

## Entering Industry Certificate Information

### READ EVERYTHING BEFORE YOU DO ANYTHING...

- If the industry certificate requires multiple exams, each exam must be entered separately
- All industry certification assessments must be entered, pass or fail
- Industry certificates are awarded to the student, NOT the pathway

#### 1. Click on **Career Readiness**

#### 2. Change Student Status to **All Students**

#### 3. Click **Search**. You now have a list of all students enrolled in your pathways

#### 4. Click on the **Industry Certificates** link across from the appropriate student name

Name	SSID	Industry Certificates
Justin Carr		Industry Certificates (111,1)
BROWN JOHNWAY	9991254785	Industry Certificates (101,1)
Brown Sheila Ann	1995846515	Industry Certificates (77,1)
Challis Brat		Industry Certificates (111,1), (9)
Christian Claude		Industry Certificates (111,1), (1), (3)
Claus Santa	1945632587	Industry Certificates (6)

**NOTE:** The **Available Certificates** window now shows **ALL VALID INDUSTRY CERTIFICATES FOR THE CURRENT YEAR**

#### 5. In the **SEARCH Certificates** box, begin to type the name of the certificate for which you wish to record results. Once you see it, click the specific certificate and it will now show in the Available Certificates window

#### 6. In the **Available Certificates** box, highlight the name of the Industry Certificate you selected

#### 7. Click **“Add Awarded Certificate”** OR **“Add Failed Certificate”** as appropriate and a **DATE** screen will appear

#### 8. Enter the date the test was taken.

- Record is now “staged” under either awarded or failed as selected.
- Repeat steps 5 – 9 as necessary until all industry certificate records are entered for that student
- Click **SAVE** before moving on to next student



- Repeat steps 5 – 9 until all certificate records have been entered.

## What do the colored numbers in the Industry Certificates link mean?

Numbers in **green** (first number) indicate the number of passed industry certificates recorded for the student during their high school career



Numbers in **red** (second number) indicate the number of failed industry certificates recorded for the student during their high school career



Numbers in **blue** (third number) indicate the number of stacked industry certificates recorded for the student during their high school career

