Instructions for Getting Your Certificate of Completion
For Your Online Training Course

Step 1:

Go to your Online Training Course at https://pubertycurriculum.moodlehub.com/

Step 2:

Log in:

- Username is your school email address.
- Password was sent to you or you created one or you can use the "Forgotten your username or password?" link.

Step 3:

Complete every part of the Online Training Course including:

- Read and follow all instructions carefully.
- Write in answers when requested.
- Select responses as requested.
- Write entries in each of the forums. Respond to other people's entries in the forums.
- Complete the Feedback form.
- All modules must be marked complete.

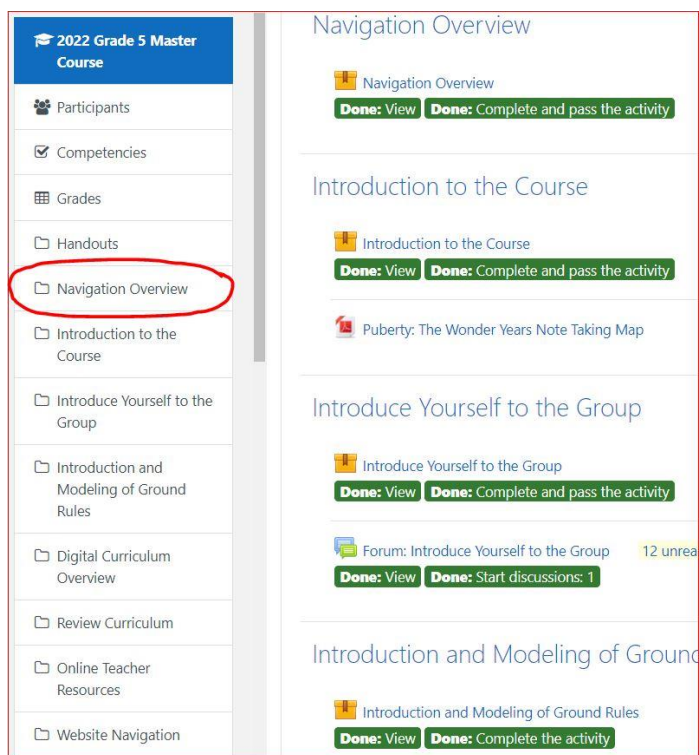This is the list of activities that must be completed to get a Course Certificate:

Step 4:

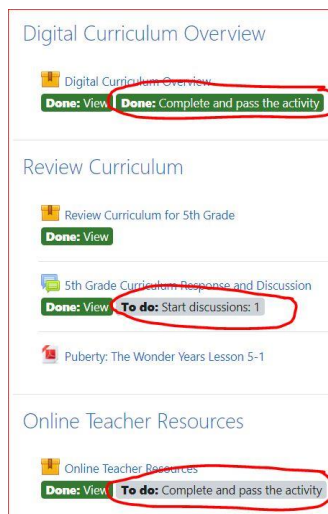Check your "Navigation Overview" menu to see a list of the Online Course modules.

Step 5:

Scroll down the list of modules to see if any modules are not marked complete.

- Completed modules will be in green and say "Done"
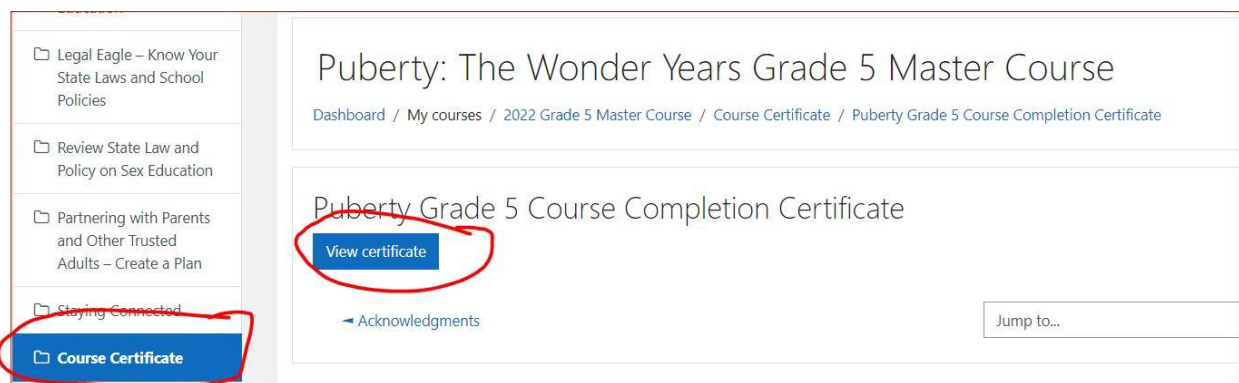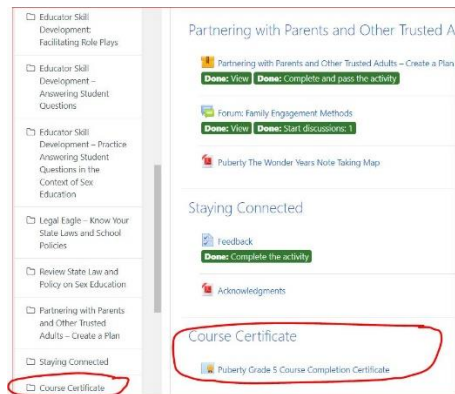- Uncompleted modules will be in gray and say "To do"

Complete any uncompleted modules.

Step 6:

Scroll down your "Navigation Overview" menu to find the Course Certificate button.

Or find the Course Completion Certificate button in your course at the end of the list of modules.

Step 7:

Print or save your Course Completion Certificate.

Send it to your designated administrator as proof that you completed the course.

Note: You must provide your Certificate of Completion. The Online Course will not send your certificate.