Evaluating Online Courses

Once you have completed a course and been marked attended, the course will move from **In Progress** to **Complete**.

- Click the **Complete** tab in the **Online Sessions** section of the Registrations/Certificate area.
- Click the evaluation link to complete the online evaluation
- A new window will pop-up with evaluation questions regarding the course. After completing the evaluation and clicking submit, you may be asked to refresh the page.

| Upcoming Sessions	Past Sessions	WaitingList	Online Sessions	
In Progress	Complete	Incomplete		
Session ID:	990520			
Session Title:	When Gifted Kids Don't Have All the Answers-Online Book Study -			
Credit:	CPE 6			
Completed Date:	6/7/2013 8:35:13 AM			
Link:	Evaluation			
Session ID:	671481			
Session Title:	escWorks Reports -			
Credit:	CEU 2			
Start Date:	Wednesday, January 01, 1902			
End Date:	Thursday, December 31, 2099			
Link:	Certificate			

Certificates for Online Courses

Once you have completed the course and been marked attended, the course will move from **In Progress** to **Complete**.

- Click the **Complete** tab in the **Online Sessions** section of the Registrations/Certificate area.
- After the evaluation has been completed, the evaluation link will change to a certificate link.

Session ID:	671481
Session Title:	escWorks Reports -
Credit:	CEU 2
Start Date:	Wednesday, January 01, 1902
End Date:	Thursday, December 31, 2099
Link:	Certificate

Click on the Certificate link to open a PDF file version of the Certificate of Completion for the event. The browser will ask you to open or save the file. It may look like one of the following:
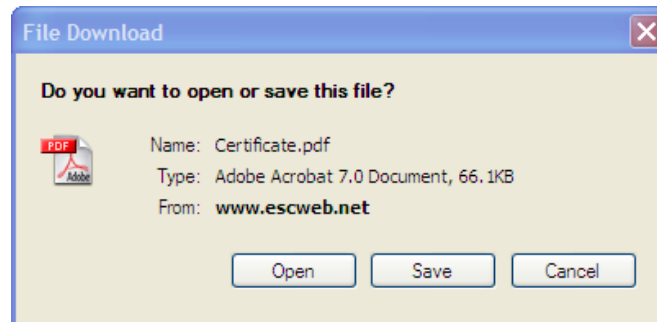
Click **Open** to view the report or click **Save** to save the report on your computer.
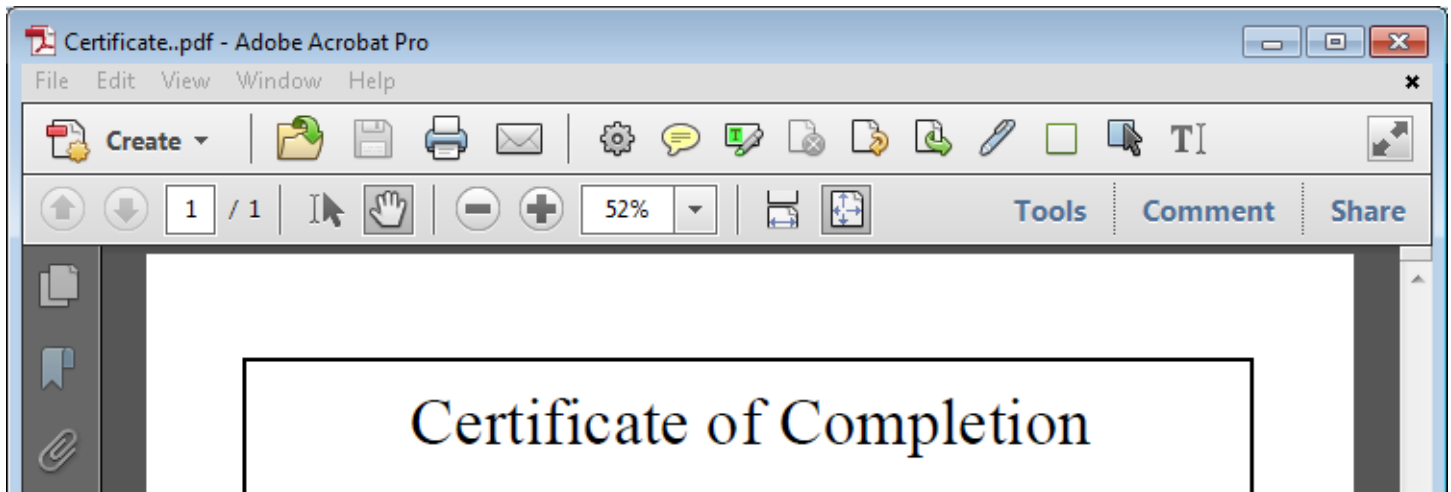
To print the report select **Print** from the File menu