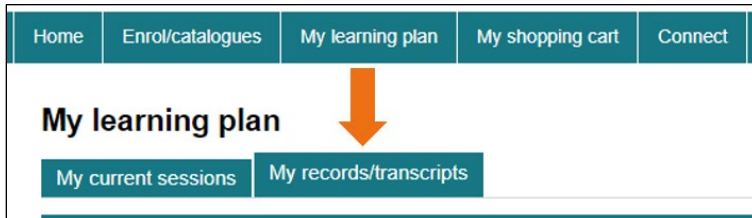


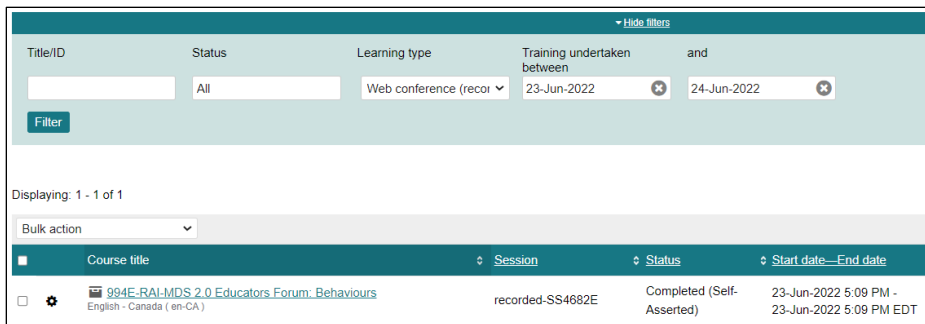
How to Review Courses Post-Completion

You can review or retake courses and access your course materials without re-enrolling in the course.

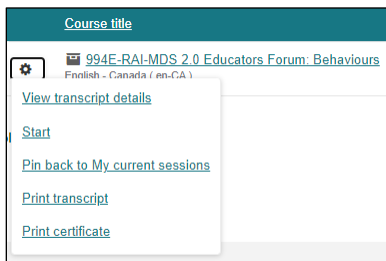
- From the **My learning plan tab**, select the **My records/transcripts** tab.



- Find the course by using the available filters.



- Beside the course title is a cogwheel; place your mouse over it to reveal the menu options.



Click the links below to view the functionality for each menu option:

[View transcript details](#)

[Start](#)

[Pin back to my current sessions](#)

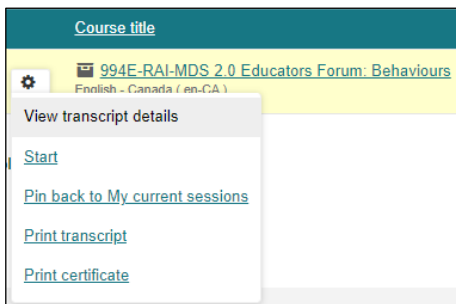
[Print transcript](#)

[Print certificate](#)

View transcript details

[Go Back](#)

Instructions



This menu option will provide you with details about your enrolment in the course, including course title, enrolment date, start and end dates, the overall status of completion, learning type, launch history, total training type, number of attempts, etc.

You will be able to print the transcript record from the **Print** button at the bottom of the page.

Use the **Back** button to return to the previous page.

Preview

994E-RAI-MDS 2.0 Educators Forum: Behaviours

Details

Last modified by EDUCATION LMS TEST British Columbia on 23-Jun-2022 2:09 PM PDT

Enrolment date:	23-Jun-2022 2:09 PM PDT
Start date:	23-Jun-2022 2:09 PM PDT
End date:	23-Jun-2022 2:09 PM PDT
Due Date:	
Credits:	0.00
Overall status:	Completed (Self-Asserted)
Learning type:	Web conference (recorded)
Revision number:	0
Course scoring method:	Highest score
Score:	N/A
Last updated on:	
Replaced with:	
Remplacé par:	
Notes	<div style="border: 1px solid #ccc; height: 30px;"></div>

Attempts:

Attempt 1 - Not Attempted

Progress

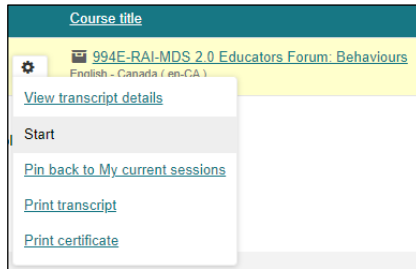
Total training time:	00:00:00
Total number of online launches:	1 History
Last attempted date:	23-Jun-2022 2:09 PM PDT

[Print](#) [Back](#)

Start

[Go Back](#)

Instructions



This menu option will reopen the course in the Knowledge centre view where you can re-launch the course by clicking the **Start** button.

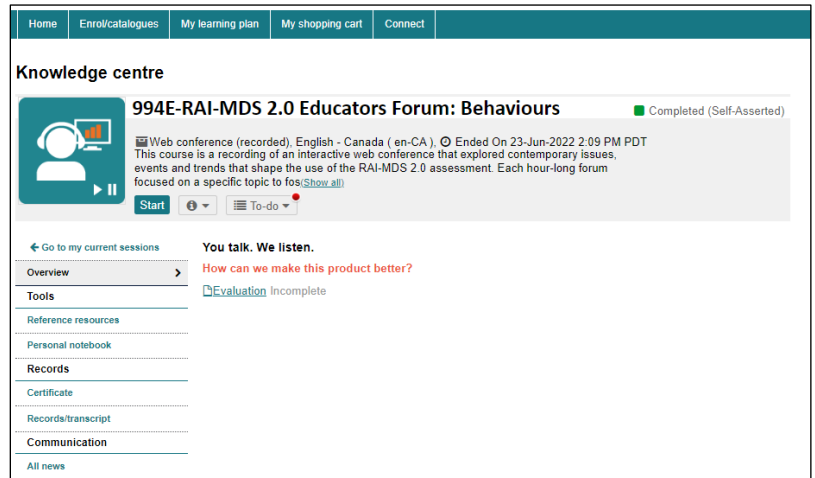
You can do this as many times as required without having to re-enroll in the course.

In this Knowledge centre view you will always be able to access your

- Course materials (under Reference resources);
- Notes taken during the course;
- Certificate;
- Transcript record; and

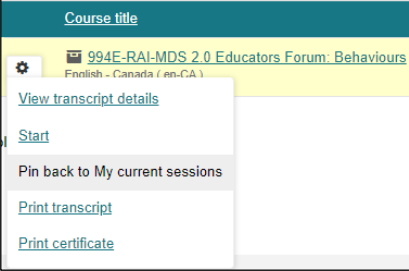
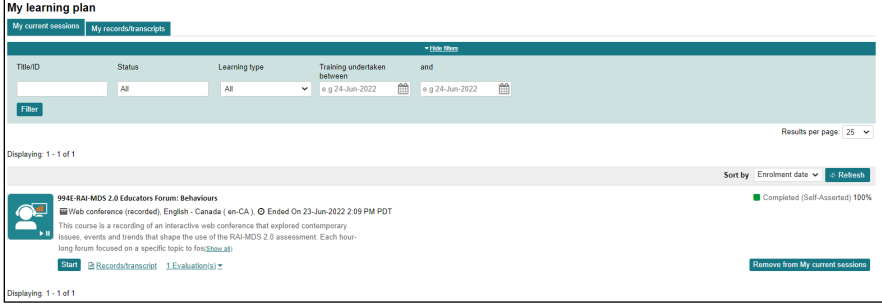
Course evaluation (if you wish to complete it).

Preview



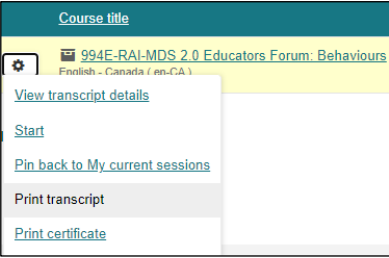
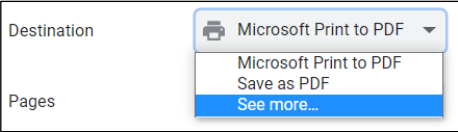

Pin back to my current sessions

[Go Back](#)

Instructions	Preview
 <p>This menu option will move the course from your records/transcripts page back to the <i>My current sessions</i> tab. This is useful if you wish to keep the course visible alongside courses you are currently enrolled in.</p>	 <p>If you wish to remove it from your current sessions tab, simply click the Remove from My current sessions button and the course will move back to your records/transcripts page.</p>

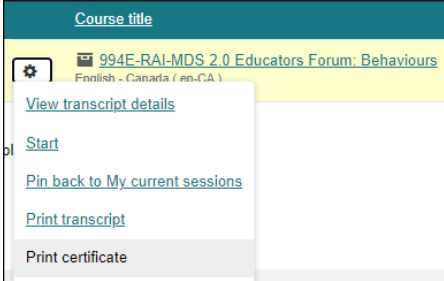
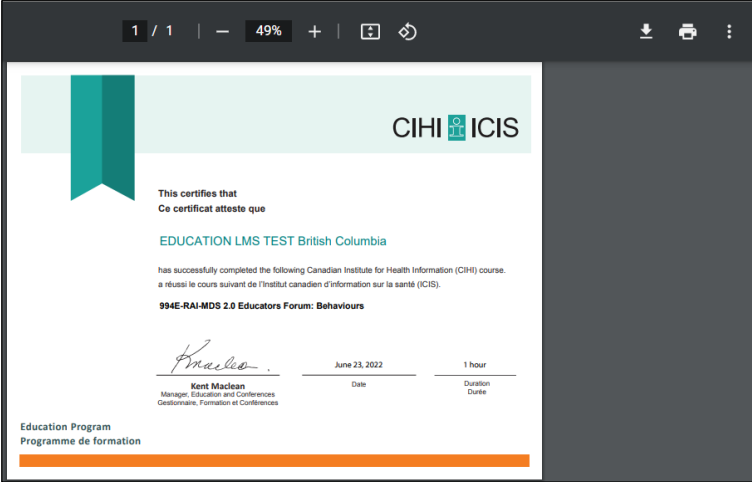
Print transcript

[Go Back](#)

Instructions	Preview
 <p>This menu option allows you to quickly print or save your transcript record in a PDF format. You may change this to other formats depending on which applications your company provides. Click See more... to view the available application options.</p> 	

Print certificate

[Go Back](#)

Instructions	Preview
 <p>This menu option allows you to download and save your certificate of completion to your computer or to print it.</p>	 <p>The preview shows a certificate from CIHI/ICIS. It certifies that the user has successfully completed the 'EDUCATION LMS TEST British Columbia' course. The certificate includes the name 'Kent Maclean', the date 'June 23, 2022', and the duration '1 hour'. The text is in both English and French.</p>

Need help? Got questions? Contact us at education@cihi.ca.

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