



# Printing Your TCPS Quiz Transcript

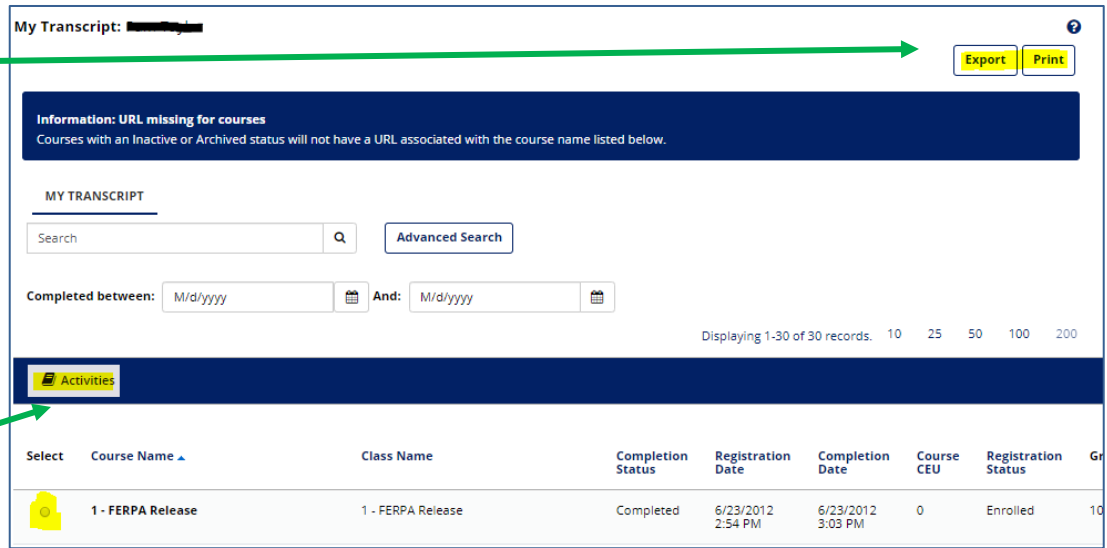
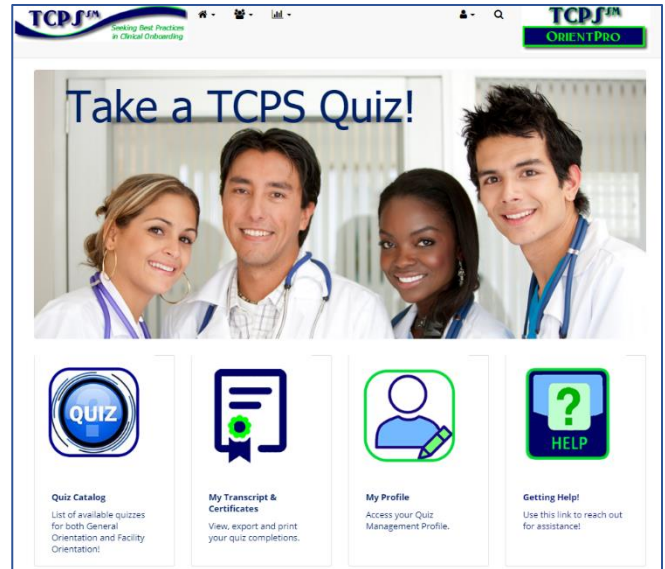
NOTE: If you need to print your quiz completion certificates, there are instructions online that will walk you through that process for all active quizzes. <https://tcps-tn.org/reprinting-a-quiz-certificate/> This will print all quizzes completed under your specific username. If you have two accounts in the system, you will need to access both accounts to see all quiz completions.

If you need to print your complete transcript that includes all quiz completions within the TCPS system for your user account, log into the quiz management system and follow these steps:

Click on the My Transcripts & Certificates icon. The screen will display all quizzes that you have taken.

You can export or print your entire transcript by using the buttons in the upper right corner.

OR ... select the Quiz Name of the specific certificate you need to reprint and click on Activities.



Click on the PRINT CERTIFICATE icon to retrieve your certificate. Adobe PDF Reader is required. You will have the option of opening the file or saving it to your computer. To print the certificate, you will need to OPEN the certificate and have print capabilities with your computer.

