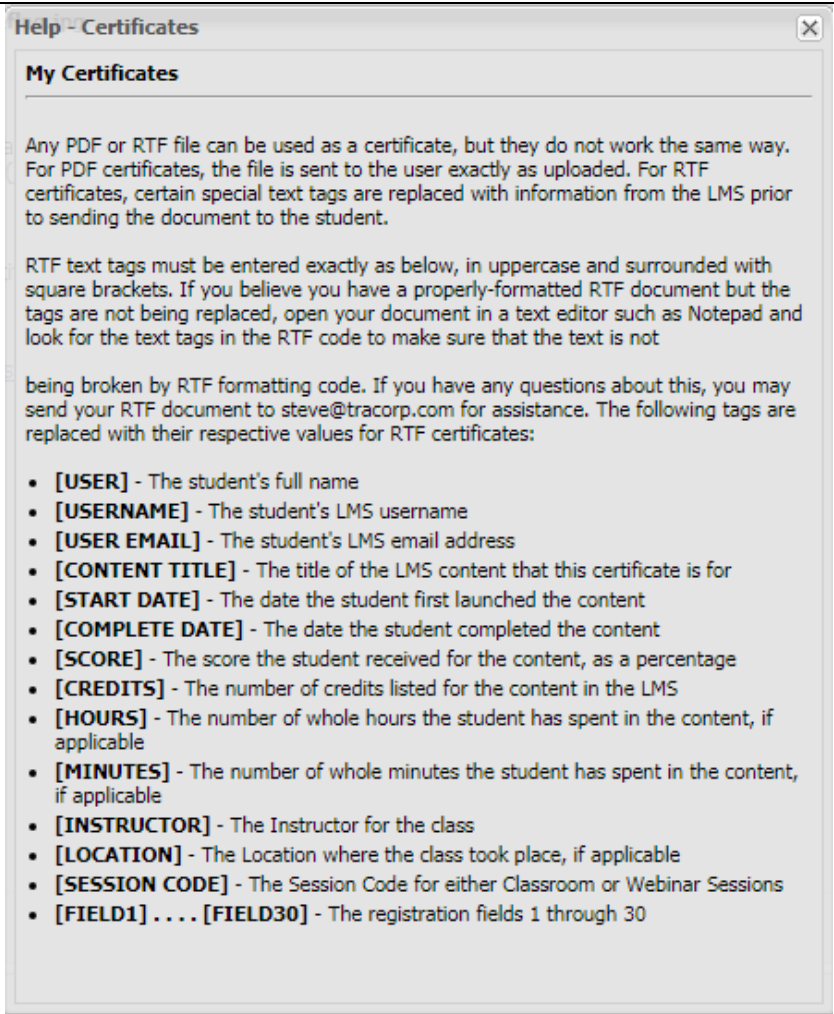
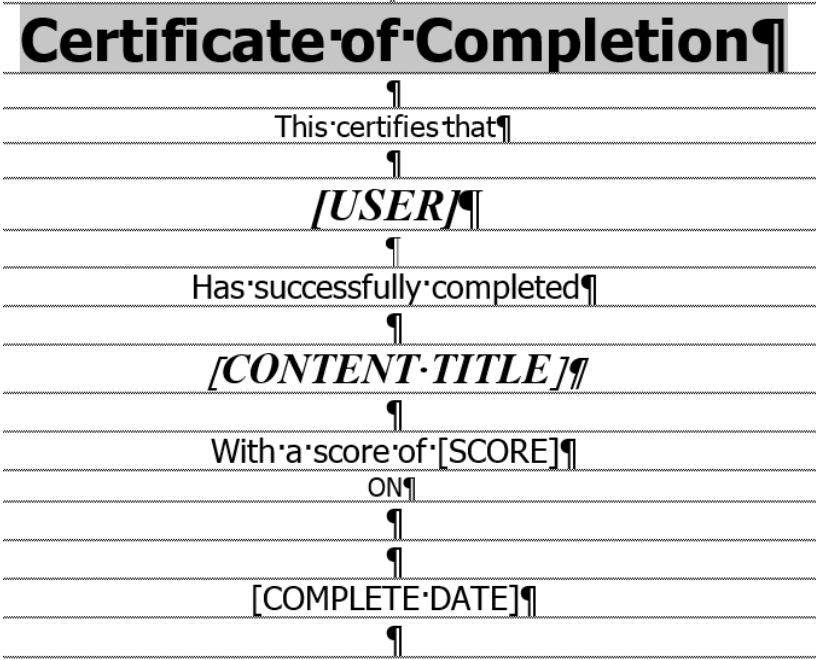
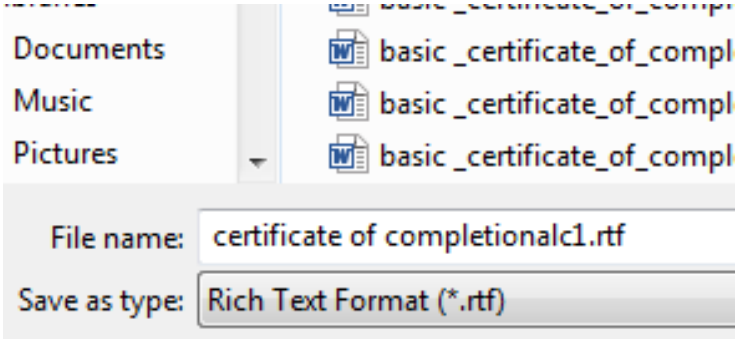
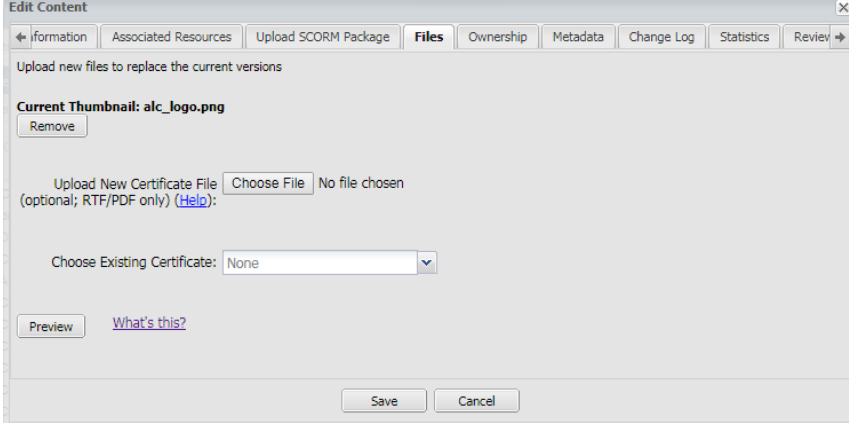


Standard Operating Procedure

Process: CREATING A CERTIFICATE FOR USE IN THE TraCorp LMS				
Owner:	James C. Harris			Date: 9/11/2017
				Revision:
Notes	Action	Action Detail		Screenshot
	1	All completion certificates are created in Microsoft Word.	Open your copy of Microsoft Word. Orient your certificate in either Portrait or Landscape mode. Either will work.	No Screenshot
	2	Type in the certificate wording. We recommend you only use 2 fonts per certificate. Use one font for the certificate wording, the other font for the variables.	When typing in your certificate wording, make certain to follow all the conventions for your variables. See the information on the right. The USERNAME in the LMS is the employee EIN. Using this variable will only confuse the student and look weird on a certificate. Use the USER variable whenever possible to identify the student.	 <p>Help - Certificates</p> <p>My Certificates</p> <p>Any PDF or RTF file can be used as a certificate, but they do not work the same way. For PDF certificates, the file is sent to the user exactly as uploaded. For RTF certificates, certain special text tags are replaced with information from the LMS prior to sending the document to the student.</p> <p>RTF text tags must be entered exactly as below, in uppercase and surrounded with square brackets. If you believe you have a properly-formatted RTF document but the tags are not being replaced, open your document in a text editor such as Notepad and look for the text tags in the RTF code to make sure that the text is not being broken by RTF formatting code. If you have any questions about this, you may send your RTF document to steve@tracorp.com for assistance. The following tags are replaced with their respective values for RTF certificates:</p> <ul style="list-style-type: none"> • [USER] - The student's full name • [USERNAME] - The student's LMS username • [USER EMAIL] - The student's LMS email address • [CONTENT TITLE] - The title of the LMS content that this certificate is for • [START DATE] - The date the student first launched the content • [COMPLETE DATE] - The date the student completed the content • [SCORE] - The score the student received for the content, as a percentage • [CREDITS] - The number of credits listed for the content in the LMS • [HOURS] - The number of whole hours the student has spent in the content, if applicable • [MINUTES] - The number of whole minutes the student has spent in the content, if applicable • [INSTRUCTOR] - The Instructor for the class • [LOCATION] - The Location where the class took place, if applicable • [SESSION CODE] - The Session Code for either Classroom or Webinar Sessions • [FIELD1] [FIELD30] - The registration fields 1 through 30

3	<p>Shown on the right is a sample completion certificate.</p>	<p>Shown on the right is a sample completed Certificate of Completion usable in the TraCorp LMS. Notice the text between the brackets is capitalized. When this file is saved for use in the LMS, save this file as a .RTF format or Rich Text Format.</p>	 <p style="text-align: center;">Certificate of Completion</p> <p style="text-align: center;">This certifies that</p> <p style="text-align: center;">[USER]</p> <p style="text-align: center;">Has successfully completed</p> <p style="text-align: center;">[CONTENT-TITLE]</p> <p style="text-align: center;">With a score of [SCORE]</p> <p style="text-align: center;">ON</p> <p style="text-align: center;">[COMPLETE-DATE]</p>
4	<p>Save the file as a .RTF format.</p>	<p>On the right is an example of the file format using the .rtf format in Word. The .rtf format is what the LMS is looking for when you upload the certificate to the specific content.</p>	 <p>Documents Music Pictures</p> <p>File name: certificate of completion1.rtf</p> <p>Save as type: Rich Text Format (*.rtf)</p>
5	<p>Load your certificate to your course into the TraCorp LMS.</p>	<p>Locate your course in the Content tab. Double click on the course to open the Edit Content dialog box. Select the Files tab. A sample Files tab is displayed in the graphic on the right.</p>	 <p>Information Associated Resources Upload SCORM Package Files Ownership Metadata Change Log Statistics Review</p> <p>Upload new files to replace the current versions</p> <p>Current Thumbnail: alc_logo.png Remove</p> <p>Upload New Certificate File (optional; RTF/PDF only) (Help): Choose File No file chosen</p> <p>Choose Existing Certificate: None</p> <p>Preview What's this?</p> <p>Save Cancel</p> <p>Use the Upload New Certificat File and selec the certificate in your file location. Click the Save button at the bottom of the dialog box when you've completed the upload procedure to the content.</p>

End of SOP.