

## Evaluating Online Courses

Once you have completed a course and been marked attended, the course will move from **In Progress** to **Complete**.

- Click the **Complete** tab in the **Online Sessions** section of the Registrations/Certificate area.
- Click the evaluation link to complete the online evaluation
- A new window will pop-up with evaluation questions regarding the course. After completing the evaluation and clicking submit, you may be asked to refresh the page.

Upcoming Sessions		Past Sessions		WaitingList		Online Sessions	
In Progress		Complete		Incomplete			
Session ID:	990520						
Session Title:	When Gifted Kids Don't Have All the Answers-Online Book Study -						
Credit:	CPE 6						
Completed Date:	6/7/2013 8:35:13 AM						
Link:	<a href="#">Evaluation</a>						
Session ID:	671481						
Session Title:	escWorks Reports -						
Credit:	CEU 2						
Start Date:	Wednesday, January 01, 1902						
End Date:	Thursday, December 31, 2099						
Link:	<a href="#">Certificate</a>						

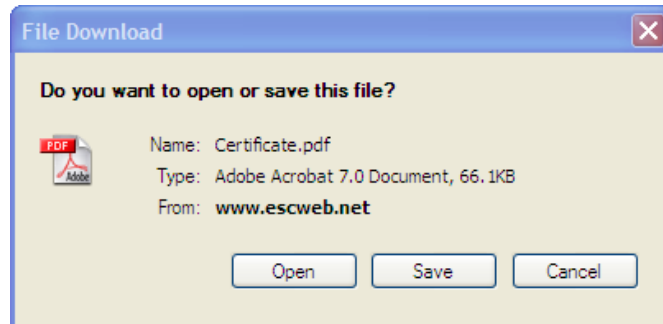
## Certificates for Online Courses

Once you have completed the course and been marked attended, the course will move from **In Progress** to **Complete**.

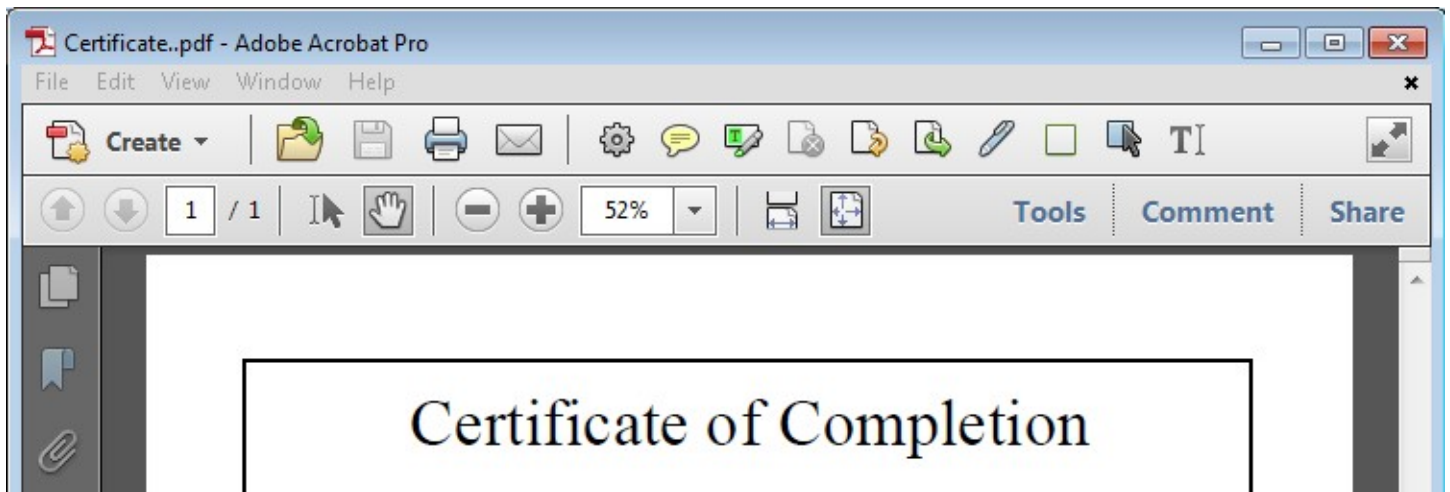
- Click the **Complete** tab in the **Online Sessions** section of the Registrations/Certificate area.
- After the evaluation has been completed, the evaluation link will change to a certificate link.

Session ID:	671481						
Session Title:	escWorks Reports -						
Credit:	CEU 2						
Start Date:	Wednesday, January 01, 1902						
End Date:	Thursday, December 31, 2099						
Link:	<a href="#">Certificate</a>						

Click on the Certificate link to open a PDF file version of the Certificate of Completion for the event. The browser will ask you to open or save the file. It may look like one of the following:



Click **Open** to view the report or click **Save** to save the report on your computer.



To print the report select **Print** from the File menu