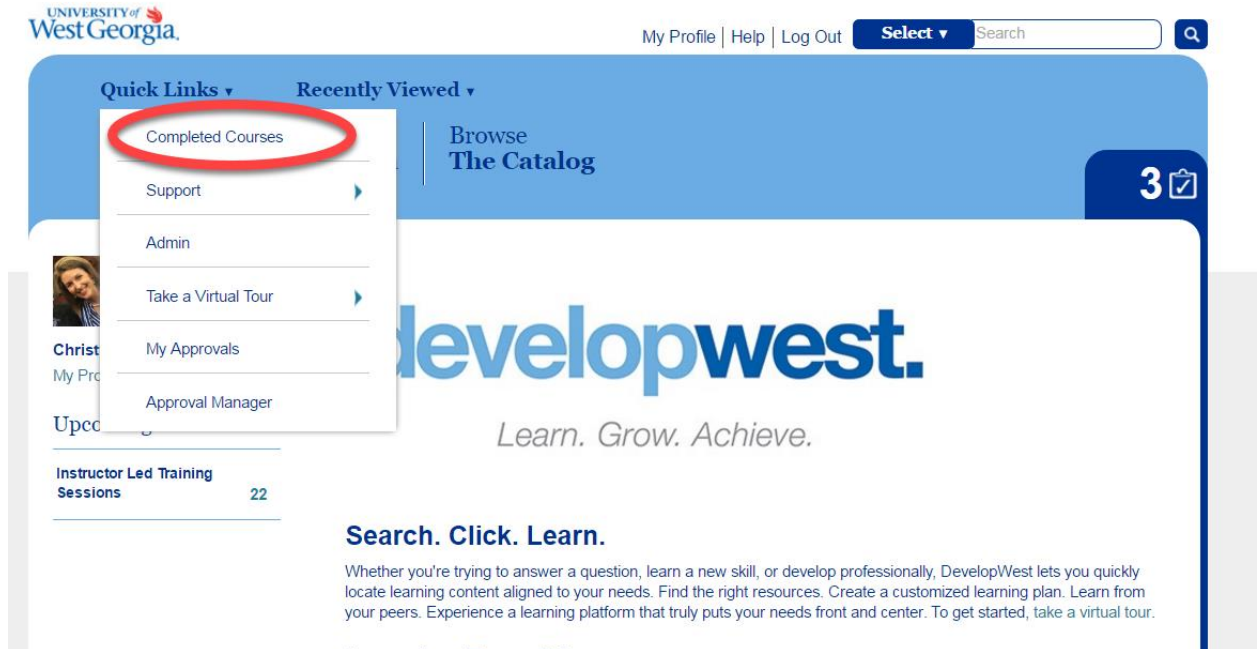


## Monitoring User Progress of Training Modules and Printing a Certificate of Completion

1. Sign into **Develop West** [www.westga.edu/developwest](http://www.westga.edu/developwest). Your User ID and Password will be your UWG network credentials.
2. Click **Quick Links** and then the **Completed Courses** link.



3. Users will see a list of all courses. There are filters on the right or once can search through the list. Under the **Completed** column you can see what % you are done or the date the course was completed.

- For courses that have a completed date, scroll all the way to the right and select **Actions** and then select **View Certificate** to view and/or print a certificate of completion.

The screenshot shows the 'Learning Transcript' page on the UWG system. At the top, there are navigation links for 'Quick Links' and 'Recently Viewed'. Below this is a table of learning activities. The table has columns for Title, First Accessed, Last Accessed, Completed, Expected Duration, Actual Duration, Current Score, and Highest Score. One row is highlighted in yellow, and a red circle highlights the 'Actions' dropdown menu for that row, which contains options for 'Details', 'View Certificate', and 'Launch'.

Title	First Accessed	Last Accessed	Completed	Expected Duration	Actual Duration	Current Score	Highest Score	Actions
UWG Sexual Misconduct Training - 2016	Apr 20, 2016	Apr 20, 2016	N/A	N/A	N/A	N/A	N/A	Details
UWG 2016 Mandatory New Employee Compliance Training	Nov 11, 2015	Apr 20, 2016	80 %	01:55	00:44	N/A	N/A	View Certificate
UWG Right to Know/GHS New Employee - 2016	Nov 10, 2015	Apr 19, 2016	-	00:10	00:01	-	-	Launch
UWG Risk Management New Employee - 2016	Nov 10, 2015	Apr 19, 2016	Apr 19, 2016	00:35	00:06	100	100	Actions
FERPA for Higher Education	Apr 5, 2016	Apr 5, 2016	-	00:30	00:01	-	-	Actions
Formatting Cells and Worksheets in Excel 2013	Mar 30, 2016	Mar 30, 2016	-	01:00	00:06	-	-	Actions
Creating Workbooks, Worksheets, and Data in Excel 2013	Mar 30, 2016	Mar 30, 2016	-	01:00	00:04	-	-	Actions
Microsoft Office 2016: First Look Modern Productivity	Mar 10, 2016	Mar 11, 2016	-	00:50	00:10	-	-	Actions
PCI Compliance Essentials (Update Available)	May 11, 2015	Feb 23, 2016	May 12, 2015	00:30	00:45	97	97	Actions

- The certificate will open in a separate pop up window.