

How to Print a Record of Training for Your Safety Course in Learn@UW

Your completed course quiz score can be used as a training record.
Use these instructions to locate the Quiz Submissions page within a course on Learn@UW.

These instructions are only accurate if you have completed the quiz in the desired course.

1. Login in to Learn@UW with your NetID and password
2. Open the desired course on your Learn@UW Dashboard or My Home page
3. Locate the **Quizzes** link in the upper right corner of the course page and click on the link
4. On the Quiz List page, locate the quiz title and click the triangle ▼ to drop down a menu
5. Select **Submissions** from the drop down menu
6. All Quiz Attempts, completed or in progress, will be listed on this page
7. Click on the **Attempt** you wish to view. This opens the Quiz Submissions page
8. Print the Quiz Submissions page for your records

To Print:

- a. Right-click on the page and select Print, then follow the instructions on the print page for your printer

OR

- b. Use a screen capture tool to copy the page and print

A printout of the Quiz Submissions page can serve as a valid record of completion for your Learn@UW Safety course. The Quiz Submissions page contains the following information:

- a. User Name
- b. Course Name
- c. Date of Quiz Attempt
- d. Quiz Score

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