

Certificate printing instructions for DEC schools

Step 1 – Check names

1. Logon to the website
2. Go to Reports > School Reports > Challenge Completion Certificate
3. Select Year '2013'
4. Select 'All Grades' for small cohorts or one grade at a time for large cohorts (you may have to select '2013' each time)
5. Click 'Generate'
6. Click 'Open'
7. Scroll through the PDF file (or print on blank paper) and ensure each student's name is spelt correctly
 - To correct spelling of student names: Go to the student's ERN record, amend 'Preferred Family Name' and/or 'Preferred Given Name'. Allow at least 24 hours for the amendment to synchronise with the PRC website.
8. Save the PDF file if you would like to return to it later

Step 2 – Check certificates

9. Make three black and white photocopies of one of the blank completion certificates and place them in your printer as a 'test run'
10. Open the PDF file you generated (see above) and print the first three names of your students onto the test certificates. Check that:
 - Students' names are positioned correctly on the certificates – if not, change the orientation of the test certificates in the printer (face up, face down, rotate left, rotate right) and continue testing until the correct orientation is achieved
 - Each page is blank on the back – if not, adjust printer settings to print 'one sided'

Step 3 – Print certificates

11. Open the PDF file
12. Ensure no one else will print to the printer whilst you are printing certificates
13. Place enough blank completion certificates for each completed student (or for each grade for larger cohorts) into the printer (recalling correct orientation from 'test run')
14. Ensure printer is set to 'print one-sided'
15. Print the PDF file