

Course Certification roster and Student Snapshot tab

Teachers can now enter Course Certification information on Teacher Web using two different screens:

• "Course Certification" screen which lists all students in the class

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• "Certifications" tab on the Student Snapshot screen

North Orange Co. (NOCROP)	North Orange Co. (NOCROP)					
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		4				•

A teacher can identify which students have attempted specific certifications and which students have passed. The "Course Certification" roster screen will be displayed as a link on the left-hand navigation bar if permissions have been assigned. The "Certificaton" tab will display as a new tab on the Student Snapshot screen and will show all certification info for a single student at a time.

For more information

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Setup Steps:

In order to use the Certification screen on Teacher Web, certification records must be defined and assigned to courses on the Window Admin side via the **Curriculum Options > Course Certifiation Management** module.

To enter certification information for a class:

- 1. Click the "Course Certification" link from the left naviagation bar.
- 2. Use the classdrop down at the top to select a class.
- 3. For a certain student row, click 🕐 to mark a student as Passing a certification.

Click 🤎 to indicate a student has not passed/ failed a certification attempt.

- 4. The date field will default to the current date. Click the date and use the date picker calendar to change the date when the certification was attempted / passed.
- 5. Repeat steps 3 and 4 for other students.

Certfication tab

An accompanying "Certifications" tab can be found on the Student Snapshot screen. This tab displays certification data for one student at a time. Teachers can also update certification dates and pass/fail status from this screen.

The "Course Certification" sub-tab on the "Certification" Student Snapshot tab allows all the same data tracking as seen on the full Course Certifications roster screen. Teacher can enter the date for when a certification was earned/attempted and indicate if the student has passed or failed the certification.

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