

This Month's Tip

Electronic Record of Sign in Sheet

To retain a record of the signed roster for an activity after it's completed, scan in the sign-in sheet and enter it as an attachment to the activity. Make sure the attachment is set to **DO NOT DISPLAY**. This prevents learners from having access to the signed rosters.



April 2012

In This Issue:

- Course Credits Now Visible on Certificates
- Updating Email Addresses Through SLMS

Course Credits Now Visible on Certificates

After successfully completing an activity or item, a learner may receive a certificate of completion generated by the SLMS system. The information that appears on the certificate depends on what the administrator specified when creating the activity or item. The certificates that learners receive after completing a course can now include the credits the learner earns.

If you have not already submitted a certificate design, or if you want to update your certificate to include credits, send a word document to the SLMS helpdesk with your design and the fields you would like to be included. The SLMS team will create the certificate and load it into SLMS. Then when a learner completes an activity, the new certificate will pull the appropriate information, including the credits earned.

Updating Email Addresses through SLMS

Each learner will now have the ability to change the email address at which they receive SLMS notifications. The change can be made in the SLMS system by clicking on Main Menu→Self Service→Personal Information→Email Addresses. Each learner can enter multiple email addresses but must specify their primary email address. SLMS Notifications will be sent to this primary email address.

