

WFP LMS Tutorials

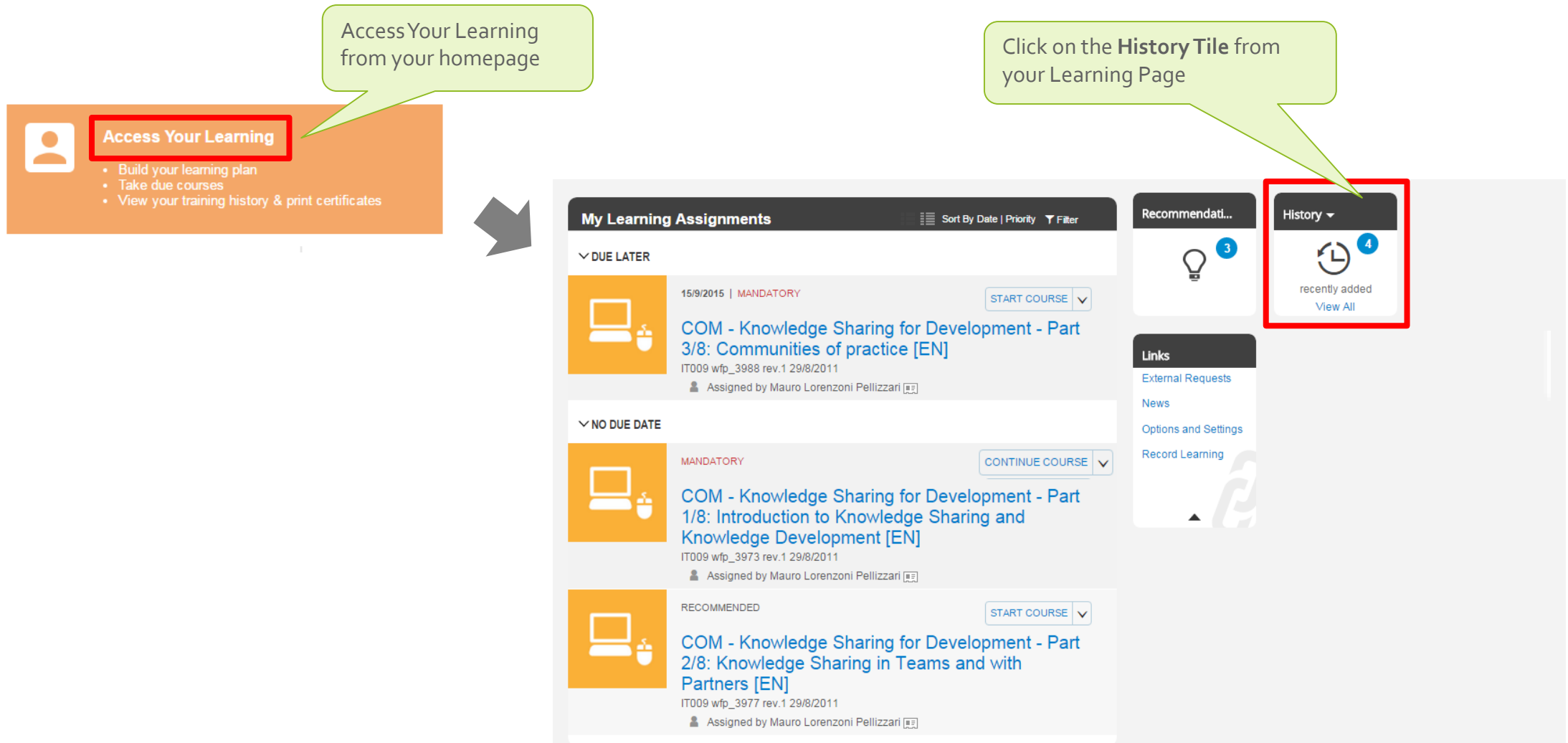
When you complete a course

Course Completion

The Learning History



- ❑ When you complete an e-learning course, you attend a session or complete the elements of a programme, these items are added to your learning history:



The image shows a transition from a homepage to a learning page. On the homepage, there is an orange box with a user icon and a button labeled 'Access Your Learning'. A callout bubble points to this button with the text 'Access Your Learning from your homepage'. Below the button are three bullet points: 'Build your learning plan', 'Take due courses', and 'View your training history & print certificates'. An arrow points from this box to the right, where a screenshot of the 'My Learning Assignments' page is shown. On this page, a 'History' tile is highlighted with a red box. A callout bubble points to this tile with the text 'Click on the History Tile from your Learning Page'. The 'History' tile shows a clock icon, a '4' in a blue circle, and the text 'recently added' and 'View All'. The main content area of the learning page lists three course assignments with details like dates, mandatory status, and course titles.

Access Your Learning

- Build your learning plan
- Take due courses
- View your training history & print certificates

My Learning Assignments

Sort By Date | Priority Filter

▼ DUE LATER

15/9/2015 | MANDATORY START COURSE

COM - Knowledge Sharing for Development - Part 3/8: Communities of practice [EN]
IT009 wfp_3988 rev.1 29/8/2011
Assigned by Mauro Lorenzoni Pellizzari

▼ NO DUE DATE

MANDATORY CONTINUE COURSE

COM - Knowledge Sharing for Development - Part 1/8: Introduction to Knowledge Sharing and Knowledge Development [EN]
IT009 wfp_3973 rev.1 29/8/2011
Assigned by Mauro Lorenzoni Pellizzari

RECOMMENDED START COURSE

COM - Knowledge Sharing for Development - Part 2/8: Knowledge Sharing in Teams and with Partners [EN]
IT009 wfp_3977 rev.1 29/8/2011
Assigned by Mauro Lorenzoni Pellizzari

History 4

recently added
View All

Links

- External Requests
- News
- Options and Settings
- Record Learning

Course Completion











Completion Certificate



- ❑ From your learning history you can print certificates of completion for all the courses you have finalized.

Completed Work

Show Completions:

Completion Date *	Title	Status	
29/8/2014 01:34 PM	 COM - Basic Presentation Skills: Creating a Presentation [EN]	Completed	
20/8/2014 02:20 PM	 COM - Avoiding Grammatical Errors in Business Writing [EN]	Completed	
8/8/2014 01:23 PM	 COM - An Essential Guide to Giving Feedback [EN]	Completed	
30/4/2014 02:23 PM	 ICT - Solution Development Life Cycle - SDLC [EN]	Completed	
10/10/2007 12:00 PM	 HLT - UN Programme on the Prevention of Harassment, Sexual Harassment & Abuse of Authority - SHAP [EN]	Completed	

5 Items

* All dates are for Europe/Rome time zone.

Click on the print icon corresponding to the course you want.

Note: the generation of the course certificate may take a few seconds

Course Completion

Review and Feedback



- ❑ Some courses will allow you to review the content once you complete them. Some courses will also allow you to rate the course. The aggregated rating will show in the catalog and is useful as a feedback mechanism to reflect the general opinion on the course.

Completed Work ?

Show Completions: All ▾

Completion Date *	Title
12/8/2015 03:12 PM	FSA - WFP Basic Emergency Food Security Assessment (EFSA) E-learning [EN] ☆☆☆☆☆

[FSA - WFP Basic Emergency Food Security Assessment \(EFSA\) E-learning \[EN\]](#) ✕

Grade: 92
CPE Hours: 1.00
Credit Hours: 1.00
Completion Date: 12/8/2015 03:12 PM

- View Details
- Print Certificate
- Review Content

[1] From your list of Completed Work, hover or click with your mouse on a course to get a summary of your completion (grade, credited hours, completion date) and options to view the course details, print a certificate, or review the online content

12/8/2015 03:12 PM	FSA - WFP Basic Emergency Food Security Assessment (EFSA) E-learning [EN]	Completed
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☆☆☆☆☆

Really Liked It

[2] Click on the stars below a course name to rate it, from 1 to 5



Course Completion

END



You reached the end of this tutorial

Thank you