Certify Trainers for Courses

Step 1: Click on the space on the right of the banner indicated with the red circle

Step 2: Click people, click Users, Click Instructors

Step 3: Type in name and click search
Certify Trainers for Courses

Step 4: Click Manage and then go

Step 5: Click Courses

Step 6: Click Go beside select course
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Step 7: Type in the course number that you are trying to certify the instructor and click search

Step 8: Click on the box beside the course and then click add selected