Accessing Your Test Score Report
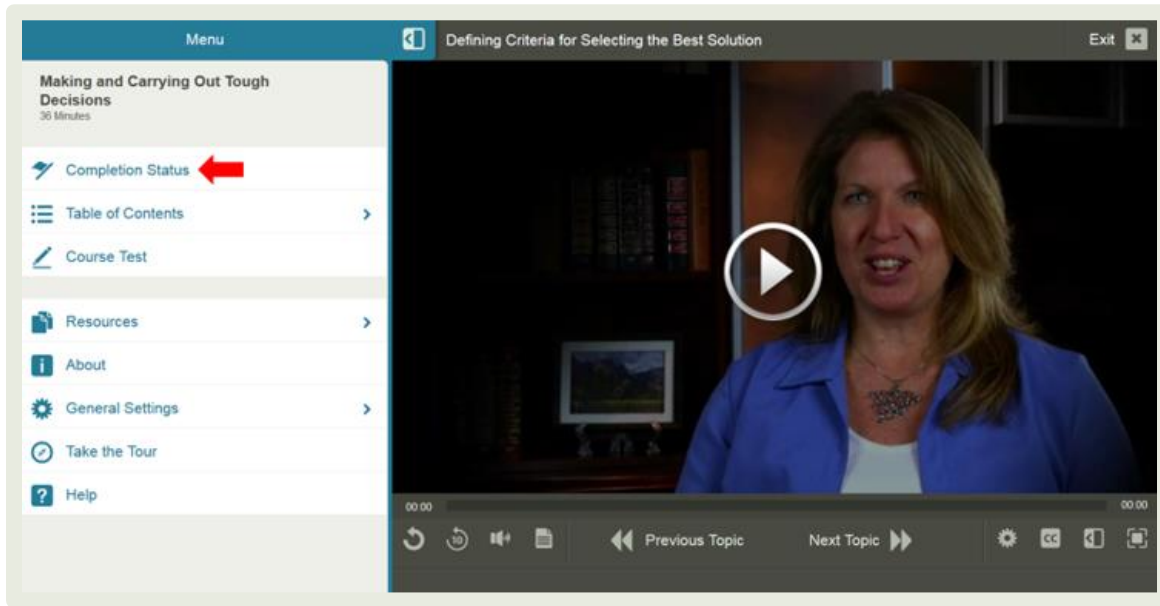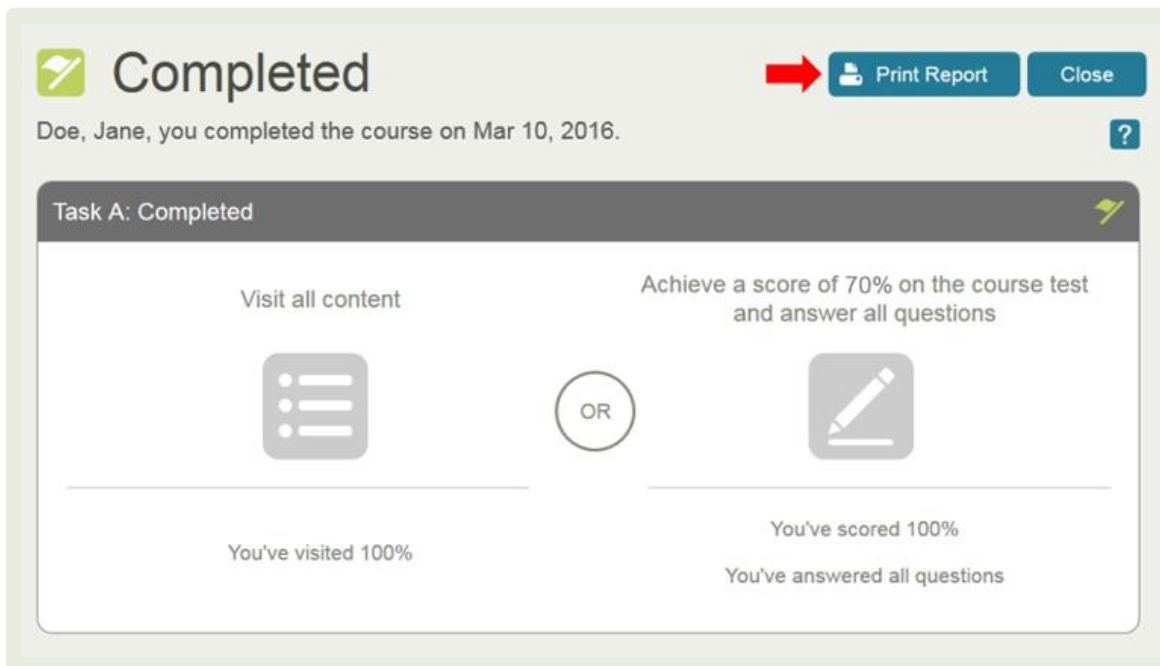
Step #1:

- Launch the course you intend to get credit for
- In the Menu panel, click on "Completion Status"

Step #2:

- Click on "Print Report" in the upper right hand corner

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Step #3:

- Take a screenshot of your test results
- Paste the screenshot into a Word document

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Print

Completion Status Report

Student Name	Doe, Jane
Course Title	Making and Carrying Out Tough Decisions
Start Date	Mar 10, 2016
Completion Status:	Completed - Mar 10, 2016
Task A:	Completed
Visit all content	You've visited 100%
OR	
Achieve a score of 70% on the course test and answer all questions	You've scored 100% You've answered all questions

Step #4:

- You can upload this document when you submit a request

1. Select Certificate/Course(s)	2. Course Result	3. Progess Report	4. User Profile	5. Summary

Upload Progress Report:
ⓘ
You are required to provide documentation that verifies your course completions.
You can upload a copy of a transcript/progress report from your Learning Management System or a test score report from within the course, for more information go to **FAQ**.
Progress Report file must be in either of the following formats: PDF, Word, TXT, CSV.
Note: Excel is not accepted and max upload file size is 25MB.

*Select File(s) to Upload: Progress Report file must be in either of the following formats: PDF, Word, TXT, CSV.

Browse...	Completion Status Report.docx

#	FileName	Delete
1	Completion Status Report.docx	✖

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