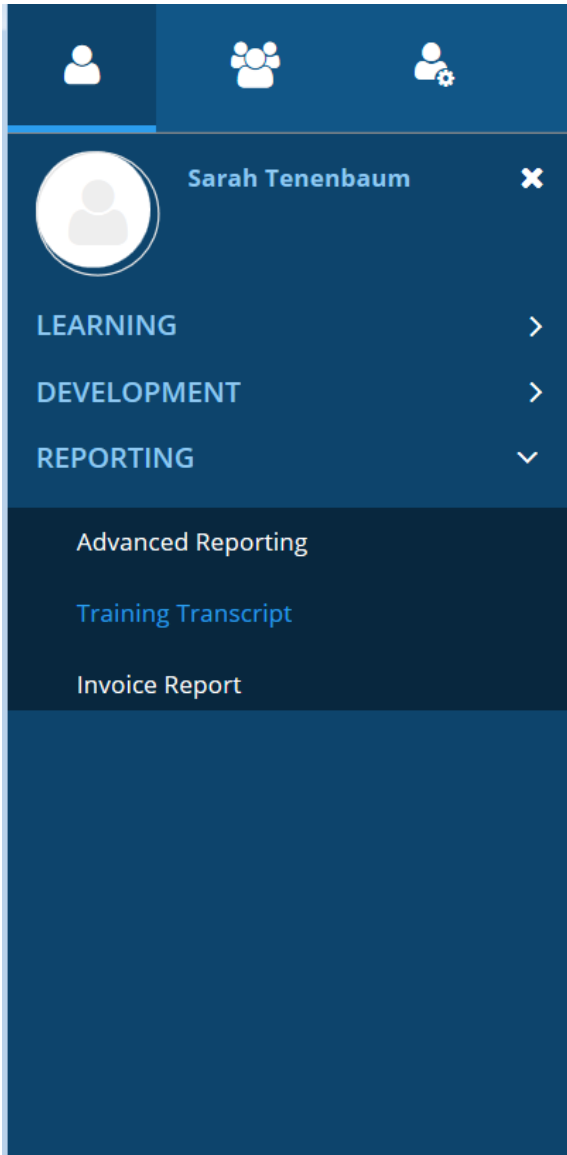


Printing Diplomas in Internet Explorer

1. Go to **Self** → **Reporting** → **Training Transcript**.



2. Select the course by clicking on the title:

ACTIVITIES

Activity	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Grade	Attended Duration	Code
eCourse: California Mandated Reporter - CANRA v1		1/3/2017	1/3/2017		100	100	Days: 0, Hours: 0, Minutes: 29, Seconds: 23	CANRA-TEST-ECO

3. In the upper right corner, click the arrow next to **Options** and then click **Diploma**. The diploma will appear in a popup.

The screenshot shows the top navigation bar with the University of California Learning Center logo. Below it, the course title 'CALIFORNIA MANDATED REPORTER - CANRA v1' is displayed with a green 'ATTENDED' badge. A progress bar shows 100% completion. A 'REGISTER' button and an 'OPTIONS' dropdown menu are visible. The dropdown menu is open, showing options: 'Add to Favorites', 'Diploma', and 'Print'. The 'Diploma' option is highlighted with a red box. Below the course title, there is a 'View More' link and a brief description: 'Every day children are abused and neglected in the United States. More than three million reports of child abuse are made every year and no one knows for sure how many reports should be made that aren't. And even worse, most abusers are...'. The main content area has tabs for 'ACTIVITIES' and 'DETAILS', with 'DETAILS' selected. Under 'DETAILS', there is an 'Attempt History' section, an 'Additional Information' section with a description, and fields for 'Activity status : Active' and 'Training organization : UCTest'.

The screenshot shows the same course page as above, but with a 'SumTotal' popup window open. The popup window contains a certificate that reads: 'UNIVERSITY of CALIFORNIA Certificate of Completion California Mandated Reporter - CANRA v1'. The certificate is centered on a white background with a thin black border. At the top of the popup window, there are three buttons: 'PRINT', 'EXPORT TO PDF', and 'CLOSE'. The background of the course page is dimmed, and the 'REGISTER' and 'OPTIONS' buttons are still visible.

4. Set your printer preferences to print background colors and images.
 - a. In your browser, go to **File → Page Setup**.
 - b. Check the box for the option **Print background colors and images**.
 - c. Click **OK**.



5. Click **Print**.