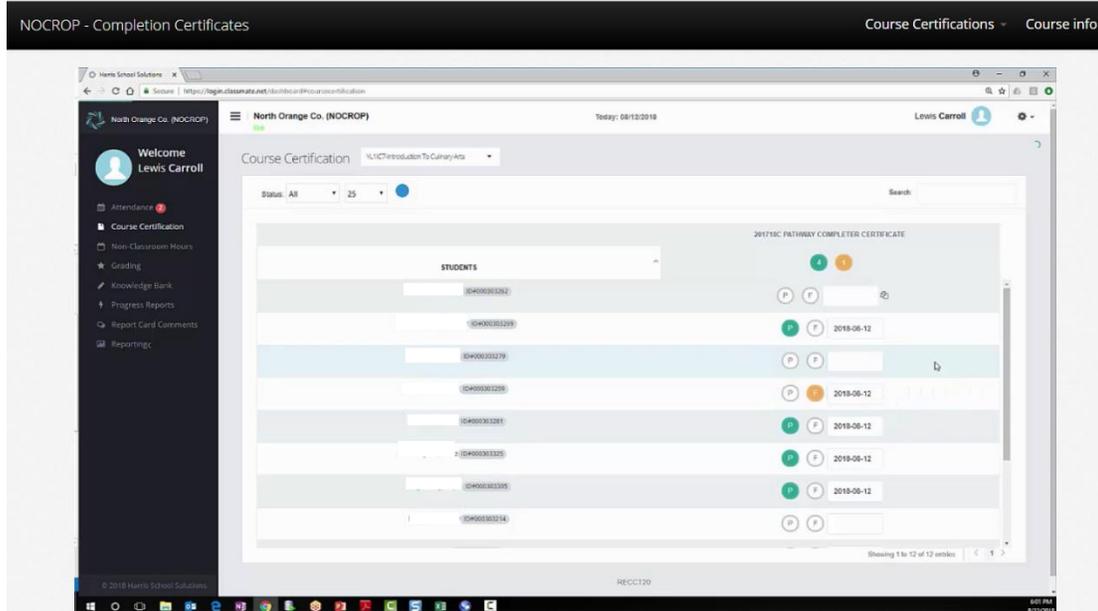


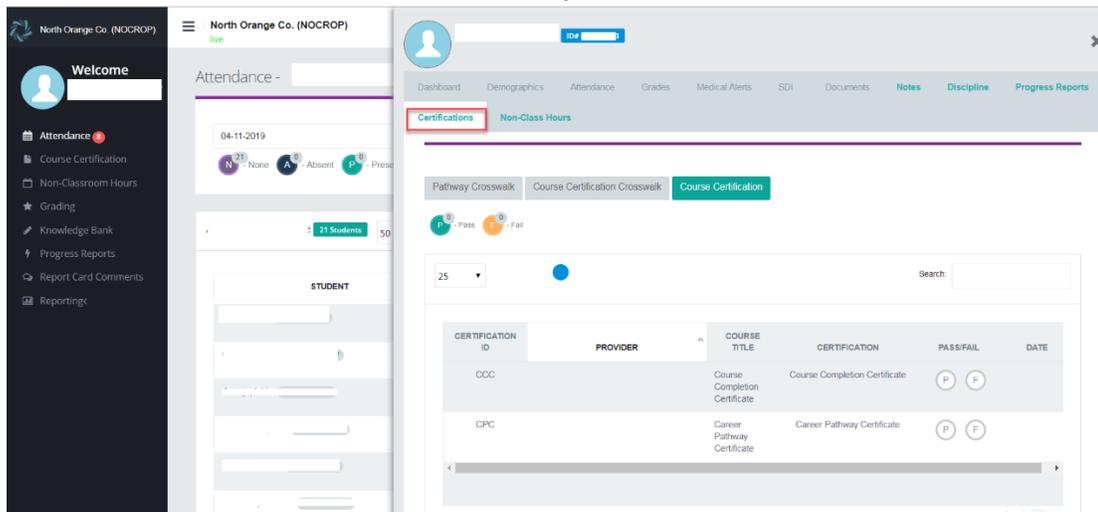
Course Certification roster and Student Snapshot tab

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

- “Course Certification” screen which lists all students in the class



- “Certifications” tab on the Student Snapshot screen



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 “Certification” 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.



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 Certification Management** module.

To enter certification information for a class:

1. Click the "Course Certification" link from the left navigation 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.

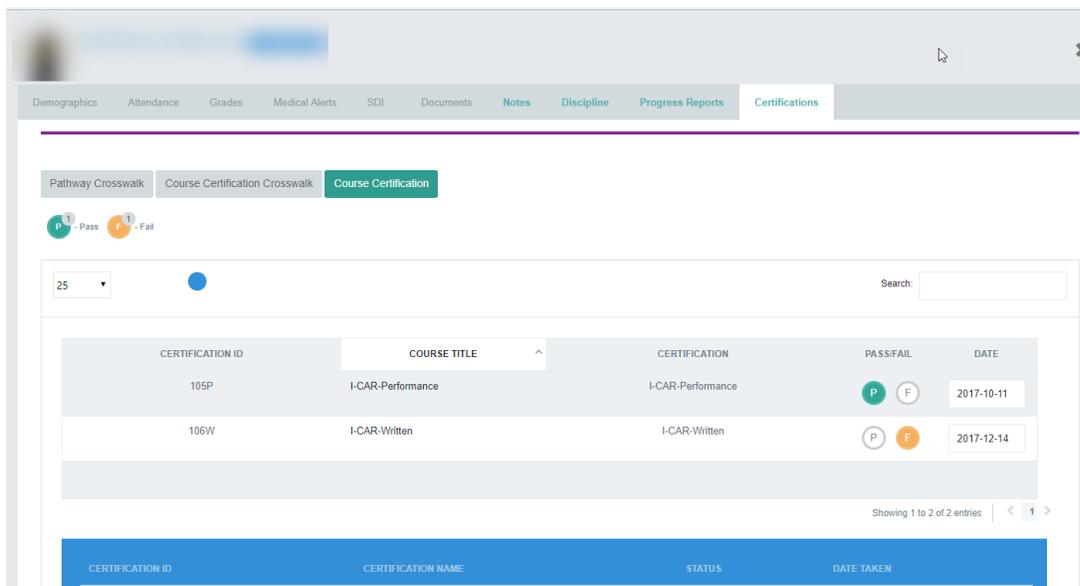
Click  to indicate a student has not passed/ failed a certification attempt.

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.

Certification 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.



CERTIFICATION ID	COURSE TITLE	CERTIFICATION	PASS/FAIL	DATE
105P	I-CAR-Performance	I-CAR-Performance	 	2017-10-11
106W	I-CAR-Written	I-CAR-Written	 	2017-12-14

