

# Printing or Saving a Certificate of Completion

Once a course has been completed in elevateU, the Certificate of Completion is available for viewing at any time in elevateU. However, if you would like to share evidence of this accomplishment with someone else, you will need to either print the certificate or generate a PDF that can be shared via email.

To print or save a PDF of a certificate, follow these steps:

- 1) The option to print or save a certificate of completion outside of elevateU can be found in the “Details” section for each course.



**elevateU**  
Go Further • Online 24/7



## Go further. Online 24X7.

Whether you're trying to answer a question, learn a new skill, or develop professionally, ElevateU lets you quickly locate learning content aligned to your needs. Find the right resources. Create a customized learning plan. Learn from your peers. Experience a learning platform that truly puts your needs front and center.

### Courses



**MSU Performance Excellence:  
Employee Course**

Course: 45 Minutes

Recommended 👍 (4)

[Details](#) | [Launch](#) | [Save](#)

### Courses



**MSU Performance Excellence:  
Supervisor Course**

Course: 45 Minutes

Recommended 👍 (3)

[Details](#) | [Launch](#) | [Save](#)

### Resources



**Setting Goals**

Challenge: 15 Minutes

Recommended 👍 (8)

[Details](#) | [Launch](#) | [Save](#)



2) Once you are in the details view, find the “More Actions” link and select.

Quick Links ▾ Recently Viewed ▾

Home | View My Development Plan | Browse The Library | Visit Community

12

**MSU Performance Excellence: Employee Course** ← Back

Course: 45 Minutes

Status ● Recommended 👍 (4)

Launch | Save | **More Actions ▾**

About | **Table of Contents** | Related Items 💬 0 📄

Sections	Duration	Status	Actions
<b>Performance Excellence for Employees</b>	<b>28 Minutes</b>		
Process Overview	3 Minutes	<span>●</span>	Actions ▾
Performance Planning	6 Minutes	<span>●</span>	Actions ▾
Continuous Feedback, Coaching, Development	8 Minutes	<span>●</span>	Actions ▾
Annual Review	8 Minutes	<span>●</span>	Actions ▾
The Cycle Continues / Course Summary	3 Minutes	<span>●</span>	Actions ▾

3) In the “More Actions” menu, the option to view your certificate will be listed if the course has been completed, based on the completion criteria defined for that course. Click on “View Certificate”.

The screenshot displays the Michigan State University LMS interface. At the top, the MSU logo is on the left, and navigation links for 'My Profile', 'Help', 'Log Out', and 'Intelligence Activity Kit' are on the right. Below this is a navigation bar with 'Quick Links' (Home, What's New) and 'Recently Viewed' (View My Plan, Browse The Library, Visit Community). A notification badge shows '12' items. The main content area features a course card for 'MSU Performance Excellence for Employees' (45 Minutes). A 'More Actions' dropdown menu is open, with a red arrow pointing to the 'View Certificate' option. Below the course card is a 'Table of Contents' section with a table of sections, their durations, and completion statuses.

Sections	Duration	Status	Actions
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The Cycle Continues / Course Summary	3 Minutes		Actions ▼

- 4) The certificate will open in a separate screen, click on the print icon in the upper right hand corner to save the certificate as a PDF or to print.
  - a. To save as a PDF, select “Adobe PDF” from the list of printer options and save the PDF to your desired location. A PDF of the certificate will be generated, which can be saved to your computer and then attached to an email.
  - b. To print the certificate, select the appropriate printer from the list of printer options.

