

How to.....

Download Your Certificate of Completion

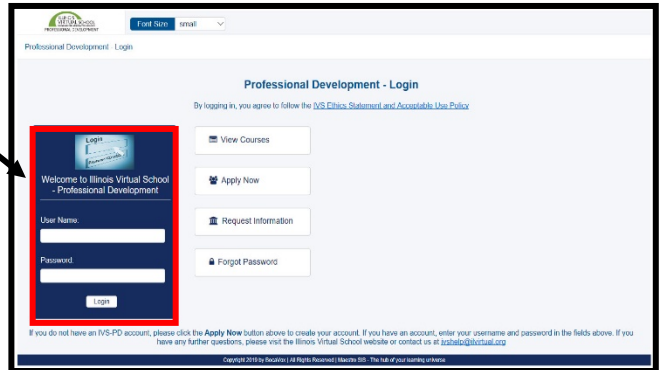


Once you receive the “Your Grade is Finalized” email from ivshelp@ilvirtual.org, you can log in and download your Certificate of Completion for your records.

To do this, please follow these steps:

Step 1: Log into the PD information at <https://pd.ilvirtual.org> using your IVS-PD Username and Password

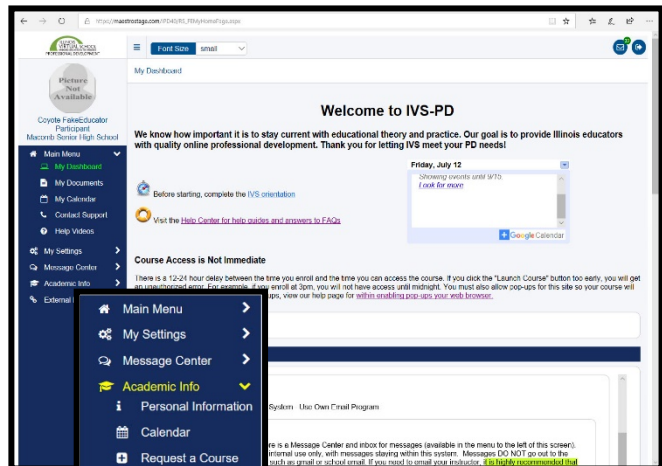
Once logged in, your Dashboard will be visible and course widgets for any courses you are still enrolled in will be displayed below the Announcements.



Step 2: Click **Academic Info** in the main menu on the left-hand side of the screen to reveal its submenu

Step 3: Click **Completion Certificates** to open your list of certificates

Step 4: Click the **Paper icon** associated with the course under the **View** column.



Save the PDF document to your computer for your records; Google Chrome will automatically download it so check your Downloads area to save the file.

Completion Date	Section	Course	Credit	Final Grade	View
07/24/2018	Reading First - Kindergarten through 3rd Grade - Spring/Summer 2018	Reading First for Kindergarten through 3rd Grade (Self-Paced)	35	100	
07/22/2019	Collaboration in the Digital Classroom (Self-Paced) 2019	Collaboration in the Digital Classroom (Self-Paced)	10	100	
07/30/2019	Project-Based Approaches (Self-Paced) 2019	Project-Based Approaches (Self-Paced)	10	100	

Note: You will need to download each course's certificate of completion one at a time.