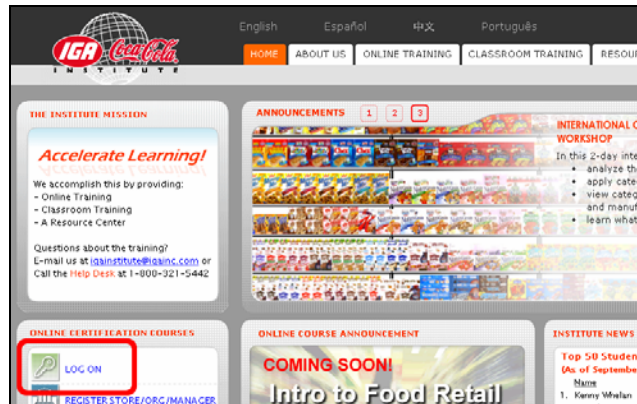


To work with the gradebook, scores and certificates

To your gradebook

1. Logon at www.igainstitute.com.

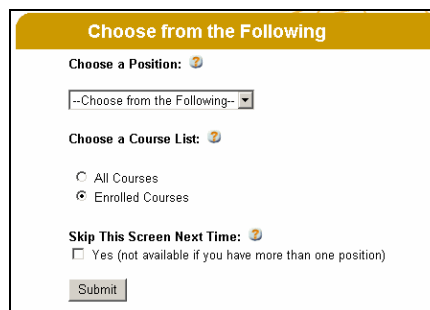


2. Enter your username and password.



3. Select the view of the course list you want to see: *All Courses* or *Enrolled Courses*.

Links to both views are available at all times.



4. On the *All Courses* page click **Grades**.



5. On the *Gradebook* page, view the **list of courses** you are enrolled in.

First on the list are the courses you have completed, followed by those you are still working on.



To view test scores

6. **A.** To check the **post-test scores**, find the course you want to check and click on **Details** to the right of the course name.



B. A window displays with the post-test names, scores, status, and test dates. The test information is listed in chronological order, showing the most recent test first.

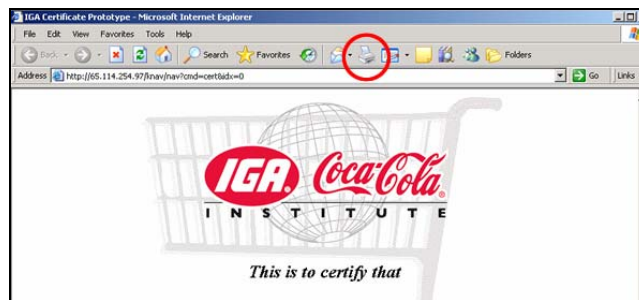


To view/print the certificate

7. To view the certificate, click on the **Certificate icon** to the right side of the completed course name.



8. On the *Certificate* window, click the **printer icon** on the toolbar or select **Print** from the **File** menu.



To save the certificate as a web page

9. On the *Certificate* window, go to **File**→**Save As**.

10. On the *Save Web Page* window, select the location where you want to save the certificate and click **OK**.

To save the certificate as a web page

11. On the *Certificate* window, go to **Edit** →**Select All** then to **Edit**→**Copy**.

12. Open the Word file and go to **Edit Paste**.

13. Save the Word file.