

## Part 5 – Certificates and Transcript Information

### Certificates

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 6<sup>th</sup> column of the table.

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

An example of the certificate is shown below.



Figure 1. Sample Certificate of Completion – ALMS (Signature block removed).

**Note:** The signature block has been removed from the example 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.

## Printing a certificate

To print (or reprint) an **ALMS certificate of completion**:

1. Access the **Detailed Training Records** from the ALMS Main Menu and be sure the **Training** tab is showing.
2. Check the completion date range, and change it (if necessary) to include the date you finished the WBT course module.
3. Select the **Print Certificate of Completion** option (under the **Completion Status** column) for the appropriate course. The **Crystal Reports Viewer** window will appear.
4. Click the **Printer** icon. The **Print to PDF** window will appear. Do not change the Page Range.
5. Click **Export**.
6. The **File Download** will appear. Click **Open** to display the certificate in an Adobe PDF reader.
7. Click the printer icon on the toolbar (or press **CTRL+P**.)
8. A standard Windows **Print** dialog box will appear. Check or change the options, then click **OK**.
9. The best results are obtained by changing to **Landscape** mode and printing to a local color printer.

## 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

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

Figure 2. 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	<input type="button" value="Launch"/>

Figure 3. 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 colored, 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.

Completion Date after:

Completion Date before:

Delivery Type:

Title:

Figure 4. 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.

Remember to check the date completion date range on the **Active** tab. Change the Completion Date **After** and **Completion Date Before** fields as necessary, then click **Search**.

**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: 04/01/2011  
Completion Date before: 10/01/2011  
Delivery Type: All  
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
<a href="#">GCSS-Army-Common Core</a>		Web Based Training	03/10/2011	Successful <a href="#">Print Certificate of Completion</a>	04/27/2011		96				<a href="#">Actions</a>

**Figure 5. Printing the Certificate of Completion in ALMS.**

### 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:

[GCSSArmyTraining@ngc.com](mailto:GCSSArmyTraining@ngc.com)

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