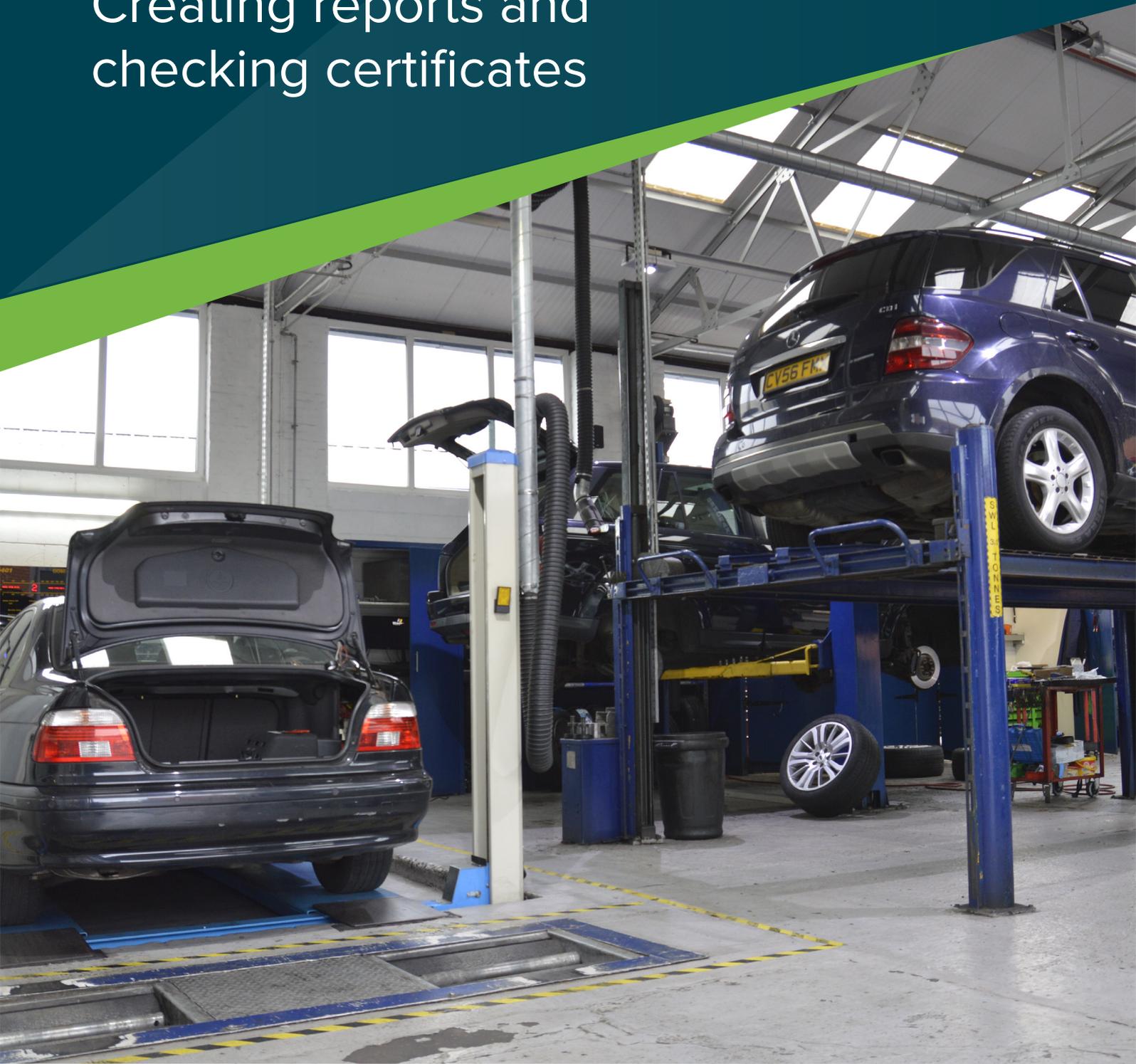




INSTITUTE OF THE  
MOTOR INDUSTRY

# IMI eLearning MOT ADMIN ROLE

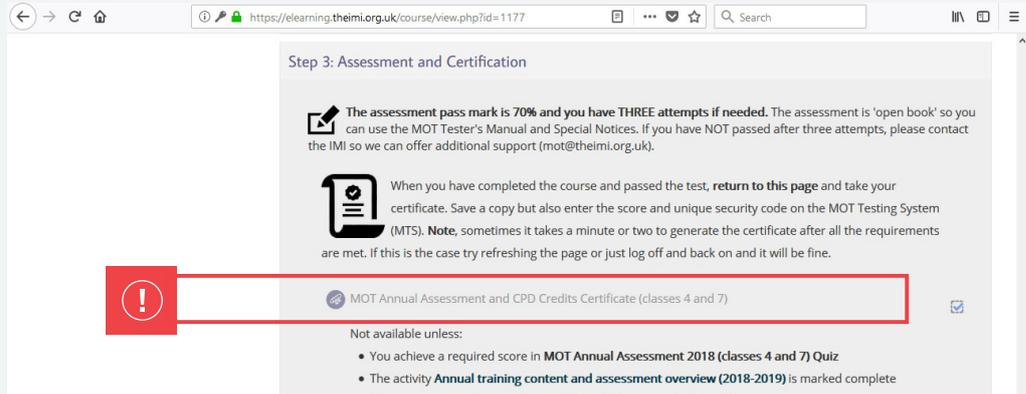
Creating reports and  
checking certificates



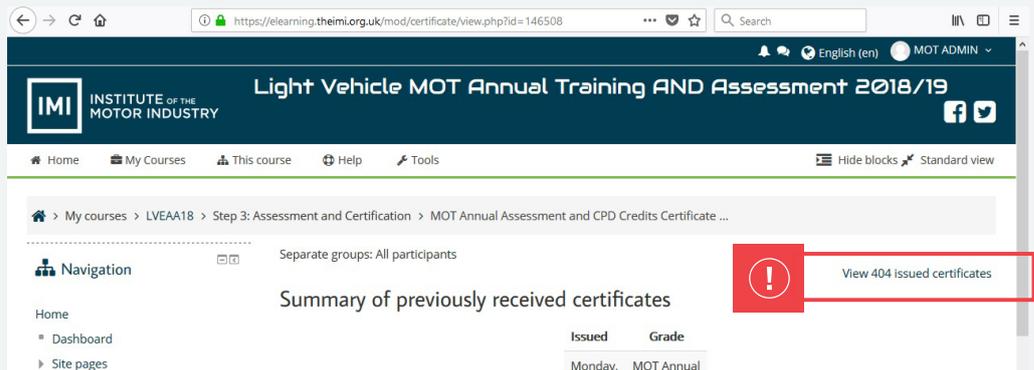
After requesting and having the MOT Admin role assigned to your login, you will be able to access the following options:

## CHECKING AND DOWNLOADING CERTIFICATES

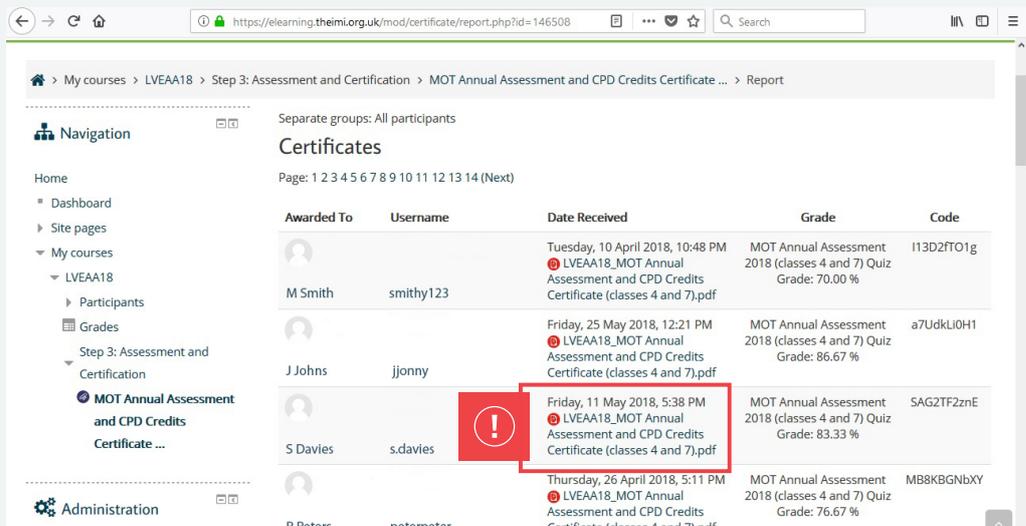
Once logged into the courses scroll down to 'Step 3 Assessment and Certification' and click on the greyed out 'MOT Annual Assessment and CPD Credits Certificate (Class 4 and 7)' wording:



Once you have clicked this, you will then be taken to the page shown on the right. In the top right hand corner there is 'View XXX issued certificates' link. Click this.



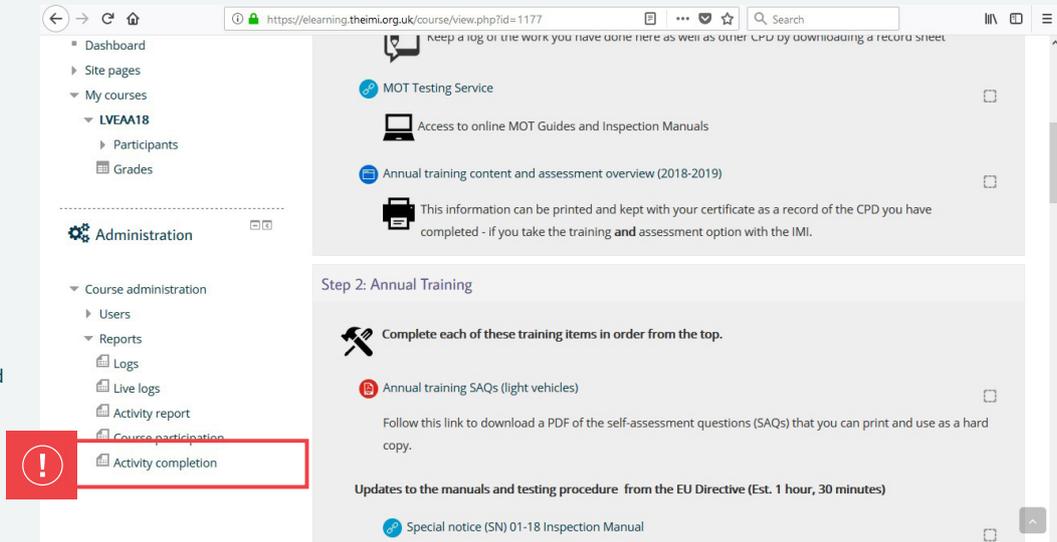
The next page will then display a list of people who have certificated and from here you can download a certificate. Click the PDF link in the date received column.



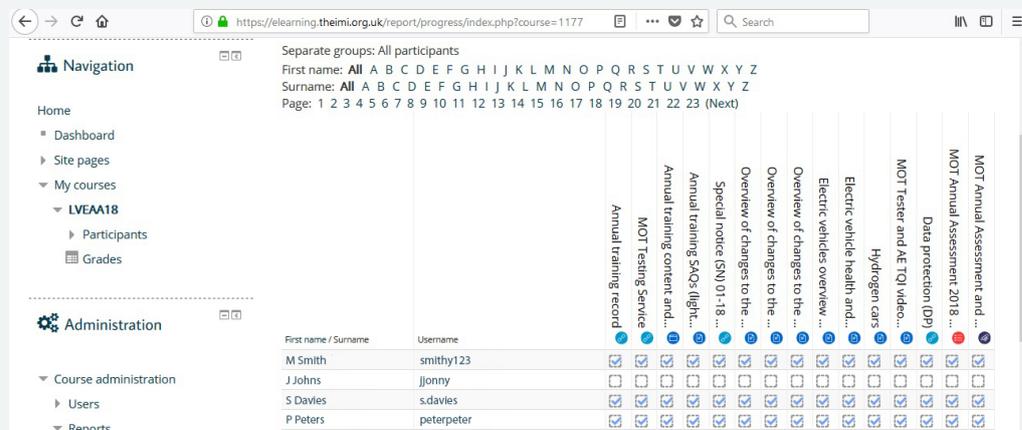
When this link has been clicked then the certificate will download as a PDF.

## ACCESSING REPORTS

To access a report on user usage go back to the main course area and click the 'reports' link in the left hand administration menu, this will drop down a list of different reports. The most useful one for checking if people have looked at the CPD will be the 'Activity Completion' report.



When the 'Activity Completion' link has been clicked you will be brought to a page where you will be able to check a candidate's usage:



The blue tick indicates that the user has completed that activity.

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