

How to document the completion of virtual campus courses?

In general, student needs to keep record upon finishing a training course and submit the certificate to <http://www.nsfgrace.net/certificates.php>

More specifically, there are two scenarios:

1) Several courses will generate a certificate upon finish. Students save the certificate as a PDF or JPEG for the record. When you upload your certificate, please name the certificate file as the full course' name instead of the default name (index). (eg: Getting Started with ArcGIS Pro.pdf)

2) For several other courses with no certificates offered, students need to make a screenshot of the last step they finish. Usually this is a story map or a Web map. Save all the screenshots of the courses in one word document with their names on it.

In the Word Document please include:

At the top of the document:

- Your Name
- Your location
- Name of your Intern Champion; Teacher support person, or intern supervisor if known
- The Name of the course you are documenting
- The Screenshot of the final step you completed in the course.
- The Date you completed the course