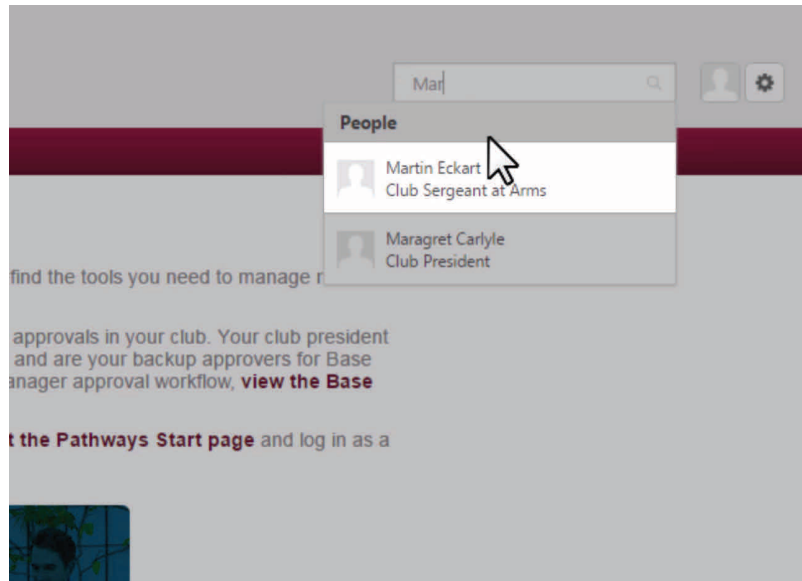




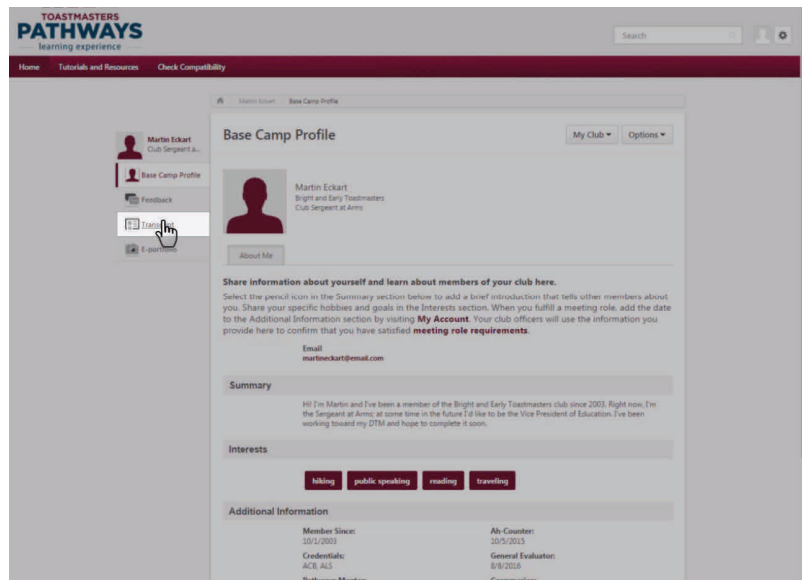
BASE CAMP MANAGER Tutorial Quick Reference Guide

Printing Certificates (Paths on Base Camp)

To print a certificate for a member who completed a level on Base Camp, begin by searching for the member in the Search box. Select the appropriate member name when it appears.

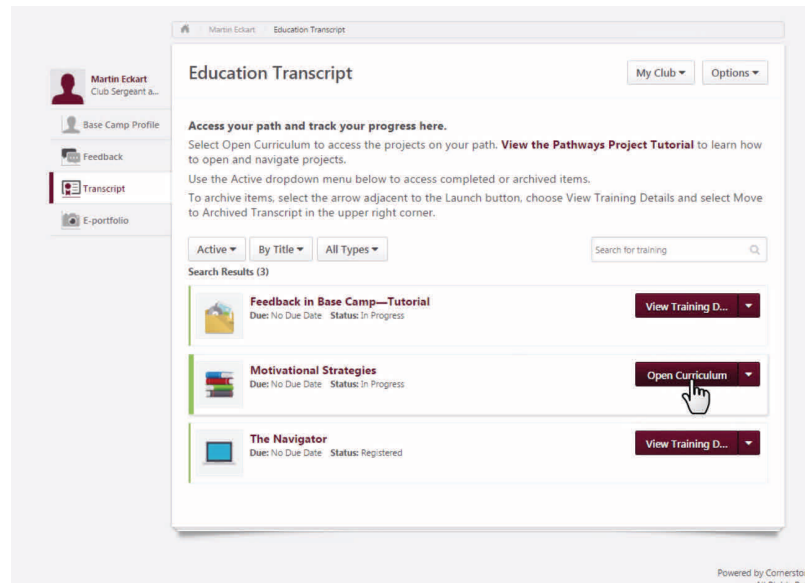


Select the Transcript tab in the member's profile.

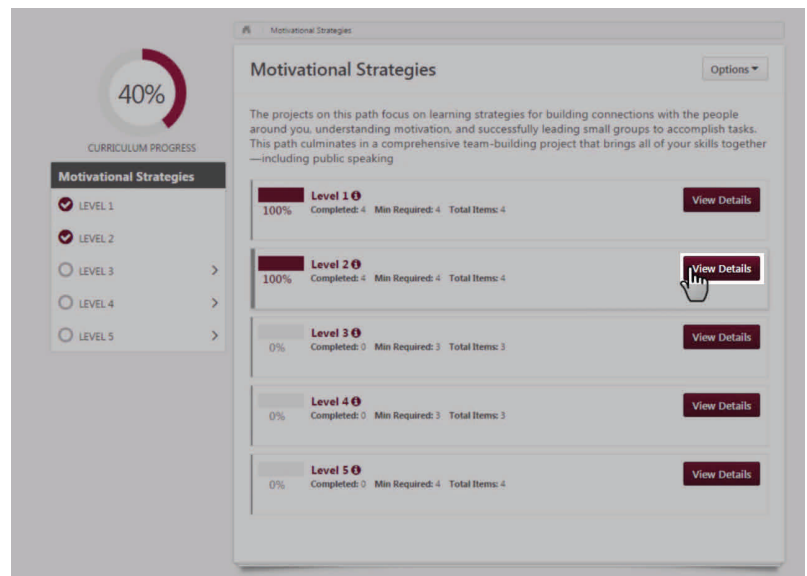


Printing Certificates (Paths on Base Camp)

On the Education Transcript, select the Open Curriculum button next to the path.

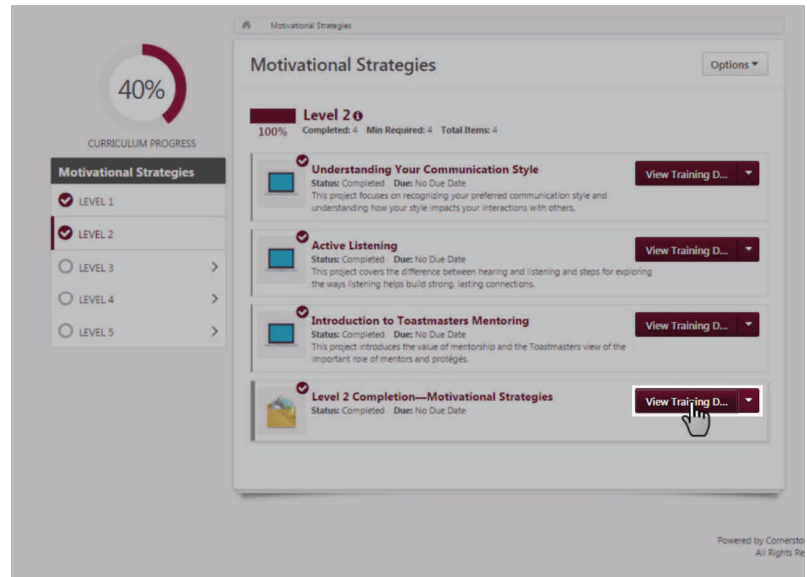


In this example, the member has completed the first two levels in his online path. To print the Level completion certificate, select the View Details button to the right of the completed Level.



Printing Certificates (Paths on Base Camp)

Next, select the View Training Details button for Level 2 Completion—Motivational Strategies.



On this page, select the burgundy Print Certificate text near the center of the page.

