

# Printing Certificates

## How to guide

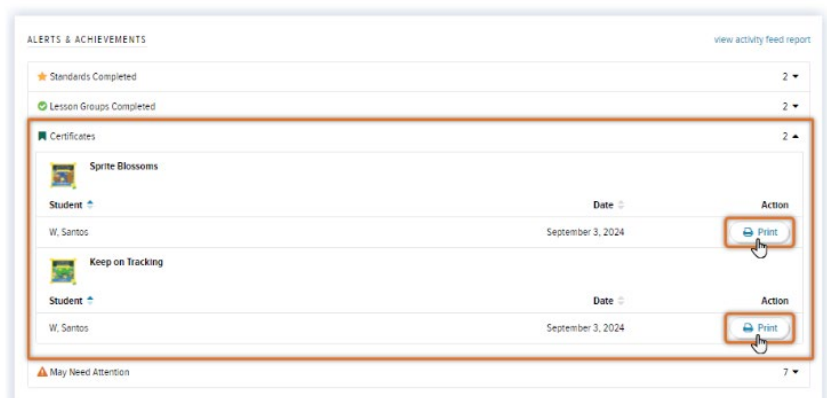
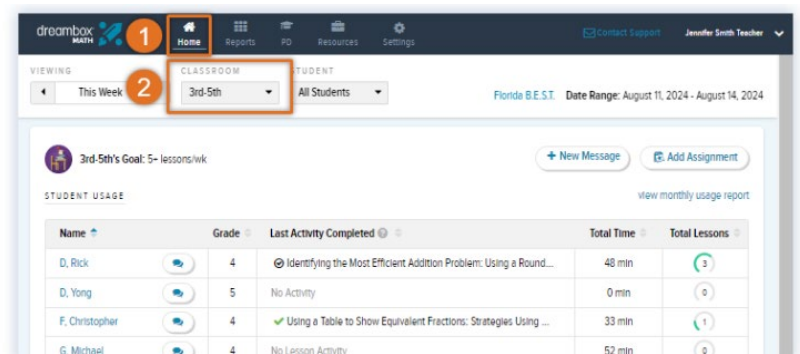
When a pupil has achieved a milestone in the learning environment, they earn a certificate. These certificates are available only to pupils in Years 1, 2, and 3. These certificates can be printed in two ways:

- **Teachers:** From your Home Page in the Insight Dashboard
- **Teachers & Families:** From My House in the student learning environment.

**DreamBox Maths administrators:** This article focuses on printing certificates from the teacher's educator dashboard or the pupil environment. Administrators can follow the directions, but will need to use the **Home View** tool on the Reports page.

## Printing Certificates from the Student Environment (Teachers)

- Sign in to your educator dashboard, select the Home icon (if needed) and select the appropriate classroom in the filters at the top of the Home page.
- Scroll down to the **alerts & achievements** section. The number of certificates available to print is listed in the certificates section. Click the arrow to expand the certificates section.
- Click **Print** next to the certificate you want to print, and follow the directions on your device to print the certificate.



## Printing Certificates from the Student Environment (Teachers & Families)

- Sign in to the student's DreamBox Maths account as the student. Click the landing pad next to **My House**. The student's avatar will walk to the landing pad and into My House.



- From inside My House, click the **certificate** hanging on the wall. The Certificates window opens.



- Click the certificate you want to print.



- After the certificate opens, click the **printer icon** and follow the directions to print from your device.



## FAQs

### If you want to print the certificate in colour:

- Instead of printing the certificate directly to a printer, select print as PDF to save the certificate as a PDF document.
- Open and print the saved PDF of the certificate in colour.

