

Printing Certificate – Post Workshop

Log in to Capernaum



CAPERNAUM
— *Where Christ Forms His Disciples* —

Username

Password

Log In

New User? - Create an Account

Cambiar a Español

[Forgot Username?](#) | [Forgot password?](#)

Need help logging in? Contact us!

Transcript Section

- Click on **View**

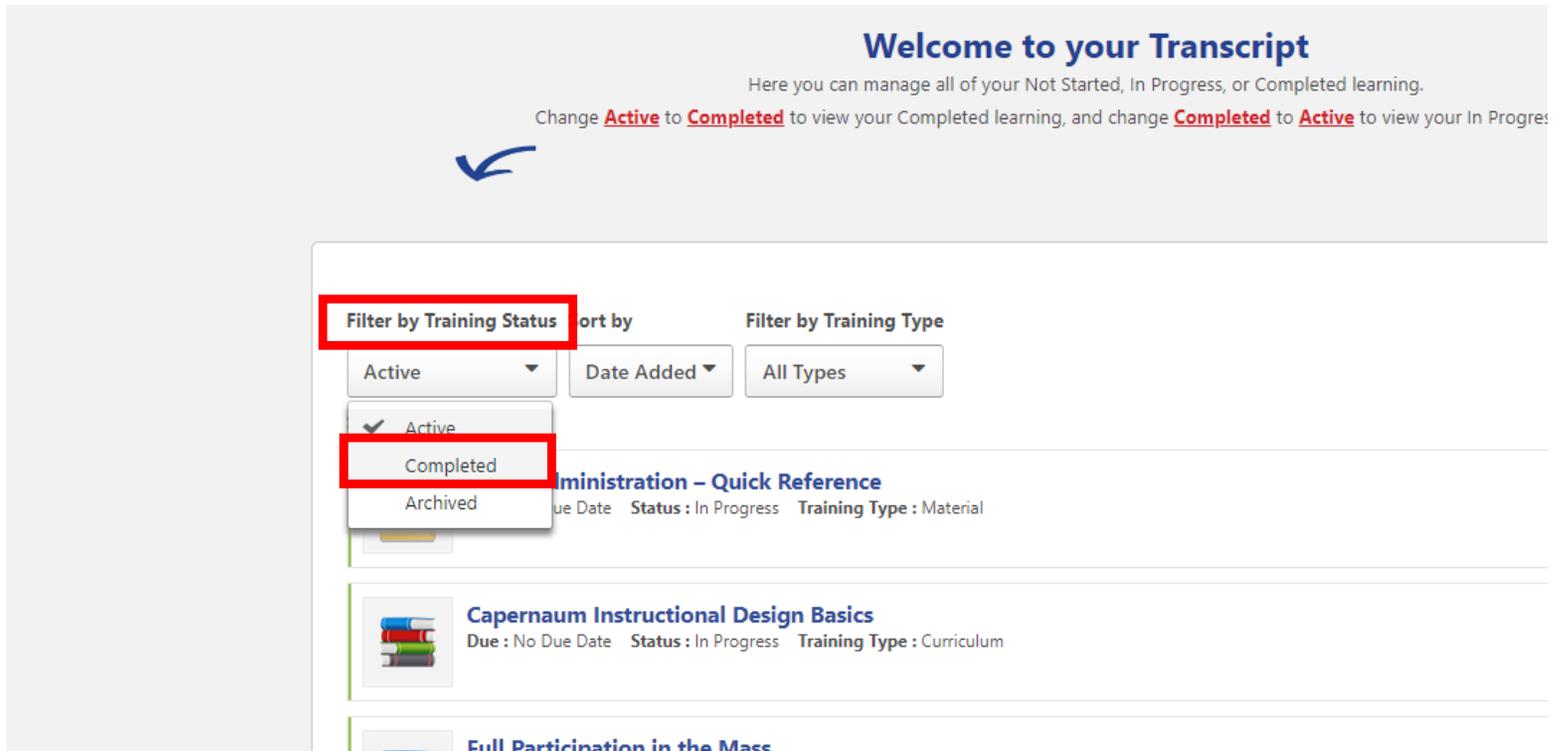
The screenshot displays a user profile page with several sections:

- Your Subjects:** Edit | Business Skills, Capernaum System, Catechesis, Communication and Marketing, Health & Wellness, Information Technology, Liturgy and Worship, Prayer & Spirituality, Theology
- Your Language(s):** ▼
- Your Playlists:** 0 Created, 0 Followers, 2 Followed | Create New Playlist
- Transcript:** A table with columns: **View** (highlighted with a red box and arrow), **0 PAST DUE**, **0 DUE SOON**, and **2 ASSIGNED / NO DUE DATE**. A tooltip for the 'View' link says 'View Transcript'.
- ASSIGNED / NO DUE DATE** (highlighted in a dark blue bar)
- Featured:** A grid of four items:
 - Fall 2023 Liturgical Ministry Formatic** (Playlist, Created by Adam Brill, 6 Followers)
 - Otoño 2023 Día de formación para el** (Playlist, Created by Adam Brill, 6 Followers)
 - Human Sexuality Catechesis** (Event, 3 hours)
 - Youth Ministry Essentials** (Playlist, Created by Brian Henritze, 25 Followers)

At the top right, there is a banner for 'EXPLORE MICROSOFT TRAININGS' with icons for Office, OneDrive, Word, Excel, PowerPoint, Teams, SharePoint, and Forms.

Filter by Training Status

- Select **Completed**



Welcome to your Transcript
Here you can manage all of your Not Started, In Progress, or Completed learning.
Change **Active** to **Completed** to view your Completed learning, and change **Completed** to **Active** to view your In Progress.

Filter by Training Status | Sort by | Filter by Training Type

Active | Date Added | All Types

✓ Active
Completed
Archived

Administration – Quick Reference
Due Date | Status : In Progress | Training Type : Material

Capernaum Instructional Design Basics
Due : No Due Date | Status : In Progress | Training Type : Curriculum

Full Participation in the Mass

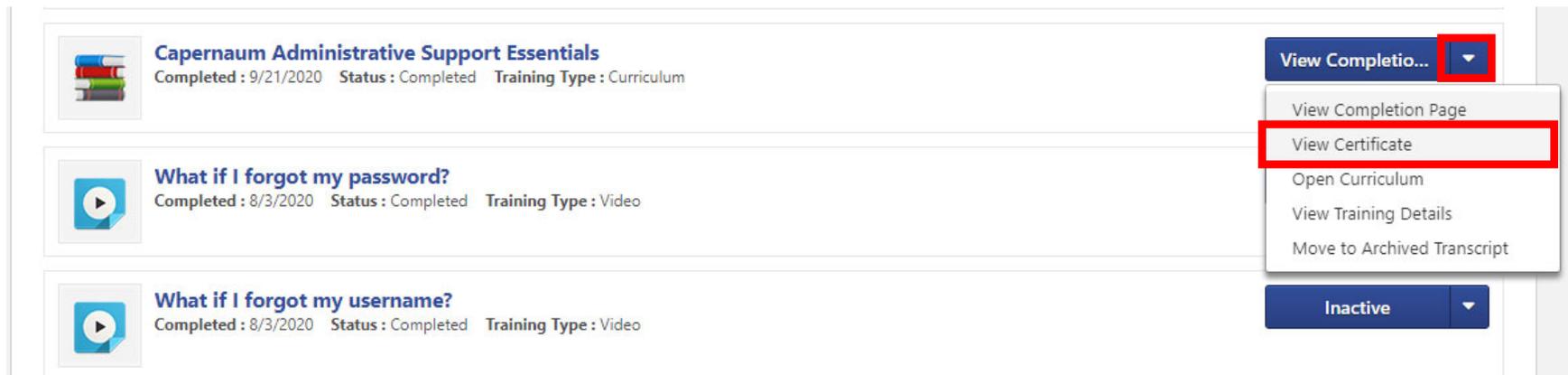
The screenshot shows a user interface for managing a transcript. At the top, there is a header with the title 'Welcome to your Transcript' and a sub-header explaining that users can manage their learning status. Below this, there are three filter controls: 'Filter by Training Status', 'Sort by', and 'Filter by Training Type'. The 'Filter by Training Status' dropdown menu is open, showing options for 'Active', 'Completed', and 'Archived'. The 'Completed' option is highlighted with a red box. Below the filters, there is a list of training items. The first item is 'Administration – Quick Reference' with a status of 'In Progress' and a training type of 'Material'. The second item is 'Capernaum Instructional Design Basics' with a status of 'In Progress' and a training type of 'Curriculum'. The third item is 'Full Participation in the Mass'. A blue arrow points to the 'Filter by Training Status' dropdown.

All your completed sessions will be listed.

	Department Codes - Quick Reference Completed : 4/20/2023 Status : Completed Training Type : Material	View Completio...
	Parish Security Measures When Working Remotely Completed : 4/15/2021 Status : Completed Training Type : Video	View Completio...
	Instituted Acolyte Application Completed : 4/14/2021 Status : Completed Training Type : Material	View Completio...
	New User Orientation Completed : 4/14/2021 Status : Completed Training Type : Curriculum	View Completio...
	Capernaum Administrative Support Essentials Completed : 9/21/2020 Status : Completed Training Type : Curriculum	View Completio... View Completion Page View Certificate Open Curriculum View Training Details Move to Archived Transcript
	What if I forgot my password? Completed : 8/3/2020 Status : Completed Training Type : Video	Inactive
	What if I forgot my username? Completed : 8/3/2020 Status : Completed Training Type : Video	Inactive
	How do I Login? Completed : 8/3/2020 Status : Completed Training Type : Video	Inactive
	How Do I Create an Account? Completed : 8/3/2020 Status : Completed Training Type : Video	Inactive

Scroll down to the workshop you wish to print your certificate.

- Click on the drop-down arrow next to **View Completion** and select **View Certificate**.



The screenshot displays a list of training items with their completion status and type. A dropdown menu is open for the first item, 'Capernaum Administrative Support Essentials', showing options to view the completion page, certificate, curriculum, training details, or transcript. The 'View Certificate' option is highlighted with a red box. Below the list, there is an 'Inactive' button with a dropdown arrow.

Workshop Title	Completed Date	Status	Training Type
Capernaum Administrative Support Essentials	9/21/2020	Completed	Curriculum
What if I forgot my password?	8/3/2020	Completed	Video
What if I forgot my username?	8/3/2020	Completed	Video

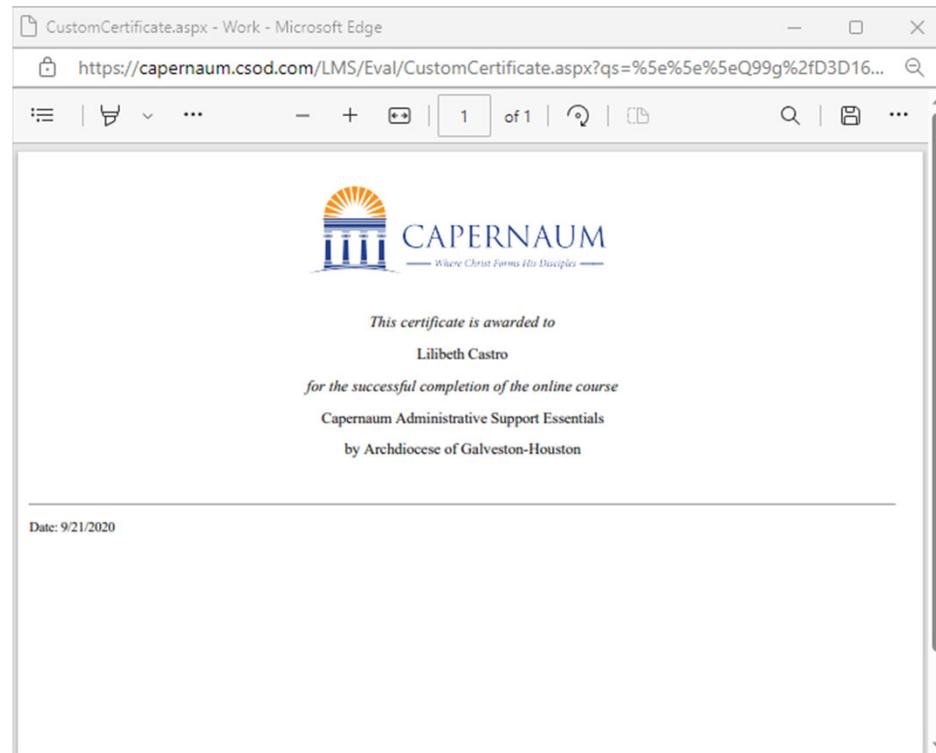
View Completion... ▾

- View Completion Page
- View Certificate
- Open Curriculum
- View Training Details
- Move to Archived Transcript

Inactive ▾

A new window will pop up that shows your certificate.

- Save this certificate in your computer. Print the certificate and submit to your pastor or parish leader if requested.



Congratulations for completing
your workshop!