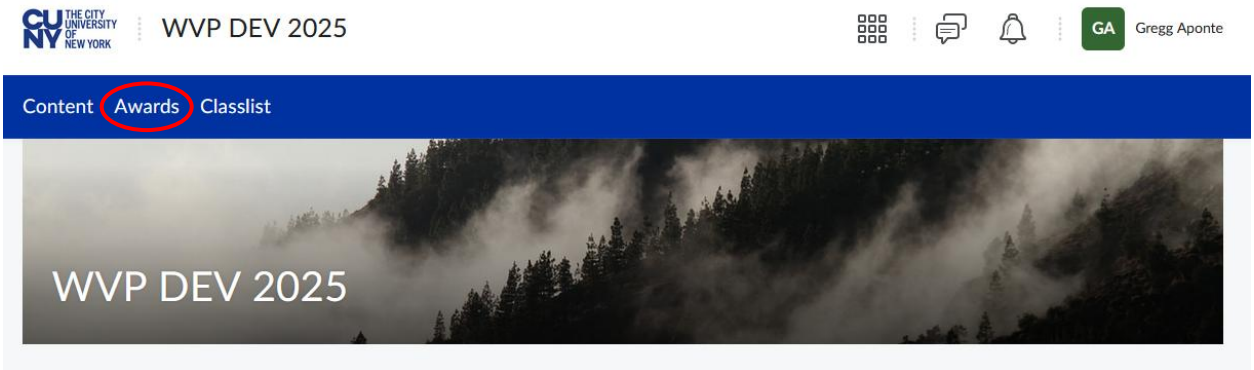
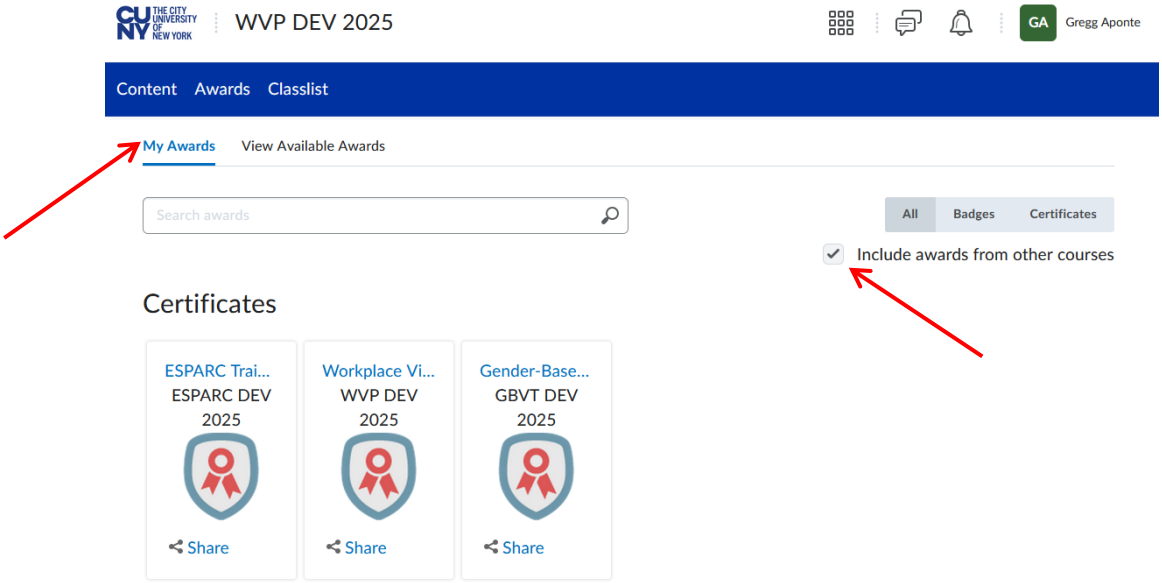
How to View/Download your Certificate of Completion

When you've successfully completed a compliance course in Brightspace, you should receive a notification as well as an email stating that you have done so.

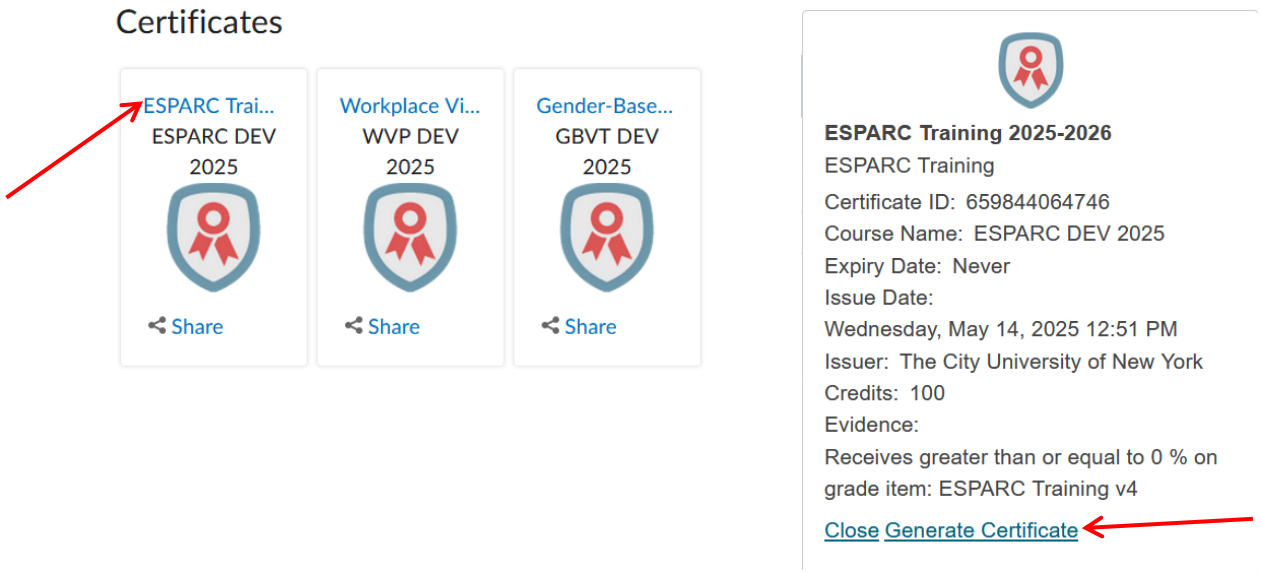
1. Within your course, look for the banner at the top of the page and press *Awards.*
    a. **NOTE**: The color and the contents of your banner may look different.



2. On the Awards page, you will be shown the *My Awards* tab by default, which will show you which Certificates you have successfully obtained, including ones from other compliance courses. You can turn that setting off by clicking the box with the checkmark on the right side of the screen where it says, "Include awards from other courses."



3. To download your certificate of completion, click on the course name in blue. This will bring up a pop-up window that will show the details of your course completion. Then, at the bottom of this window, click on *Generate Certificate*. Your certificate will be created (and will open in a new tab or window), and it will be saved to the folder that is set by default in your browser settings. (Most likely your *Downloads* folder).



4. If your certificate is not present on the list of *My Awards*, you did not complete the course successfully and you must go back into the course to complete all steps for the certificate to generate.