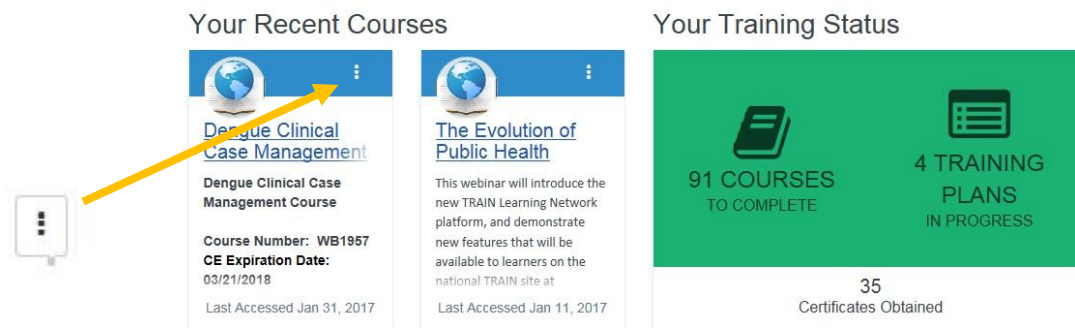CDC TRAIN
CDC's online learning system

Mark Your Course Complete in CDC TRAIN 3.0

Courses in TRAIN have different ways of completing in the system. Some complete automatically, but some are set for learners to manually complete the course. So how do you mark a course complete?

1. Select the **More Actions Icon** – it can be located next to a course title page on the homepage or in your learning.
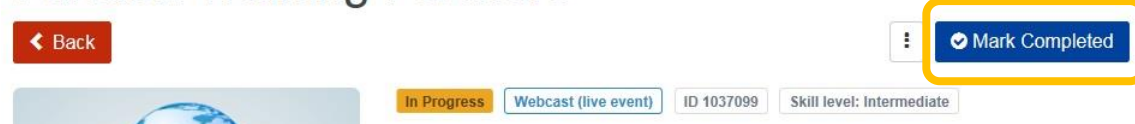

2. If the course can be completed by the learner, a **Mark Completed** will appear in the menu.

3. You can also mark the course complete if on the course details page.

4. If there is a mandatory posttest, TRAIN will prompt you to take the posttest. Select the **Assessment** button to begin.
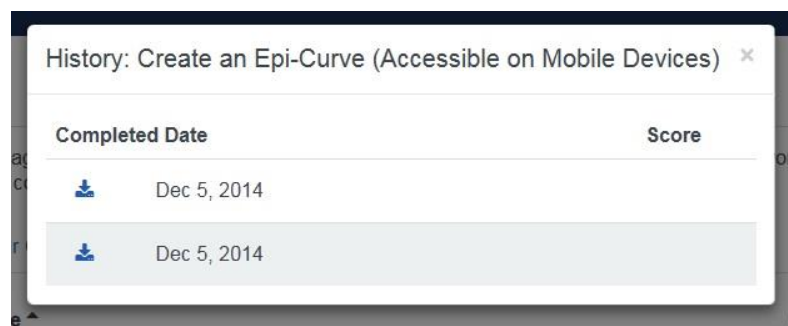
5. Once you pass the posttest, if there is a mandatory evaluation associated with the course, you will be prompted to take the evaluation. Select the **Evaluation** button to start.

6. Once you have completed the evaluation the course will be moved to **Transcript** and a certificate of completion assigned (located in **Your Learning**).

View and Print a Certificate in CDC TRAIN 3.0

1. From the main page, select either **Certificates Obtained** under **Your Training Status**, or select **Your Learning** from the side menu and then select the **Your Certificates** tab.
2. A download icon is located to the left of the course names. Select the icon to print your certificate.

3. If you have a history icon, think indicates you have more than one registration and activity for the course. Select the history icon to see your print choices.

4. Select the download Icon next to the completion date you would like to print a certificate for.

5. Selecting the download icon will prompt you to open or save the certificate as a PDF. Either save the certificate on your computer for an electronic record, or open the certifiate and print.