## Chapter 22 **Diplomas – A Printed Record of Completed** Training

A printed diploma proves that a learner has successfully completed the requirements of a learning activity (instructor-led and e-learning). The Academy makes diplomas available to learners, and to administrators who have the appropriate permissions.

This chapter discusses how to create and print diplomas. The topics cover:

- Introducing the Diploma Template •
- Locating and Viewing the Diploma
- Printing the Diploma •
- Creating the Diploma Template (Academy administrators only) •
- Uploading the Diploma Template (Academy administrators only)

## Introducing the Diploma Template

When learners complete a learning activity successfully, the Academy makes a diploma available for viewing and printing. The diploma template is associated with a domain. At this time, only one diploma is available for all learning activities under a domain; that is, both instructor-led and e-learning activities share the same diploma template.



Audience for this Guide This guide was written for Academy administrators and training coordinators who are experienced in creating HTML Web sites with Dreamweaver 8.

If you do not have Dreamweaver, you may be able to use another HTML editor (MS FrontPage, etc.)

Figure 1: Example of the Global domain's diploma template created by the Training Department.

Later in this document, you will find detailed instructions on how to create and upload a diploma template to your business unit's domain.

## Locating and Viewing the Diploma

Both learners and administrators can view the diploma for an activity that has been successfully completed. Learners can view the diploma from Learner mode. In Administrator mode, Academy administrators and training coordinators can view the diploma from the completed activity's Roster screen.

#### Locating and Viewing Diplomas from a Completed Activity (Learners)

To locate a completed activity's diploma from the Transcript:

- 1. From the Learn menu, click Learning Activity Reports > Training Transcript.
- 2. Find the learning activity you want then click on the activity's title to view the Activity Details screen.
- 3. Click the diploma icon. The diploma opens in a new browser window.

Progress Details Below are the details about y	our registration and progress towards completing this activity.	
e-Learning Course: <u>e-</u> <u>Orientation</u>	Status: Attended	
	Activity Description: This course will show you the fundamentals of Pacific Life - the history, the culture, and what you can do to succeed.	
	Attempt History: Completed on 9/10/2007 Passed Grade: 100 Score: 100 (via activity)	

Figure 2: The diploma icon is on the right-hand side. The icon looks like a certificate.

#### Locating and Viewing Diplomas from the Activity's Roster (Administrators)

To locate a diploma for learners who completed an activity successfully:

- 1. From Administrator mode, go to **Learning Activities** and search for the activity you need.
- 2. Click the activity's **Manage Roster** icon. On the Activity Roster screen, you can view the diploma by selecting each individual learner.
- 3. Select the check box to the left of the learner's name for whom you want to view (and print) a diploma.
- 4. Under the Reports box on the left side of the screen, click **Activity Completion Diploma**. The diploma opens in a new browser window.

	Reports 🛞
•	Activity Sign-in Sheet
•	Activity Completion Diploma
•	Activity Name Tent
٠	Activity Evaluations

Figure 3: The Activity Completion Diploma link under Reports on the Activity Roster screen.

## **Printing the Diploma**

The instructions for printing a diploma are the same for both learners and administrators. (<u>Note</u>: The learner must successfully complete the activity for the diploma to display inside a new browser window.)

#### Preparing the Internet Explorer 6.x SP 2 Web Browser

Before printing the diploma, users may need to verify that their Internet Explorer browser settings will print the background images used in the diploma template.

- 1. Open your browser and click the **Tools** menu item.
- 2. From the drop-down menu list, select Internet Options....
- 3. On the Internet Options dialog window, click the **Advanced** tab.
- 4. Scroll down almost to the bottom of the scroll bar to reach the **Printing** section.

Setti	ngs:	1
تھ م	Printing Print background colors and images Search from the Address bar	

5. Select the checkbox for **Print background colors and images**, then click **OK**.

These instructions are included in the FAQs on the Academy's Learner, Manager, and Administrator home pages.

#### Print the Diploma

With the diploma open in its own browser window:

- 6. At the top-right corner of the diploma, click the **Print** button.
- 7. A printer properties window will open. The orientation of the diploma template is Portrait. Click the **Preferences** button and verify that your printer is set up to print in Portrait (not Landscape) format.

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hracp_ac2 on hrsfil01	ImageMaker Color Driver	Microsoft Office Doc	Microsoft Office Li	P-AC1 on cco-prt-01	-

Figure 4: One example of a printer Properties dialog window. Select the "Preferences" button.

- 8. Click **OK**, and then click the **Print** button to send the diploma to your printer.
- 9. Close the diploma's browser window.

## **Creating the Diploma Template**

#### Introduction

A diploma template is an HTML file named **index.htm** (Note: it <u>must</u> be a \*.htm extension, not \*.html). The template can be a group of HTML files, image files, and style sheets. The group of files must be zipped together in a \*.zip file for uploading to the Academy. (See "Uploading the Diploma Template".)

The Academy displays a learner's name and other information in a diploma by inserting values in data placeholders. The data placeholders listed below are used in the Academy diploma template designed by the Training Department:

- %user\_name%
- %activity\_name%
- %completion\_date%

SumTotal Systems makes additional placeholders available. If you modify your domain's existing diploma template by adding or removing placeholders, you will modify it for **all** learning activities in your domain, both instructor-led **and** e-learning. The additional placeholders are:

- %grade%
- %score%
- %today%

#### HTML File for the Diploma Template: Design View

The Training Department created its diploma template using Adobe (Macromedia) Dreamweaver<sup>®</sup>. In Dreamweaver, you create or revise the diploma template in Design View. The figure below shows the diploma's GIF image set into the background of a table. It measures 750 pixels by 580 pixles. The table's rows contain the data placeholders.



Figure 5: The data placeholders in the diploma template in Dreamweaver's Design View. Global domain.

#### HTML File for the Diploma Template: Code View

You can verify the HTML code, the data placeholders, and the style sheet properties in your HTML diploma template by switching to Dreamweaver's Code View.



Figure 6: The data placeholders in this example are highlighted in yellow, in Dreamweaver's Code View.

#### Managing the Template Site in Dreamweaver

Dreamweaver recommends that you create a "site" inside the program to manage all the files that create the HTML template. The other files can include images and style sheets.

The images on the pages that follow show the properties for the diploma "site" the Training Department used to create the template.

Managing the Template Site in Dreamweaver (cont'd)



Figure 5: The Managed Site and Files directory in Dreamweaver for the Global domain's diploma template.

#### **Cascading Style Sheet Properties**

The three style rules correspond to the data placeholders:

.empName	%user_name%
.activity	%activity_name%
.completeDate	%completion_date%

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C55 Styles Layers					
All Current					
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□ <style></style>					

Figure 6: The CSS Styles window inside Dreamweaver, and the three style rules for the diploma template.

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CSS Styles La	yers	
All Currer	it ]	
All Rules		
😑 <style></style>		

Cascading Style Sheet Properties (cont'd)

Figure 7: The properties for style rule .empName that format the data placeholder %user\_name%.

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II ▼ CSS	E.				
CSS Styles Laye	ers				
All Current					
All Rules					
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Figure 8: The properties for style rule .activity that format the data placeholder %activity\_name%.

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CSS Styles Lay	/ers				
All Current					
All Rules					
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#### **Cascading Style Sheet Properties (cont'd)**

Figure 9: The properties for style rule .completeDate that format the data placeholder %completion\_date%.

After you have created a \*.htm file that defines the text and appearance of the Academy diploma template, you can upload the template in Administrator mode.

## **Uploading the Diploma Template**

A diploma template is associated with a domain. For the Academy, the diploma template is associated with the Global domain. This means one template for all learning activities. When an administrator uploads a new/different diploma template, the original (or current) template is overwritten and removed from all learning activities.

#### How to Upload a Diploma template

Before you begin, make sure you are in Administrator mode and in the Global domain.

- 1. Click the **System** menu, choose **Domain Settings**, and select **Diploma Template**.
- 2. On the Add Activity Completion Diploma Template screen, click Browse.

Your Log	0				Search profile help log off     Domain     Global     Prevend by Semilatal
Nanage	Assess	Learn	Resources	Syste	
Home > System - Don	nain Settings - Dipl	ioma Template			Tuesday, June 26, 2007 8:50:22 AM PDT Jenise Cook-Crabbe
Add Activit This page allows you upload.	ty Completo upload a temple	etion Diplor te for use when issuin	na Templat a learning activity diplor	enas. Browse and	I locate a .zip file that includes a file named 'index.htm'. Then, click
			(Upload)	Cancel	

Figure 10: Location of both the Browse and the Upload buttons.

- 3. Select the name of the \*.zip file that contains the diploma template.
- 4. Click the **Upload** button.

If the \*.\* extension you used to name your template file is \*.html, you will receive the following error message. The correct file extension is \*.htm:

Your Logo					Search profile help log off a Domain Global
Manager			Basaursas	Euclean	Powered by SemTetal
Home > System - Dorr	nain Settings - Diploma	Template	Resources	system	Monday, July 02, 2007 1:28:06 PM PDT
					Jenise Cook-Crabbe
		0	The zip file does not cor	tain an index.htm file.	
		-			
Add Activit	by Completi	ion Dinlor	ma Tomplato		
Add Activit	ty Completi	ion Diplor	ma Template	. Browse and locate a .zip fi	le that includes a file named 'index.htm'. Then, click
Add Activit This page allows you t Upload.	ty Completi to upload a template fo	ion Diplor or use when issuin	ma Template g learning activity diplomas	. Browse and locate a .zip fi	le that includes a file named 'index.htm'. Then, click
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Add Activit This page allows you t Upload.	ty Completi to upload a template fo	ion Diplor or use when issuin	ma Template g learning activity diplomas	. Browse and locate a .zip fi	le that includes a file named 'index.htm'. Then, click
Add Activit This page allows you t upload.	ty Completi to upload a template fo	ion Diploi or use when issuin	upload (	Browse and locate a .zip fr Browse	le that includes a file named 'index.htm'. Then, click

Figure 11: Error message: "The zip file does not contain an index.htm file."

## Uploading the Diploma Template (cont'd)

#### Verifying a Successful Upload

Once you have uploaded the diploma template, check to make sure it displays and prints correctly. Go to any learning activity, then follow the instructions in this guide for locating and printing a diploma template (see pages 2 and 3).

Assess	Plan	Learn	<u> </u>
Home > Activity Details			Tuesday, June 26, 2007 9:18:56 AM PDT Jenire Cosk-Crabbe
Activity Deta	ils	Reserve Datale	in
Broomess Datails		Below are the details about your registration	on and progress towards completing this activity.
Activity Details		e-Learning Course:	Status: Registered
Category Details			
I Want To	۲		Cancel mx registration
Begister muself     Begister athens     Cancel resistration     Add to favorites     Add to development a	<del>lan</del>		Activity Description: Audience: New employees: This course is required and must be completed intris one-has course outlines the principles and responsibilities associated with the following components of the Code of Business Conduct: • Compliance and Ethics • Reporting Violations • Giffs and Erhertsment • Initider Trading • Preventing Harassment
			• This activity fulfills the following activities: <u>Code of Conduct</u> . <u>Code of</u> <u>Conduct</u> Attempt History: • Completed on 6/7/2007 (via activity)

Figure 12: The diploma icon in the lower-right area of a learning activity's Details screen. (Learner Mode)

## Appendix A: Dreamweaver Site Definition for "Diploma"



Figure A1: Under the Basic setup, this is step 1. Complete only the top text field.

Site Definition for Diplomas		
Basic Advanced	4	
Site Definition		
Editing Files, Part 2 Testing Files	Sharing Files	
Do you want to work with a server technology such as ColdFusion, ASP.NET, ASP, JSP, or PHP? No, I do not want to use a server technology.     Yes, I want to use a server technology.		

Figure A2: This is step 2. Select the first (top) radio button.



Figure A3: For step 3, select to top radio button and click the Folder icon to browse to your files.

Site Definition for Diplomas	
Basic Advanced	
Site Definition	
Editing Files Testing Files Sharing Files	
How do you connect to your remote server?	n?
\Diplomas_Certificates	5
Refresh remote file list automatically	
and the second s	Anna marken and mark

Figure A4: In step 4, connection is local, click the Folder to browse to your files, and select Refresh.



Figure A6: For step 6, disable check in and check out.



Figure A7: Step 7 shows the properties you selected. You are done!

# Appendix B: Diploma Template in Dreamweaver's Design View

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Figure B1: The table has most of the diploma design in a background image: certificate.gif



Figure B2: The background image, certificate.gif, and the diploma's look-and-feel. You can create your own background image, for your Division's domain diploma template. Make sure you leave white space for the data placeholders you will use.

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Figure B3: The properties for the row containing the **%user\_name%** data placeholder.

%activity_name%					
on %completion_date%					
<pre><body> <table#border>   <span.completedate></span.completedate></table#border></body></pre>	🗞 🥙 🔍 100% 🔹 786 x 439 ❤ 2K / 1 sec				
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Figure B4: The properties for the row containing the **%activity\_name%** data placeholder.

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Format     None     Style     CompleteDa     C55     B     I     E     E     E     I	
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Figure B5: The properties for the row containing the **%completion\_date%** data placeholder.