











## 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. Under **Quick Links**, click the **Completed Courses** link.
3. Users will see a list of all courses. There are filters on the top right or one can search through the list. Under the **Completed** column you can see what % you are done or the date the course was completed.
4. 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.

### Learning Transcript

Core Data [Change](#) Show Filters View By Date Set 

	Title	First Accessed	Last Accessed	Completed	Expected Duration	Actual Duration	Current Score	Highest Score	
	Microsoft Office 2016 Intermediate Excel: Working with Data	Mar 10, 2017	Mar 10, 2017	-	01:05	00:00	-	-	
	Performing Calculations Using Functions in Excel 2013	Mar 8, 2017	Mar 8, 2017	-	01:00	01:28	-	-	
	Presenting Data using Conditional Formatting and Sparklines in Excel 2013	Mar 7, 2017	Mar 8, 2017	-	01:00	06:10	-	-	
	Formatting Data in Excel 2013	Mar 3, 2017	Mar 7, 2017	Mar 7, 2017	01:00	05:53	100	100	<a href="#">Actions</a>
	UWG Dr. Marrero's Work West Welcome	Nov 6, 2015	Mar 6, 2017	Nov 6, 2015	00:05	00:19	-	0	<a href="#">Actions</a>
	UWG 2017 Mandatory New Employee Compliance Training	Nov 30, 2016	Mar 6, 2017	16 %	02:07	00:24	N/A	N/A	<a href="#">Actions</a>
	UWG 2016 Mandatory New Employee Compliance Training	Nov 11, 2015	Mar 6, 2017	Jul 20, 2016	01:55	02:30	N/A	N/A	
	Formatting Cells and Worksheets in Excel 2013	Mar 30, 2016	Mar 3, 2017	-	01:00	00:10	-	-	<a href="#">Actions</a>
	UWG Vehicle-Cart Risk & Safety Training New Employee 2017	Oct 19, 2016	Mar 2, 2017	-	00:45	00:02	-	-	<a href="#">Actions</a>

Details

View Certificate

Launch

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