

Instructions To View, Download & Print Certificate

This course offers certificates once you pass with at least 80%!

To easily verify if you have passed and to access your certificate, check the Progress page (circled in red in the screenshot below). Note that the completion percentage (highlighted with the yellow star below) is not what determines if you have successfully passed the course; you must look at your grade (highlighted with the blue box), which is listed directly below the completion percentage. The other clear indication that you have completed the course is the appearance of the “View My Certificate” button (highlighted with the orange hexagon below)

The screenshot shows the course progress interface. At the top, a navigation bar includes 'Course', 'Progress' (circled in red), 'Dates', 'Discussion', 'Notes', and 'Instructor'. Below this, the 'Your progress' section is displayed. On the left, the 'Course completion' section shows a progress bar and a yellow star with '35% completed'. On the right, the 'Grades' section shows a progress bar with 'Your current grade' at 99% (highlighted with a blue box) and 'Passing grade' at 80% (highlighted with a blue box). A green checkmark indicates 'You're currently passing this course'. To the right of the grades section, a 'View my certificate' button is highlighted with an orange hexagon. Further right, a 'Your certificate is available!' section provides instructions on how to download and access the certificate. At the bottom right, a 'Related links' section lists 'Dates' and 'Course Outline'.

Course **Progress** Dates Discussion Notes Instructor

Your progress

[View grading in Studio](#)

Course completion

This represents how much of the course content you have completed. Note that some content may not yet be released.

35% completed

Grades

This represents your weighted grade against the grade needed to pass this course.

Your current grade: 99%

Passing grade: 80%

✓ You're currently passing this course

Your certificate is available!

Showcase your accomplishment on LinkedIn or your resumé today. You can download your certificate now and access it any time from your [Dashboard](#) and [Profile](#).

[View my certificate](#)

Related links

- [Dates](#)
A schedule view of your course due dates and upcoming assignments.
- [Course Outline](#)
A birds-eye view of your course content.

How do I print my certificate?

You can save your certificate on your computer by printing it through your browser.

Printing your certificate in Chrome, Edge or Safari.

1. Click the 3-dot menu at the top-right corner of the page and then select Print to call out the Print dialog. (or File -> Print)
2. Choose the Destination which is your printer
3. Ensure the settings are as desired.
4. Select to print.

Printing your certificate in Firefox.

1. Click the Hamburger button (3-horizontal line) menu at the top-right corner of the page and choose Print to call out the Print dialog.
2. Choose the Destination which is your printer
3. Ensure the settings are as desired.
4. Select to print.

Printing Tips:

- For the best printing experience, we recommend using Chrome, Firefox or Edge.
- Recommended settings in the print dialogue are the following:
- Pages: custom: 1
- Layout: Landscape
- Paper size: A4
- Margins: None
- Scale: Custom
- Background graphics: Enabled (This is the default)
- Print headers and footers: Disabled (This is the default)

How do I save my certificate?

You can save your certificate on your computer by saving it as a PDF through your browser.

Saving your certificate to PDF in Chrome or Edge.

1. Click the 3-dot menu at the top-right corner of the page and then select Print to call out the Print dialog.
2. Choose Save to PDF as the Destination.
3. Click Save and choose a name and location to save the PDF.

Saving your certificate to PDF in Firefox.

1. Click the Hamburger button (3-horizontal line) menu at the top-right corner of the page and choose Print to call out the Print dialog.
2. Choose Save as PDF from the Printer option.
3. Click Save and choose a name and location to save the PDF.

Saving your certificate to PDF in Safari.

1. Click the File menu at the page's top-left corner and choose Export to PDF.
2. Rename the file as desired.

3. Choose the Destination you want it saved
4. Click Save

Saving your certificate as an image.

- You can always just take a screenshot of your certificate.

How do I share my certificate?

To share your e-SHE certificate, you will need the certificate URL. You'll find the certificate URL and then distribute the URL using email, social media, or your method of choice.

To find your Certificate URL, follow these steps:

1. Go to your course and in your Course page, select to view the certificate in your browser.
2. Copy the URL from your browser's address bar.
3. The copied address is your certificate URL that you can use to share with others.

How can I add my certificate to my LinkedIn profile?

To add your e-SHE certificate directly to your LinkedIn profile

1. Log in to your LinkedIn account, then go to your profile.
2. Scroll down to Licenses & Certifications.
3. Click the plus sign (Add a new certification button).
4. In Name, enter the name of the course or program.
5. In Issuing Organization, enter "Ministry of Education — Ethiopia".
6. (Optional) In Issue Date, enter the time period during which you earned the certification.
7. (Optional) Select the checkbox This certification does not expire.
8. (Optional) Add the Credential ID from the bottom of your certificate.
9. In Certification URL, enter the URL for your certificate.

Will my certificate include a grade and/or number of credit hours?

e-SHE certificates do not show your final grade. Earning an e-SHE certificate indicates that you completed the course with a passing grade. Your final course grade and a complete record of your scores on all course assignments and exams appears on your course Progress page. If you need a record of your performance in a course, use your web browser to print one of these pages.

My name on my certificate is not appearing how I wanted. Can I change it?

The full name in your e-SHE account is the name that is used for certificates. Your e-SHE account record is provided by your university. To request a name change, please submit a support ticket from the [e-SHE Help Center](#).