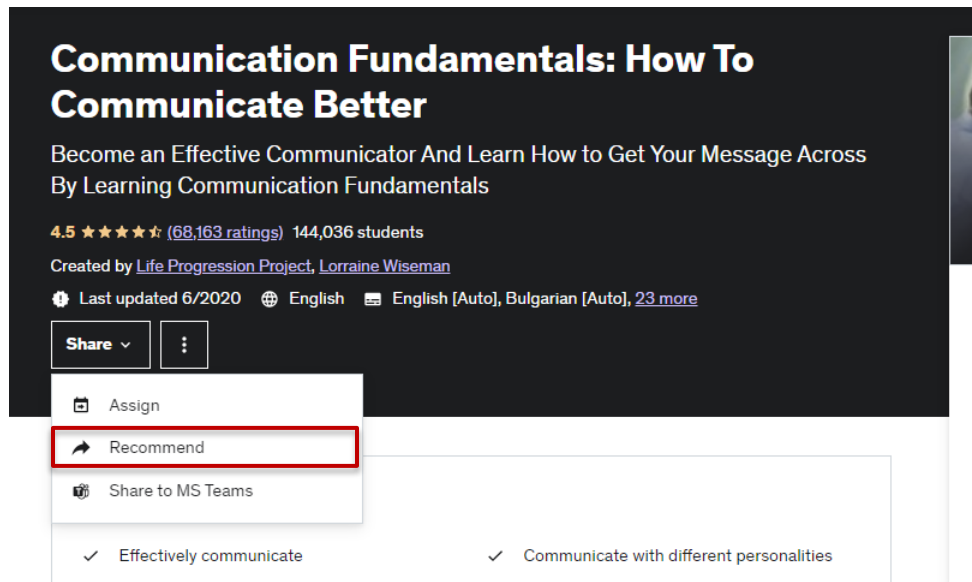# Recommending Udemy Courses to Learners
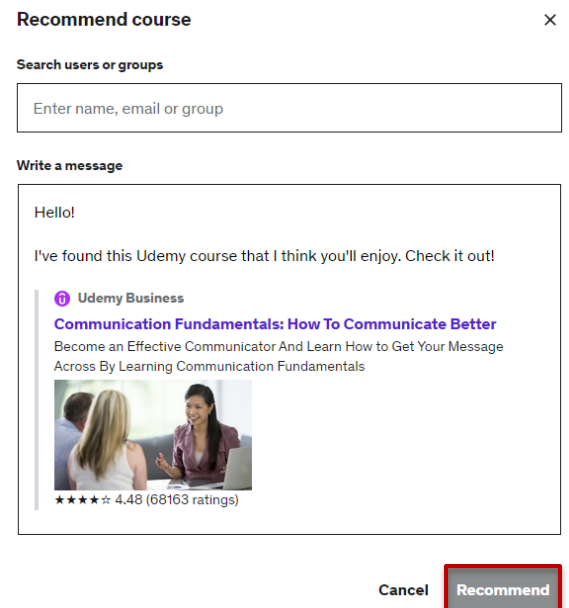
How to Recommend a course

To recommend a course, follow the steps below:

- Navigate to the course card or course landing page in your Udemy Business account.
- Click the **Share** or **Recommend** dropdown and select **Recommend**.
(*Please note:* depending on your organization and user settings, you may see additional Share options like Assign or Share to Slack.)
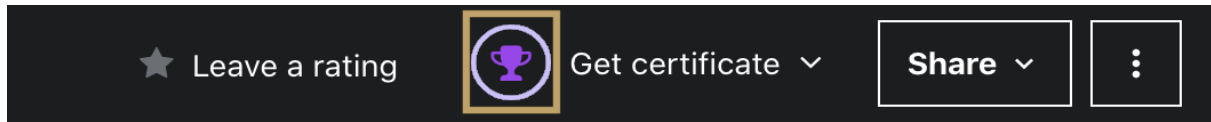

- A pop-up box will appear. Enter the name or email address of the person you would like to recommend the course to. *Please note*: The User that you are wanting to recommend a course to must have activated their Udemy license before they will show up as a User. If they have not yet activated their account, they can do so by going to **mytraining.ttuhsc.edu**
- You have the ability to change the pre-written message in the 'Write a message' section to whatever you prefer it to say. (Example: Please complete this Udemy course on communication by (date) and provide a copy of your certificate of completion for my records.)
- Click **Recommend**.
- Once a course has been recommended, the recipient will receive an email notification in their TTUHSC inbox. They can begin the course by clicking **Get Started.**
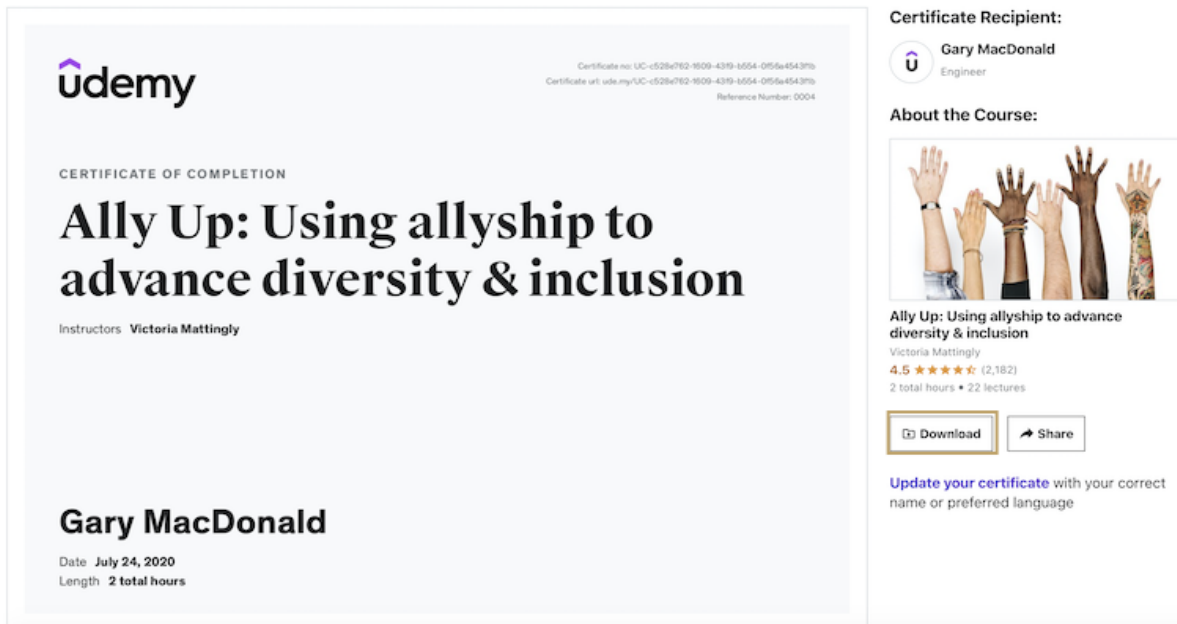
Downloading Your Certificate of Completion

How to download your certificate of completion after finishing the course

When all the curriculum items of a course have been completed, the trophy above the course player will change color, and you will see a notification indicating the certificate of completion is ready.

Your certificate of completion will look something like this:

Please note: Practice test courses do not offer a certificate of completion. Custom courses for organizations which only feature practice test lectures can offer a certificate of completion if enabled by the course creator.

Have questions? Find Udemy's FAQ regarding certificates of completion, including troubleshooting steps to take if you're unable to view your certificate.

https://business-support.udemy.com/hc/en-us/articles/4510325959831