Click the Save button. The application downloads a PDF file containing the certificate for the selected completed course or an acquired certification.
3. Print or Export Certificates for Continuing Education Credits	➤ <i>Note: Continuing Education Credits must be enabled by your System Administrator.</i> To print or export completion certificates for all the courses that you have completed as part of your continuing education credits: - Click the Me tab. - Click Continuing Education Credits in the left navigation panel. - Group the credits by Course, and click Print Certificate for each course that you have completed.
1. Print Certificate of Completion as a Manager	- Navigate to: Menu > My Team - The My Team Overview displays. - Click the name of the user for whom you want to print a certificate of completion. ➤ <i>Note: You can switch between different team members from the Plan page.</i> - Click the Learning & Certifications tab. - Locate a completed course or an acquired certification. - Click the Print Certificate or the Export Certificate button from the Actions column. The Certificate of Completion page opens or Save As dialog box opens. - Click the Print button in the Print pop-up window to print a copy of the certificate. -or- - Click the Save button if saving as a PDF.

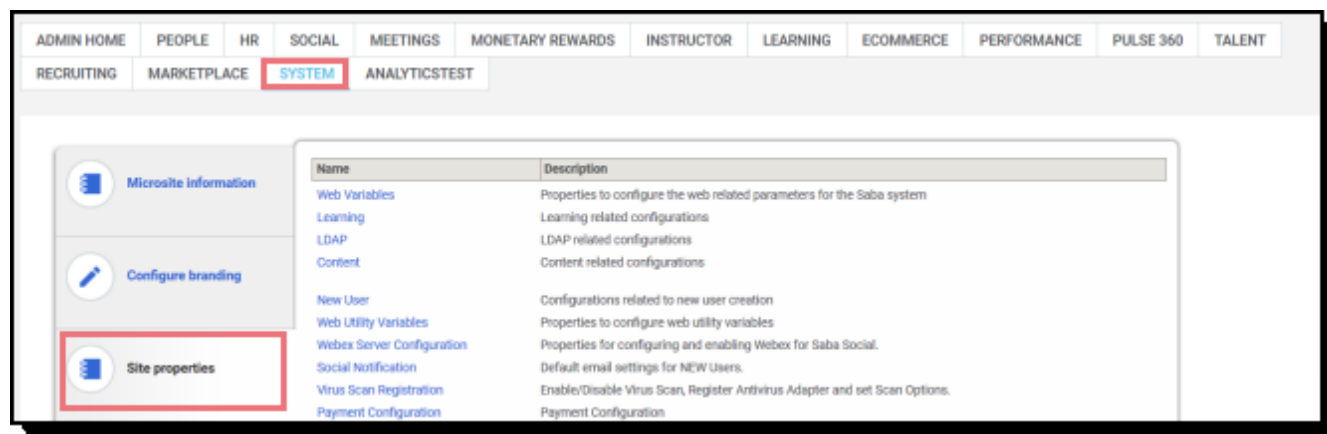
Additional Information

Can the certificate page size be configured?

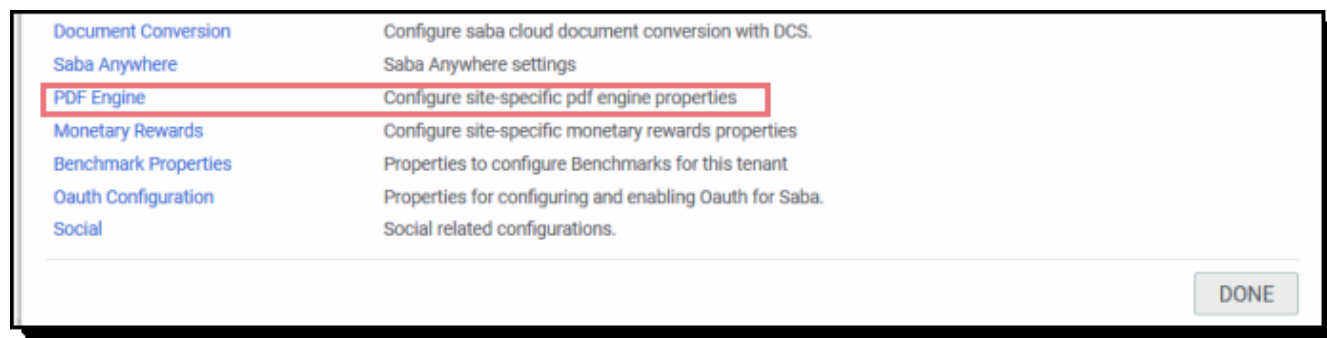
The page size options and the page orientation are configurable. The page size and orientation settings can be changed as needed.

To configure the settings, navigate to:

Admin > System > System Configuration > Desktop Properties > Microsites > Site properties > PDF Engine

A screenshot of the Saba Cloud administration interface. At the top is a navigation bar with tabs: ADMIN HOME, PEOPLE, HR, SOCIAL, MEETINGS, MONETARY REWARDS, INSTRUCTOR, LEARNING, ECOMMERCE, PERFORMANCE, PULSE 360, and TALENT. Below this is a secondary bar with tabs: RECRUITING, MARKETPLACE, SYSTEM (highlighted with a red box), and ANALYTICSTEST. The main content area has a left sidebar with three icons: a book for "Microsite information", a pencil for "Configure branding", and a gear for "Site properties" (highlighted with a red box). The main area displays a table with two columns: "Name" and "Description".

Name	Description
Web Variables	Properties to configure the web related parameters for the Saba system
Learning	Learning related configurations
LDAP	LDAP related configurations
Content	Content related configurations
New User	Configurations related to new user creation
Web Utility Variables	Properties to configure web utility variables
Webex Server Configuration	Properties for configuring and enabling Webex for Saba Social.
Social Notification	Default email settings for NEW Users.
Virus Scan Registration	Enable/Disable Virus Scan, Register Antivirus Adapter and set Scan Options.
Payment Configuration	Payment Configuration

A screenshot of the Saba Cloud configuration page, showing a list of configuration options. The "PDF Engine" option is highlighted with a red box. The list includes: Document Conversion (Configure saba cloud document conversion with DCS.), Saba Anywhere (Saba Anywhere settings), PDF Engine (Configure site-specific pdf engine properties), Monetary Rewards (Configure site-specific monetary rewards properties), Benchmark Properties (Properties to configure Benchmarks for this tenant), Oauth Configuration (Properties for configuring and enabling Oauth for Saba.), and Social (Social related configurations.). A "DONE" button is located at the bottom right of the list.

Document Conversion	Configure saba cloud document conversion with DCS.
Saba Anywhere	Saba Anywhere settings
PDF Engine	Configure site-specific pdf engine properties
Monetary Rewards	Configure site-specific monetary rewards properties
Benchmark Properties	Properties to configure Benchmarks for this tenant
Oauth Configuration	Properties for configuring and enabling Oauth for Saba.
Social	Social related configurations.

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page