

# ELM Agency Administrator Print Certificate Basic Job Aid



1. Log into myohio.gov with your State of Ohio User ID and Password:



2. Navigate to OAKS Quick Access and click on Launch Application for Enterprise Learning Management



Please note: Identify the course that you want to include the print certificate template for that you will set at the activity level.

# Administrator Print Certificate

- Navigate to Enterprise Learning > Define Certificate template
- Click on the Add A New Value Tab

**Define Certificate Template**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Certificate Template ID: =

Certificate Type: begins with

Include History  Correct History

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Tab is displayed:

Certificate Configuration | **Security**

**Define Certificate Template**

Certificate Template ID: 9999999999

Details Find | View All | First 1 of 1 Last

\*Effective Date: 01/28/2014

Type:

Status:  Active  Inactive

**Display Fields**

Free Field One   Display Education Type & Units

Free Field Two  **Date to be displayed on Certificate:**

Free Field Three   None

Free Field Four   Activity End Date

Agency Logo   Completion Date

**Administrations**

Owner Name:

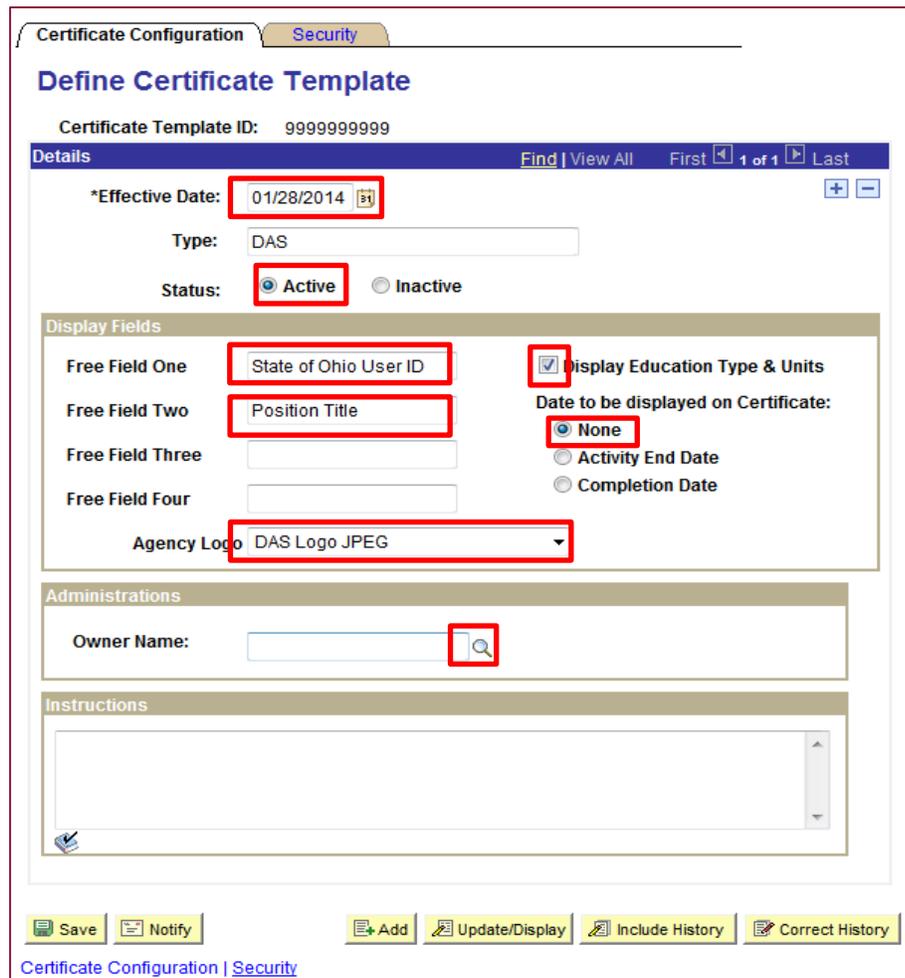
**Instructions**

[Certificate Configuration](#) | [Security](#)

Please note: for the free fields if you choose to use them an example may be to have the learner add a Position Title or their State of Ohio User ID to be displayed on their print certificate.

# Administrator Print Certificate

6. Enter the following information:
  - a. Effective Date: (Required)
  - b. Type: (ex: DRC Print Certificate)
  - c. Status: Active
  - d. Free Field One: (Optional) *example – State of Ohio User ID*
  - e. Free Field Two: (Optional) *example – Position Title*
  - f. Free Field Three: (Optional)
  - g. Free Field Four: (Optional)
  - h. Check the “Display Education Type & Units” (Optional)
  - i. Check the Date to be displayed – if you would like to see the Activity End Date or the Completion Date, click the respective Radio Button, and none for either date to be displayed.
  - j. Select your agency logo in the Agency Logo dropdown field – **Make sure you do not see any other Agency’s Logos**



Certificate Configuration **Security**

### Define Certificate Template

Certificate Template ID: 9999999999

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 01/28/2014

Type: DAS

Status:  Active  Inactive

**Display Fields**

Free Field One: State of Ohio User ID  Display Education Type & Units

Free Field Two: Position Title

Free Field Three:

Free Field Four:

Agency Logo: DAS Logo JPEG

**Date to be displayed on Certificate:**

None  Activity End Date  Completion Date

**Administrations**

Owner Name:

**Instructions**

Save Notify Add Update/Display Include History Correct History

Certificate Configuration | Security

8. Click on the Owner Name magnifying glass

# Administrator Print Certificate

- Enter your last name in the Last Name field and your first name in the First Name field

### Look Up Owner Name

Learner ID:

Last Name:

First Name:

Alternate Character Name:

Name Display:

[Basic Lookup](#)

#### Search Results

[View All](#) First  1 of 1  Last

Learner ID	Last Name	First Name	Alternate Character Name	Name Display
<a href="#">309609</a>	<a href="#">MARTIN</a>	<a href="#">RUSTY</a>	<a href="#">(blank)</a>	<a href="#">RUSTY MARTIN</a>

- Click the yellow LOOK UP button
- Click on the Person's name that returned this will populate the Owner Name on the Certificate Template
- Enter the following information in the Instructions field: *(Enter instructions based on the Free Field information)*

Certificate Configuration Security

### Define Certificate Template

Certificate Template ID: 999999999

Find | View All
First  1 of 1  Last

\*Effective Date:

Type:

Status:  Active  Inactive

**Display Fields**

Free Field One:   Display Education Type & Units

Free Field Two:  **Date to be displayed on Certificate:**

Free Field Three:

Free Field Four:   None

Activity End Date

Completion Date

Agency Logo:

**Administrations**

Owner Name:

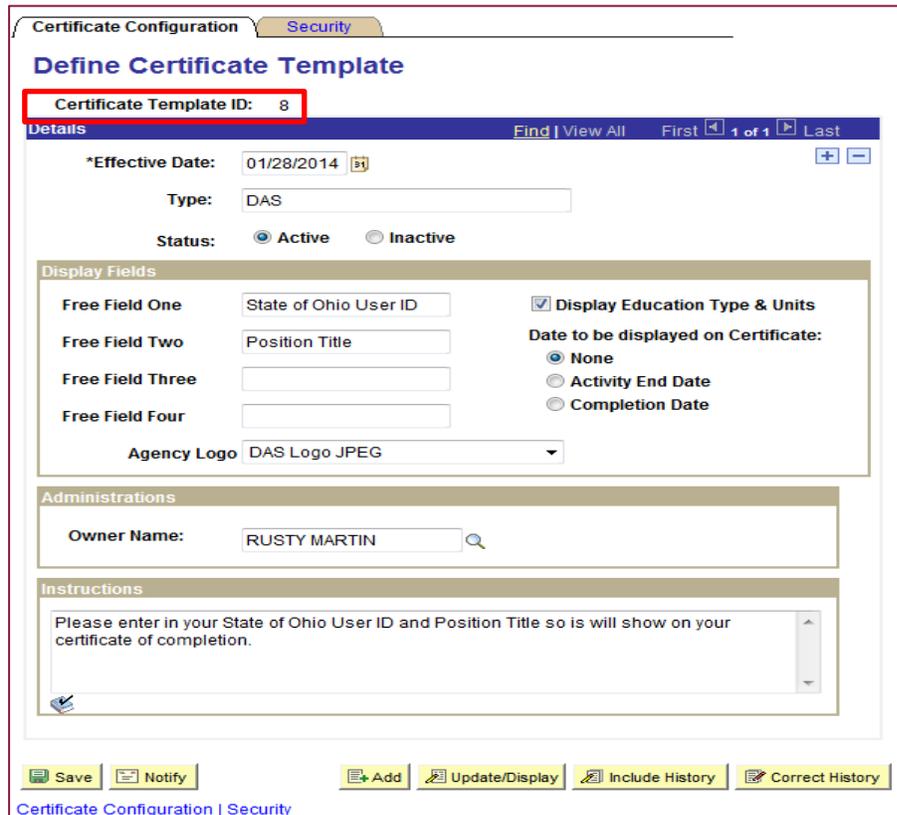
**Instructions**

Please enter in your State of Ohio User ID and Position Title so is will show on your certificate of completion.

Certificate Configuration | [Security](#)

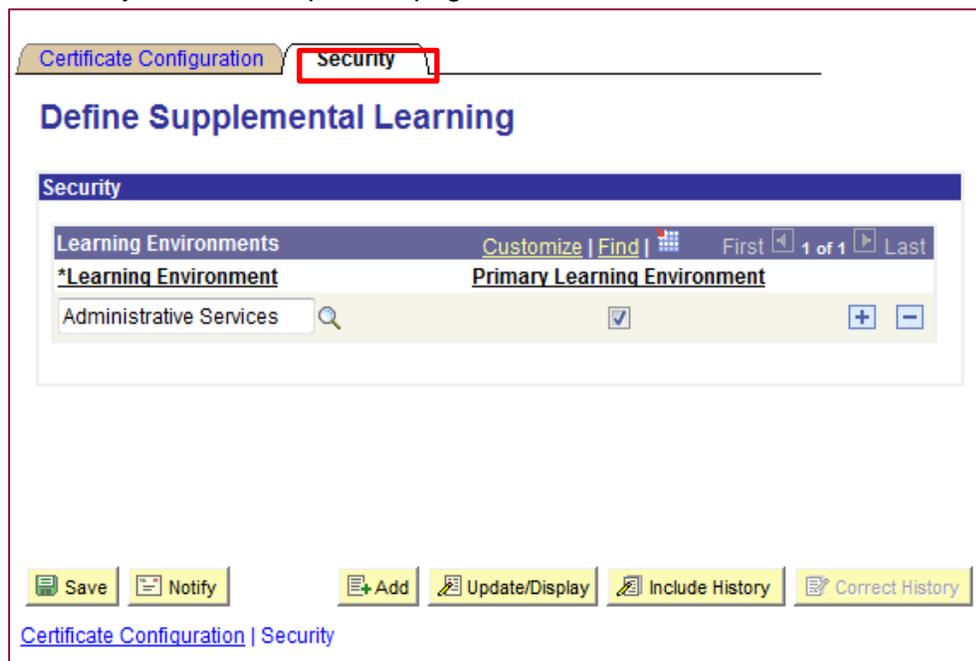
# Administrator Print Certificate

13. Click the yellow SAVE button This will also update the Certificate Template ID



The screenshot shows the 'Define Certificate Template' form in the 'Security' tab. The 'Certificate Template ID' field is highlighted with a red box and contains the value '8'. Other fields include 'Effective Date' (01/28/2014), 'Type' (DAS), and 'Status' (Active). The 'Display Fields' section has four free fields: 'State of Ohio User ID', 'Position Title', and two empty fields. There are also checkboxes for 'Display Education Type & Units' and 'Date to be displayed on Certificate' (None, Activity End Date, Completion Date). The 'Agency Logo' is set to 'DAS Logo JPEG'. The 'Owner Name' is 'RUSTY MARTIN'. The 'Instructions' field contains the text: 'Please enter in your State of Ohio User ID and Position Title so is will show on your certificate of completion.' At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

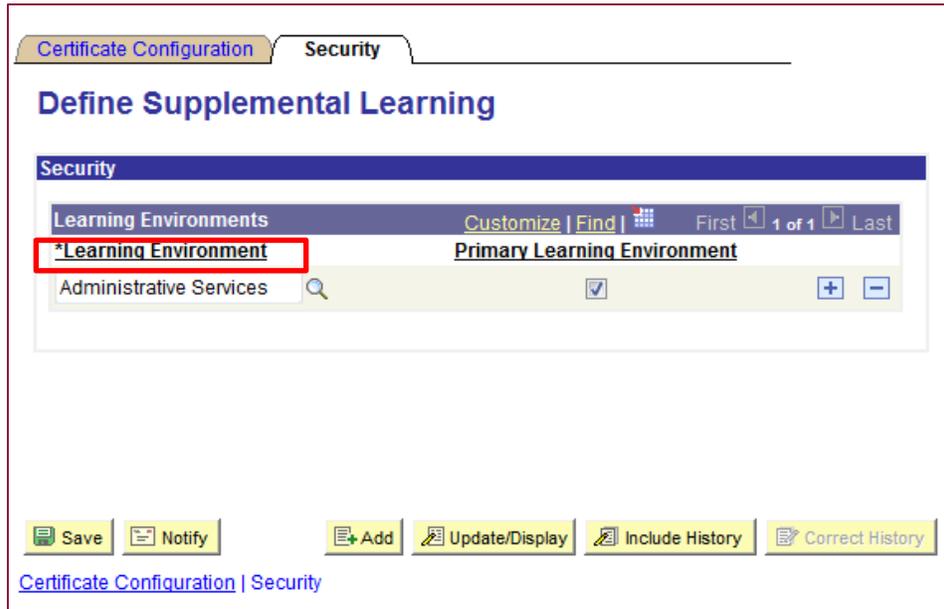
14. Click the Security Tab at the top of the page:



The screenshot shows the 'Define Supplemental Learning' form in the 'Security' tab. The 'Security' tab is highlighted with a red box. The form title is 'Define Supplemental Learning'. Below the title, there is a 'Security' section with a table. The table has two columns: 'Learning Environments' and 'Primary Learning Environment'. The first row shows 'Administrative Services' in the 'Learning Environments' column and a checked checkbox in the 'Primary Learning Environment' column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

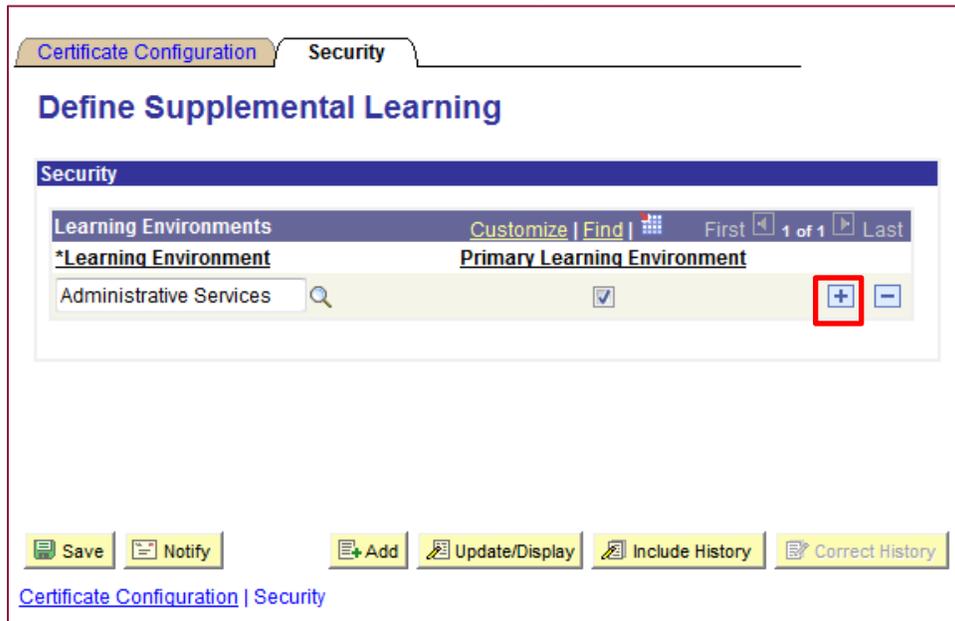
# Administrator Print Certificate

- a. Your Agency Learning Environment will automatically populate



The screenshot shows the 'Certificate Configuration' page with the 'Security' tab selected. The main heading is 'Define Supplemental Learning'. Below this is a table titled 'Security' with a sub-header 'Learning Environments'. The table contains one row: '\*Learning Environment' (highlighted with a red box) and 'Primary Learning Environment'. Below the table is a search bar with 'Administrative Services' and a search icon, and a checked checkbox. At the bottom of the table are '+' and '-' buttons. Below the table are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the bottom reads 'Certificate Configuration | Security'.

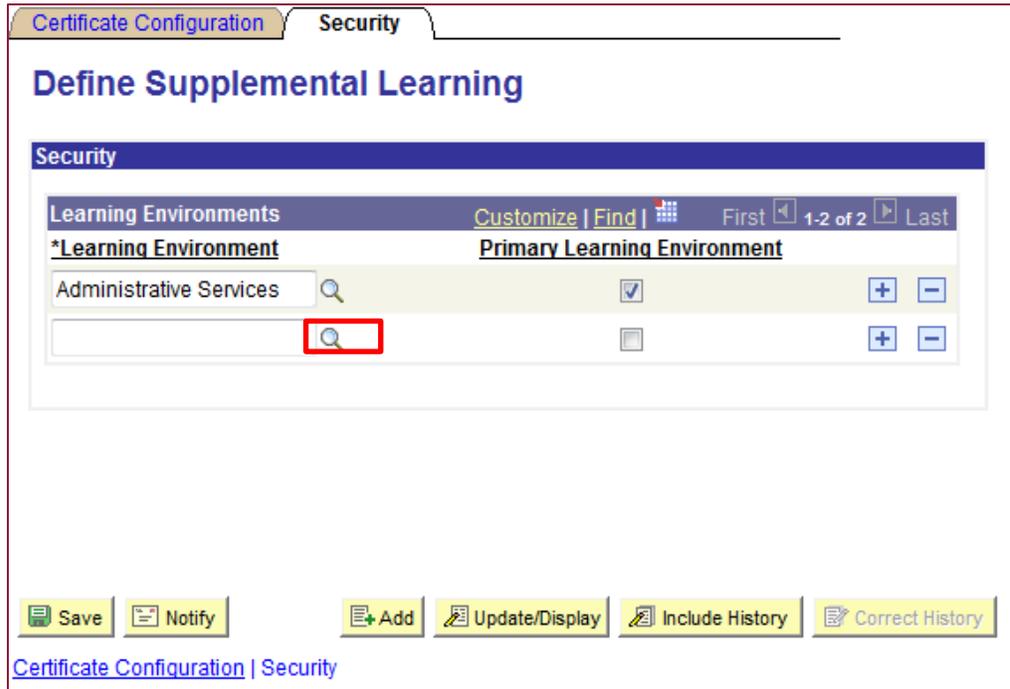
- b. Click the + button to add another Learning Environment



This screenshot is identical to the one above, but the '+' button at the bottom right of the table is highlighted with a red box, indicating the next step in the process.

# Administrator Print Certificate

- c. Use the Magnifying Glass to search for State of Ohio



**Define Supplemental Learning**

Security

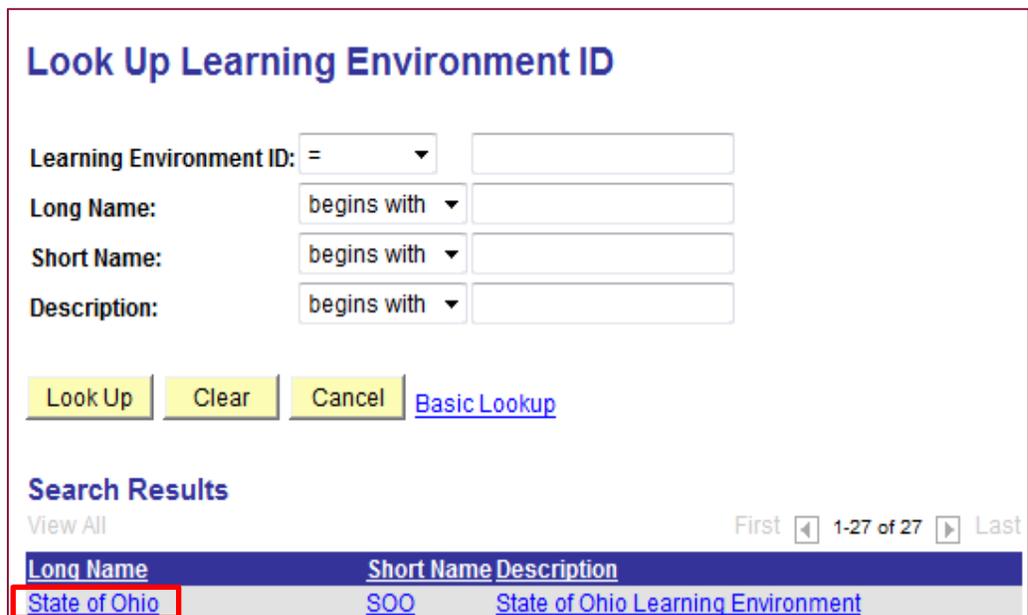
Learning Environments [Customize](#) | [Find](#) | [First](#) | 1-2 of 2 | [Last](#)

*Learning Environment	Primary Learning Environment
Administrative Services	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Certificate Configuration](#) | [Security](#)

- d. Click on State of Ohio



**Look Up Learning Environment ID**

Learning Environment ID: =

Long Name: begins with

Short Name: begins with

Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

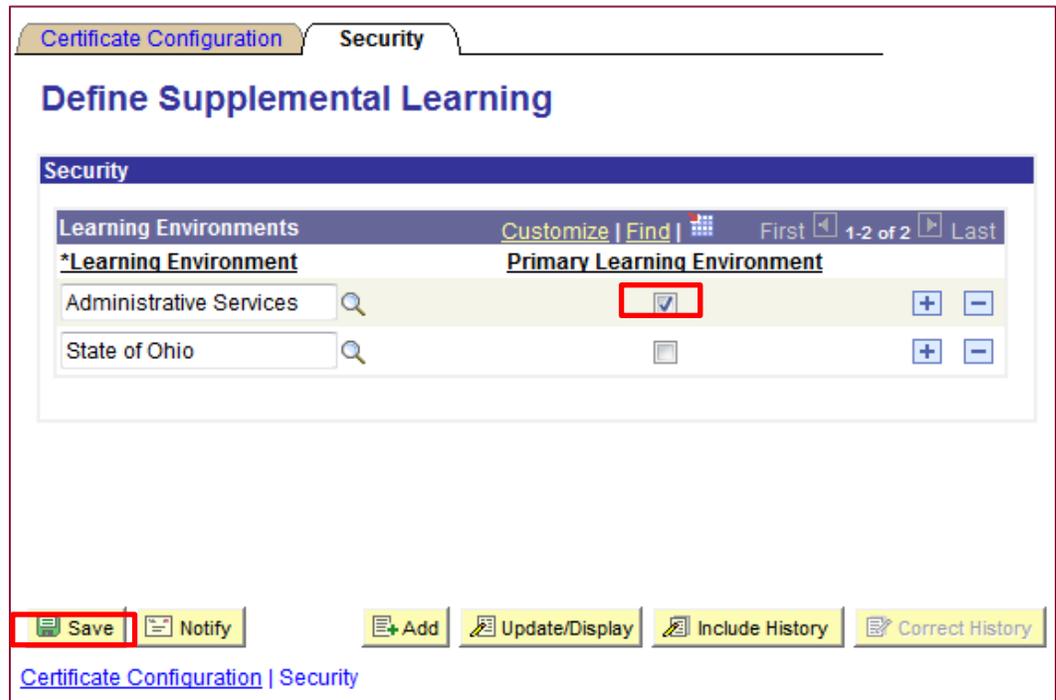
**Search Results**

[View All](#) [First](#) | 1-27 of 27 | [Last](#)

Long Name	Short Name	Description
<a href="#">State of Ohio</a>	<a href="#">SOO</a>	<a href="#">State of Ohio Learning Environment</a>

# Administrator Print Certificate

- e. Make sure your Learning Environment is checked as the Primary Learning Environment. Click the Save Button



**Certificate Configuration** | **Security**

## Define Supplemental Learning

**Security**

Learning Environments [Customize](#) | [Find](#) | [First](#) | 1-2 of 2 | [Last](#)

*Learning Environment	Primary Learning Environment
Administrative Services	<input checked="" type="checkbox"/>
State of Ohio	<input type="checkbox"/>

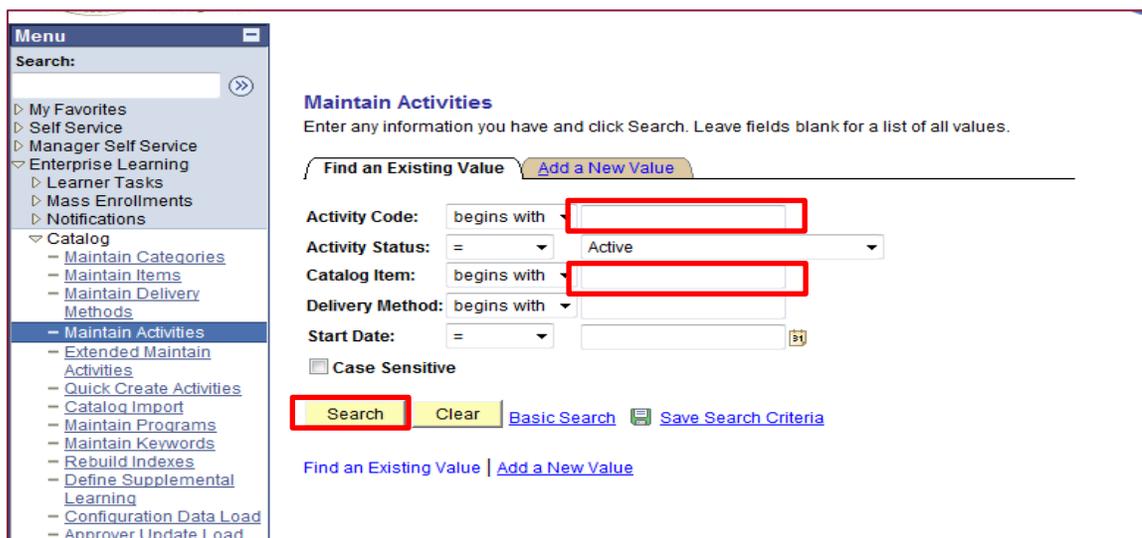
[Save](#) | [Notify](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Certificate Configuration](#) | [Security](#)

You have just set up your ELM Print Certificate Template.

To add this template to an Activity, follow the steps below.

1. Navigate to Enterprise Learning > Catalog > Maintain Activities.
2. Enter the Activity Code or the Catalog Item Name and click Search. This will bring back the Activity Details page:



**Menu**

Search:

- My Favorites
- Self Service
- Manager Self Service
- Enterprise Learning
  - Learner Tasks
  - Mass Enrollments
  - Notifications
  - Catalog
    - Maintain Categories
    - Maintain Items
    - Maintain Delivery Methods
    - Maintain Activities**
    - Extended Maintain Activities
    - Quick Create Activities
    - Catalog Import
    - Maintain Programs
    - Maintain Keywords
    - Rebuild Indexes
    - Define Supplemental Learning
    - Configuration Data Load
    - Approver Update Load

## Maintain Activities

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Activity Code: begins with

Activity Status: =  Active

Catalog Item: begins with

Delivery Method: begins with

Start Date: =

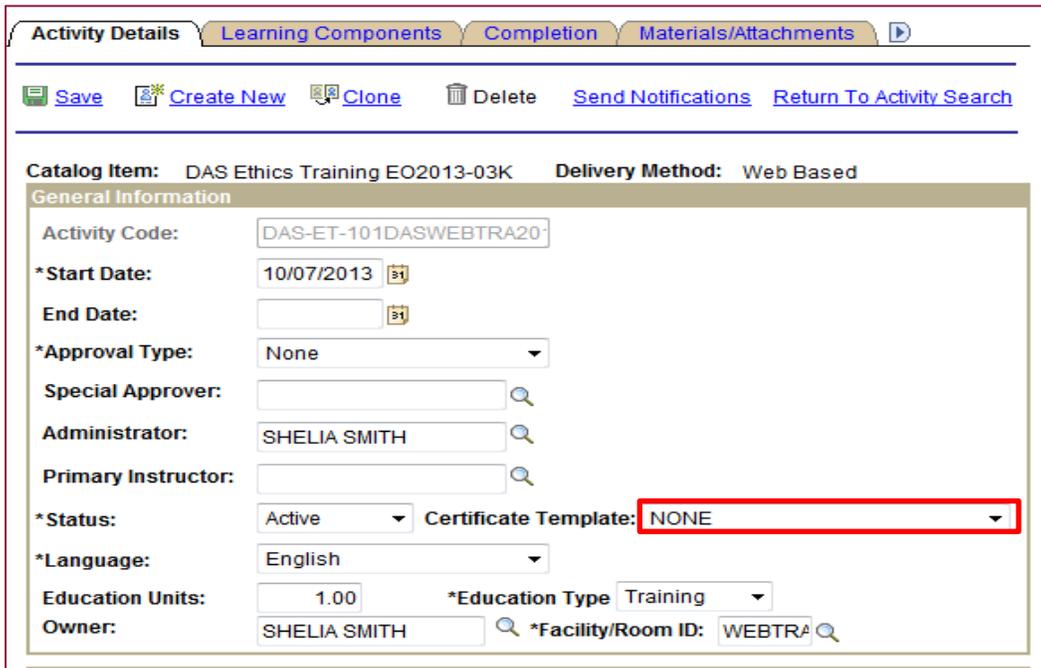
Case Sensitive

[Search](#) | [Clear](#) | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

# Administrator Print Certificate

- Click on the dropdown arrow for the Certificate Template



Activity Details | Learning Components | Completion | Materials/Attachments

Save | Create New | Clone | Delete | Send Notifications | Return To Activity Search

Catalog Item: DAS Ethics Training EO2013-03K    Delivery Method: Web Based

**General Information**

Activity Code: DAS-ET-101DASWEBTRA20

\*Start Date: 10/07/2013

End Date:

\*Approval Type: None

Special Approver:

Administrator: SHELIA SMITH

Primary Instructor:

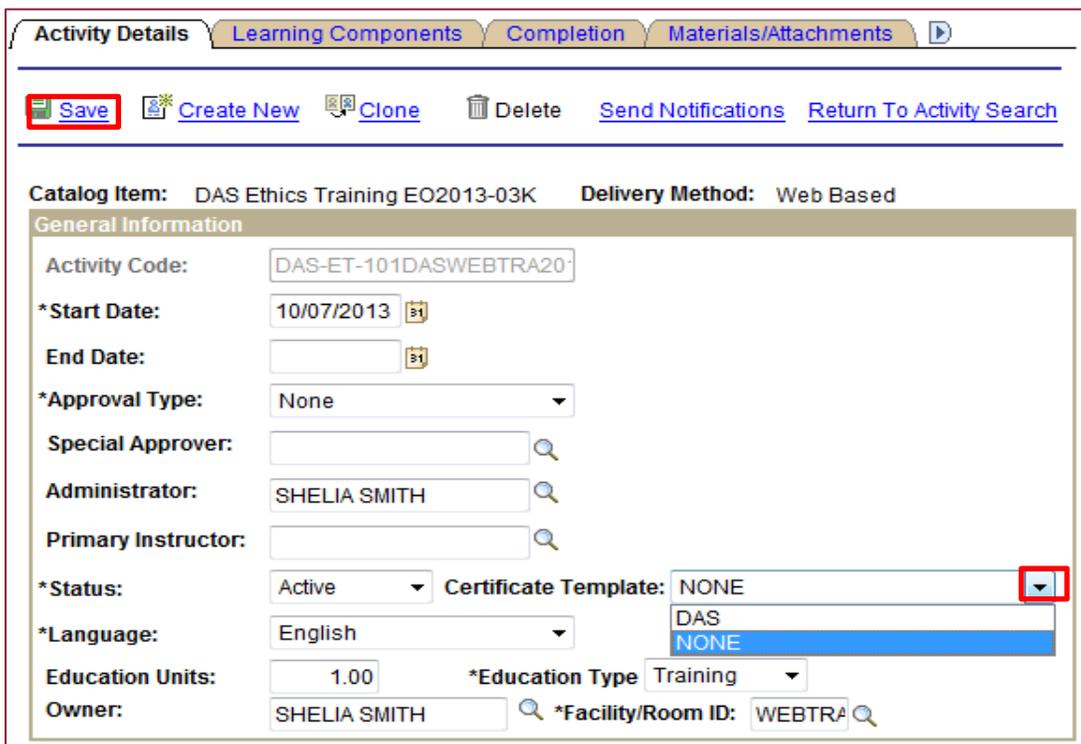
\*Status: Active    Certificate Template: **NONE**

\*Language: English

Education Units: 1.00    \*Education Type: Training

Owner: SHELIA SMITH    \*Facility/Room ID: WEBTRA

- Click the Certificate Template you would like to use (you may have more than one template set up).



Activity Details | Learning Components | Completion | Materials/Attachments

Save | Create New | Clone | Delete | Send Notifications | Return To Activity Search

Catalog Item: DAS Ethics Training EO2013-03K    Delivery Method: Web Based

**General Information**

Activity Code: DAS-ET-101DASWEBTRA20

\*Start Date: 10/07/2013

End Date:

\*Approval Type: None

Special Approver:

Administrator: SHELIA SMITH

Primary Instructor:

\*Status: Active    Certificate Template: NONE

\*Language: English

Education Units: 1.00    \*Education Type: Training

Owner: SHELIA SMITH    \*Facility/Room ID: WEBTRA

# Administrator Print Certificate

- Click the Save Link. NOTE: The Verity Index will need to run to update the Activity (this is scheduled to run at the top of the hour).

[Activity Details](#) | [Learning Components](#) | [Completion](#) | [Materials/Attachments](#)

[Save](#) | [Create New](#) | [Clone](#) | [Delete](#) | [Send Notifications](#) | [Return To Activity Search](#)

**Catalog Item:** DAS Ethics Training EO2013-03K    **Delivery Method:** Web Based

**General Information**

Activity Code:

\*Start Date:

End Date:

\*Approval Type:

Special Approver:

Administrator:

Primary Instructor:

\*Status:     Certificate Template:

\*Language:

Education Units:     \*Education Type:

Owner:     \*Facility/Room ID:

- Once the learner has completed the training, they can log into myOhio.gov and navigate to **Career Resources > My Learning (ELM) > All Learning (ELM)**. Find the course on their All Learning Transcript.

**All Learning**

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

\*Filter Name:  [Go](#)

\*Education Type:     Total Count: 0.00

My Learning							
Title	Education Type	Education Units	Type	Status	Date	Action	Launch
<a href="#">BWC Active Shooter Training</a>	Training	2.50	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Completed	10/23/13	<a href="#">Modify</a>	
<a href="#">Basket Weaving</a>	CEU	3.50	OAKS Supplemental Learning	<input checked="" type="checkbox"/> Completed	02/03/14	<a href="#">Modify</a>	
<a href="#">DAS Ethics Training EO2013-03K</a>	Training	1.00	Web Based	<input checked="" type="checkbox"/> Completed	10/08/13		<a href="#">Launch</a>

# Administrator Print Certificate

- They will then need to click on the name of the Course. The Activity Progress page is displayed. Click on the Print Course Certificate link.

**Activity Progress**

**DAS Ethics Training EO2013-03K**

Kathy Vanhooose, Business T, OAKS Management

<b>Activity Name:</b>	<a href="#">DAS Ethics Training EO2013-03K</a>	<b>Type:</b>	Web Based
<b>Activity Code:</b>	DAS-ET-101DASWEBTRA20131007066	<b>Contact:</b>	<a href="#">SHELIA SMITH</a>
<b>Price Per Seat:</b>	0.00 USD	<b>Drop Charge:</b>	0.00 USD
<b>Enrollment Status:</b>	Completed	<b>Confirmation Number:</b>	1732229
<b>Start Date:</b>	10/07/2013	<b>End Date:</b>	--
<b>Last Enrollment Date:</b>	10/31/2013	<b>Last Drop Date:</b>	--

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Progress [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

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[Print Course Certificate](#)

**Activity Progress Summary**

<b>Progress:</b>	Completed	<b>Grade:</b>	Not Marked
<b>Passing Status:</b>	Completed	<b>Comments:</b>	

**Activity Syllabus**

To receive credit for this activity you must complete all required tasks.

- [DAS Ethics Training EO2013-03K](#) [Re-Launch](#)

**Short Name** Web Based

**Progress:** Completed

[Drop](#)

[Return to Previous Page](#)

# Administrator Print Certificate

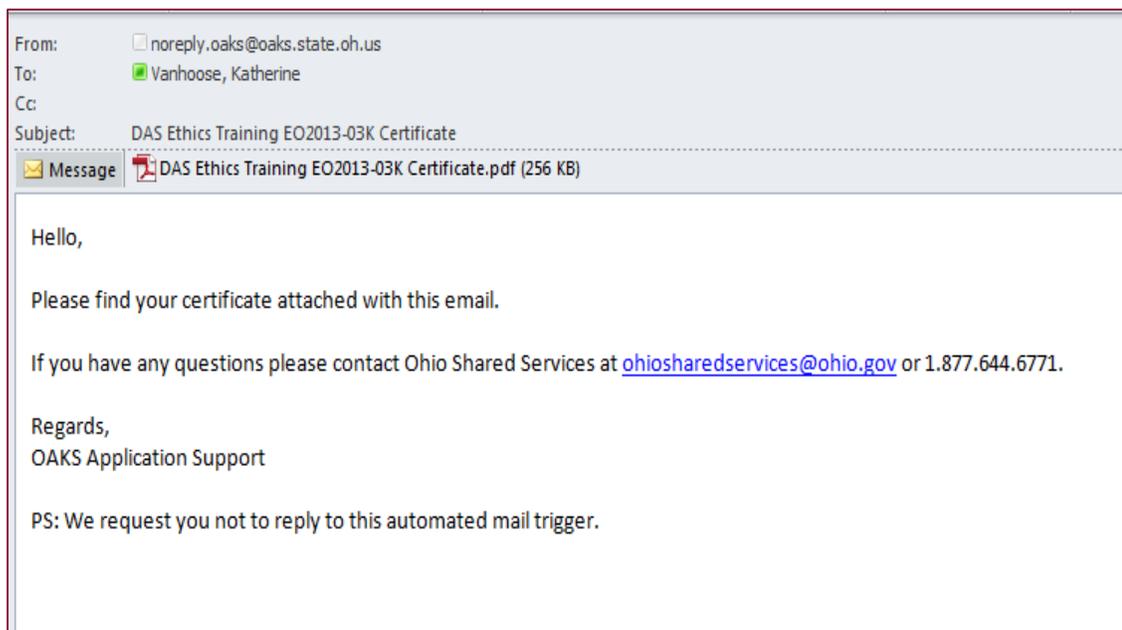
8. Enter the information requested. Click Apply and OK buttons.

### Print Certificate Request

Please enter your State of Ohio User ID and Position Title so it will show on your certificate of completion

Certificate Data	
*E-Mail To:	katherine.vanhoose@das.state.oh.us
State of Ohio User ID	12345678
Position Title	ELM BTA

9. This will take then back to their Activity Progress screen. In one hour they will received a email with their Course Certificate attached.



# Administrator Print Certificate



State of Ohio User ID: 12345678

Position Title: ELM BTA

Education Type: Training      Education Hours: 1

## Certificate of Completion

This is to certify that

Kathy Vanhooose

has successfully completed the  
DAS Ethics Training E02013-03K course