

How to Download a Certificate from eLearning for Programs and Videos

All modules of a Program must be completed and a final score of 80% or more for Program Certificates.
All parts must be watched for a Video Lecture Certificate.

Here's how:

Step 1: Once you have successfully completed your Program or Video, Click 'COURSE MENU' in the upper right-hand corner of the screen.

Step 2: A new list of options will appear, click 'Get Certificate'.

Step 3: Depending on which browser you're using, follow the instructions to open your certificate!

The screenshot shows the ONA eLearning Platform interface. At the top, there is a header with the ONA logo and 'ONA's eLearning Platform' on the left, and 'WELCOME ADMINISTRATOR ELEARNING' and 'LOGOUT' on the right. Below the header, there is a navigation menu on the left with options like 'My Courses', 'Available Courses', 'My History', 'Profile', 'Grades', 'Calendar', and 'Contact Us'. The main content area displays 'MY COURSES | NEGOTIATIONS BASIC: WHAT MEMBERS NEED TO KNOW' and 'Review mode' with a dropdown menu set to '>Module 4'. A 'COURSE MENU' button is highlighted in the top right corner of the main content area. Below the course menu, there is a navigation bar with 'HELP', 'RESOURCES', 'GLOSSARY', and 'FULL SCREEN' options. The main content area shows 'Final Evaluation' and 'Conclusion' sections. On the right side, there is a sidebar with options like 'Course Features', 'User Report', 'Get Certificate', and 'Calendar'. Arrows from the text blocks point to the 'COURSE MENU' button and the 'Get Certificate' option in the sidebar.



Any questions?

Email: eLearningEnquiries@ona.org

Phone: 1-800-387-5580, ext. 2365