

Part 5 – Certificates and Transcript Information

Certificates

There are two kinds of certificates available for GCSS-Army WBT:

- The ALMS Certificate, available from the within the ALMS system itself, shows lesson name, title, and date of completion. This is a black-and-white certificate, signed by the Director of Distributed Learning Systems (DLS) at Radford, VA.
- The GCSS-Army Certificate, available at the end of GCSS-Army WBT course only when the course is taken from the GCSS-Army website or CD-Rom (outside the ALMS). This is a color certificate, without signature. *As of September, 2012, this certificate is no longer available in the ALMS version of the course.*
 - As of January, 2013, all training credit requests for these certificates have been entered into the ALMS system for previous GCSS-Army installations. Further requests for this certification must carry a manager's signature and will be reviewed on a case-by-case basis.

The ALMS allows the student to print a certificate as proof that record of the successful completion of GCSS-Army WBT has been moved to the student's ALMS transcript. The certificate is available for printing under **Detailed Training Records** using the **Print** option on the 6th column of the table.

Note: Successful completion of GCSS-Army WBT course materials (inside or outside the ALMS) does not award credit in the ATTRS system.

Samples of each certificate are shown below.

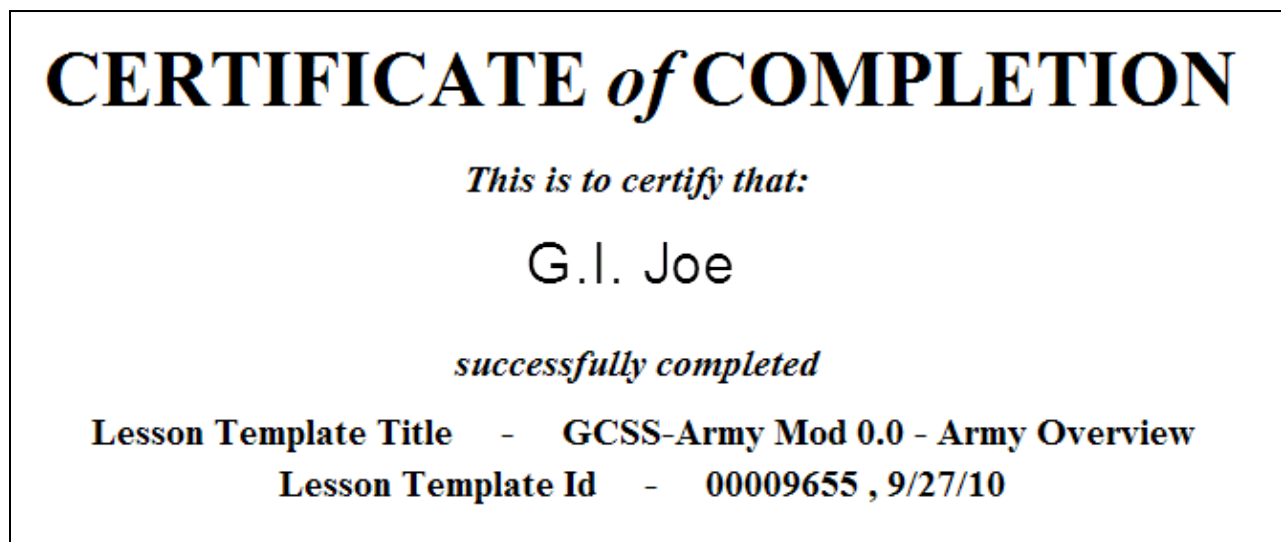


Figure 51. Sample Certificate of Completion – ALMS (Signature block removed).



Figure 52. Sample Certificate of Completion - GCSS-Army Web Site Only (OBSOLETE).

Note: The signature block has been removed from the examples above.

FAQ on Certificates

- The date for the certificate is generated automatically. The format cannot be changed.
- To print in a 'Landscape' (sideways) orientation, look for the **Properties** button in the **Print** menu, then look for the **Page Layout** (or **Layout**) options and change the setting to **Landscape**.
- Printing to paper is the preferred method of output. Printing to a file (such as a .PDF file) is not recommended.
- There is now a certificate available for the completion of each module of the GCSS-Army WBT. All are available in the student's transcript (see below).

Printing a certificate

To print (or reprint) an **ALMS certificate**, access the **Detailed Training Records** from the ALMS Main Menu and be sure the **Training** tab is showing. Check the completion date range, and change it if necessary to include the date you finished the WBT course. Select the **Print Certificate of Completion** option (under the **Completion Status** column) for the appropriate course. When the certificate appears, click the printer icon to bring up a standard print dialog. Be sure to change the printer properties to **Landscape** to ensure the best print image.

Retaking a course

Partially completed course work is 'bookmarked' at the point where the user exited the course. Restarting the course brings up a menu asking whether you would like to continue from that point, or restart the course from the beginning.

To retake a *completed* course, go to the ALMS Main Menu and select **Detailed Training Records** (see below). The system will display a screen similar to that shown below.

My Detailed Training Records

View the offerings you have completed. For suggestions of additional offerings you can complete, [see recommendations](#).

The My Detailed Training Record page shows COMPLETED training. You can use the date and title fields to list training completed within that range of dates. Click the Actions link and then the View Content link to display Results by Module.

Active Inactive

Completion Date after: 08/22/2012

Completion Date before: 11/20/2012

Delivery Type: All

Title:

Search

Detailed Training Records

[Add To Detailed Training Records](#) | [Print](#) | [Export](#) | [Modify](#) | [Delete](#)

Learner Name	Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Course Iteration Name	Credits	Actions
David Drutz	GCSS-Army-Module 000-Common Core		Web Based Training	11/14/2012	Successful Print Certificate of Completion	11/20/2012	David Drutz	100		GCSS-Army-ALL ALMS Based Print Certificate of Completion		Actions

Figure 53. Retaking a Course Module - 1.

Click the **Actions** button, then click the **View Content** selection in the pop-up menu.

Progress Report for GCSS-Army-Module 000-Common Core

You cannot mark this course complete.

Offering Name

GCSS-Army-Module 000-Common Core

Completion Status

Successful

Score

100

Learning Assignments

[Print](#) | [Export](#) | [Modify Table](#)

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
GCSS-Army Mod 0.0 - GCSS-Army Overview 04/2012	Content Module	Required	Attempts Allowed: Unlimited Score: 100.00	Successful	11/15/2012	<div>Launch</div>

Figure 54. Retaking a Course Module - 2.

To restart the module, click the **Launch** button to display the **Table of Contents** (note the small box is solid green, indicating completion). There is no limit to the number of times a particular lesson can be opened.

Displaying Detailed Training Records (Transcripts)

A *transcript* is a list of completed courses. To show your ALMS transcript, log into the ALMS, then select the **Detailed Training Records** option (first row, third column of the Home page). A page similar to the one below will appear.

My Detailed Training Records

View the offerings you have completed. For suggestions of additional offerings you can complete, [see recommendations](#).

The My Detailed Training Record page shows COMPLETED training. You can use the date and title fields to list training completed within that range of dates. Click the View Content link to display Results by Module.

Active

Inactive

Completion Date after

Completion Date before

Delivery Type

All

Title

Search




Figure 55. My Detailed Training Records page.

If you need to check your score or print an ALMS Certificate of Completion, you can do so from the **My Detailed Training Records** table under the **Completion Status** column.

My Detailed Training Records

View the offerings you have completed. For suggestions of additional offerings you can complete, [see recommendations](#).

The My Detailed Training Record page shows COMPLETED training. You can use the date and title fields to list training completed within that range of dates. Click the View Content link to display Results by Module.

Completion Date after: 
 Completion Date before: 
 Delivery Type: 
 Title:

Detailed Training Records [Add To Detailed Training Records](#) | [Print](#) | [Export](#) | [Modify Table](#)

Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Course Iteration Name	Credits	Actions
GCSS-Army-Common Core		Web Based Training	03/10/2011	Successful Print Certificate of Completion	04/27/2011		96				Actions

Figure 56. Printing the Certificate of Completion in ALMS.

Click the **Print Certificate of Completion** option in the status column to bring up a standard Windows print dialog box.

Adding Completed Courses to Your Transcript

All courses COMPLETED in the ALMS are automatically added to a soldier's transcript. If the course does not appear in the **Detailed Training Records** table in 24 hours, please send e-mail to:

GCSSArmyTrainingHelp@ngc.com

for assistance in recording the course completion. All claims of course completion will be verified before credit is given.

GCSS-Army Access after certification

Completion of the GCSS-Army WBT curriculum or POI does not automatically grant you access to the GCSS-Army system!

The successful completion of a GCSS-Army WBT curriculum is, however, a prerequisite for additional ILT (instructor-led) training, which is normally offered starting about 30 days prior to the system going live at a particular location. The ILT and its (independent) certification tests must be completed and passed before system access is granted.

Access to GCSS-Army requires, at a minimum:

- Supervisory/managerial approval.
- Completion of any and all documentation required for system access.
- Signed agreement covering correct use of the system, as well as data and password protections.

Most Army personnel should begin the process of requesting access by contacting their supervisor and requesting access, which is usually granted when the system goes live. Questions can be directed to the GCSS-Army Help Desk at **(800) 981-3234** for more information.

Internal NGC & contract personnel may request access by sending e-mail to **gcss-armysapsecurity@ngc.com**