



1. Go to the website of the MOOC for which you wish to order a certificate.
2. Click on the **Evaluations and Results** section.
3. Click on the **Result Summary** link in the upper right corner.

monPortail

< Cours

Northern Quebec: Issues, Spaces and Cultures

Introduction

**Evaluations and Results**

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Evaluations and Results

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> Pass Mark

> Certificate of Achievement

> Honour Code

Evaluations

Result Summary

Summative

Title	Date	Weighting			
Module 1 - Defining the North: Between Imagery and Science	from 10 Oct 2017 at 10h00 to 15 Nov 2017 at 17h00	10 %			
Module 2 - Territory and Human Occupation	from 10 Oct 2017 at 10h00 to 15 Nov 2017 at 17h00	10 %			
Module 3 - Indigenous Peoples of the North : From Alliances to Subordination	from 10 Oct 2017 at 10h00 to 15 Nov 2017 at 17h00	10 %			
Module 4 - Ancestral Lands and Resource Regions	from 10 Oct 2017 at 10h00 to 15 Nov 2017 at 17h00	10 %			

4. The results of your various evaluations will be displayed.  
If the MOOC is over and you have completed the training and passed the evaluations, a message will be displayed in a green box.

< Evaluations and Results

Result Summary

Here are your results for this course.

Final grade: **90 %**

You have successfully completed the course.  
Order now your certificate of achievement for \$ (CAD) taxes included. [More details about the certificate](#)

Order the certificate

Test

	Obtained grade	Weighting	Weighted grade
Module 1 - Defining the North: Between Imagery and Science (M1)	100 %	10 %	10 / 10
Module 2 - Territory and Human Occupation (M2)	100 %	10 %	10 / 10

## Reminder

Please note that you cannot order your certificate of achievement before the end of the MOOC, even if you have completed and passed all the evaluations.

At the end of the MOOC, the course directors will contact all participants who passed to explain how they can order their certificate.

- When you can access the option, click on **Order the Certificate**.



You have successfully completed the course.  
Order now your certificate of achievement for \$ [redacted] (CAD) taxes included. [More details about the certificate](#)

**Order the certificate**

## Information

The cost of the certificate of achievement is payable by credit card (Visa or MasterCard).

- You will be directed to a secure payment form supported by **Dexero eCommerce**.
- Validate the quantity entered in step **1 of 5 – Cart**.  
If necessary, recalculate the partial total of your shopping cart.  
Click on **Next Step**.

 Dexero® eCommerce Français

1 Article(s) • \$ CAD [View Cart](#)

**1** Cart   2 Form   3 Summary   4 Payment   5 Receipt

### Shopping cart

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
 Certificate of Achievement MOOC - Northern Quebec: Issues, Spaces and Cultures <small>Certificate of achievement for a Massive Open Online Course (MOOC) offered by Université Laval</small>	1	\$ CAD	\$ CAD

**Subtotal** \$ CAD

[Refresh Cart](#)

[Cancel](#) [Next Step →](#)

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- Complete the fields in step 2 of 5 – **Form**.  
Fields followed by a red asterisk are mandatory.  
Click on **Next Step**.

Dexero eCommerce

1 Article(s) • \$ CAD View Cart

1 Cart 2 Form 3 Summary 4 Payment 5 Receipt

### Billing Address

First Name  \*

Last Name  \*

Email  \*

Company

Address  \*

City  \*

Country  \*

Province/State  \*

Zip/Postal Code  \*

Phone  \* ext

[← Previous Step](#) [Cancel](#) [Next Step →](#)

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- The step 3 of 5 – **Summary** page will be displayed.  
Validate the information entered in the **Order Summary** section.

Dexero eCommerce

1 Article(s) • \$ CAD View Cart

1 Cart 2 Form 3 Summary 4 Payment 5 Receipt

### Order Summary

<b>Billed by</b>	<b>Order Information</b>
<b>Université Laval</b>	Reference number
2325, rue de l'Université	Transaction type
Québec QC G1V 0A6	Date
Canada	
Phone 418 656-2131	
Email <a href="mailto:commande-attestation@bse.ulaval.ca">commande-attestation@bse.ulaval.ca</a>	

**Billed to**

[Edit](#)

10. Also validate the amounts entered in the **Shopping cart** section.

PRODUCT	QUANTITY	UNIT PRICE	TOTAL
Certificate of Achievement MOOC - Northern Quebec: Issues, Spaces and Cultures Certificate of achievement for a Massive Open Online Course (MOOC) offered by Université Laval	1	\$ CAD	\$ CAD
<b>Subtotal</b>			\$ CAD
Tax			
<b>TOTAL</b>			\$ CAD

11. If necessary, enter your comments in the **Notes** section.

*NB: Please note that these comments are not treated as a priority. If you wish to obtain feedback, please contact us at [support@bse.ulaval.ca](mailto:support@bse.ulaval.ca).*

12. Read the **Sales contract** in full.

Check off the **I agree** box if you agree to it.

*NB: Please note that you must agree in order to continue the process.*

I agree Print

13. Select the **Credit card** option in the corresponding section.

Click on **Next Step**.

← Previous Step   Cancel   **Next Step** →

## Warning

The cost of the certificate of achievement is payable only by credit card (Visa or MasterCard). If you cannot pay using one of these credit cards, please contact us at [support@bse.ulaval.ca](mailto:support@bse.ulaval.ca).

14. Complete the fields in step **4 of 5 – Payment**.  
Fields followed by a red asterisk are mandatory.  
Click on **Next Step**.

Dexero® eCommerce

1 Article(s) • \$ CAD [View Cart](#)

1 Cart 2 Form 3 Summary **4 Payment** 5 Receipt

### Information on credit card

Credit card

Amount \$ CAD

Card holder first name \*

Card holder last name \*

Credit card number \*

Expiration date \*

Card security code \*  What's this?

**Contact us**

AVS verification enabled.  
Make sure that the billing address entered matches the one on file with the issuer of your credit card.  
By default, the billing address will be used.  
[More details](#)

**Cardholder name**  
If you're using a company card on which there is no card holder name, please enter your first and last name in the appropriate fields otherwise your transaction will be declined.

Please select a **credit card address**.

Use the billing address

[← Previous Step](#) [Cancel](#) [Next Step →](#)

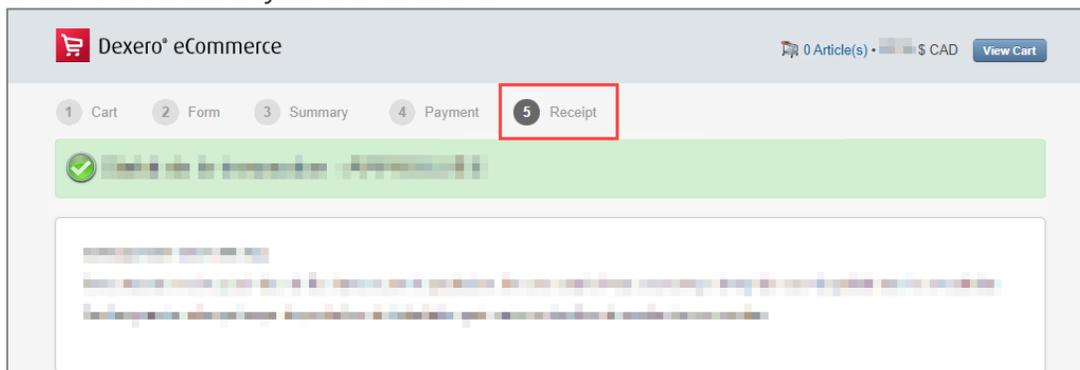
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## Information

If you want to use a credit card address that's different from the billing address you entered previously,

- i. Check off the **Use the billing address** box.  
A new section will be displayed.
- ii. Select the **Create a new address** option.
- iii. Complete the fields in this section.

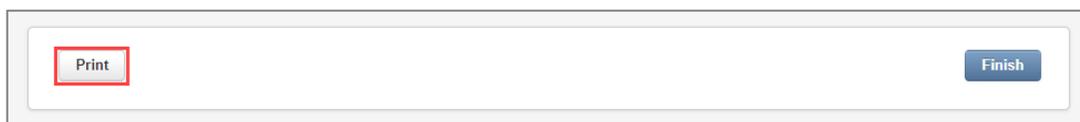
15. The step 5 of 5 – Receipt page will be displayed.  
Check the status of your transaction.



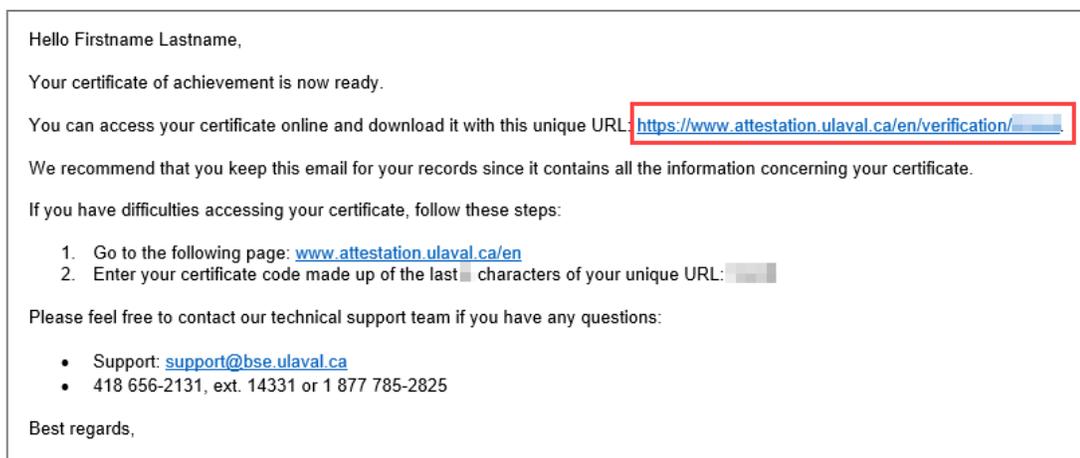
### Information

Once the transaction is approved and payment is received, your certificate is placed in the production queue. Production time may vary depending on the number of orders.

16. If needed, print your order summary by clicking on the **Print** button at the bottom of the step 5 of 5 – Receipt page.  
Click on **Finish** to leave the page.



17. When your certificate is ready and available for consultation, you will receive a message at the email address indicated in your order.
18. To see the certificate you ordered, click on the unique URL link displayed in the email.



19. If you have trouble accessing the certificate using the link, go to <https://www.attestation.ulaval.ca/en/>. Enter your certificate code in the area indicated.

### Information

Your certificate code corresponds to the last characters of your unique URL link. Check your email to get this code.

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## Certificate of Achievement

CONSULT AND DOWNLOAD A CERTIFICATE OF ACHIEVEMENT

CERTIFICATION CODE ?

Enter your code

[Forgotten or lost code?](#)

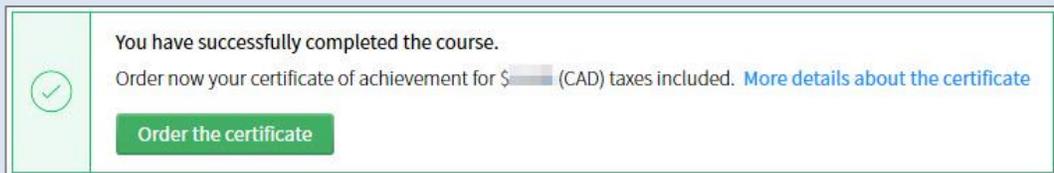
Need help  
[Contact us](#)  
418 656-2131, ext. 14331  
1 877 785-2825

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## Information

If a problem occurs while ordering your certificate and you wish to check your order status:

- i. Go to the MOOC site.
- ii. Click on the **Evaluations and Results** section.  
Then click on the **Result Summary** link.
- iii. Click again on **Order the Certificate**.



- If your transaction was properly completed, the message **Completed order** will be displayed. Please wait for the email enabling you to access your certificate.
- If your transaction was properly completed but the status is not up-to-date, the message **Order not completed** may be displayed.

Please note that system synchronization may take up to five minutes, particularly if you have not clicked on **Finish** to leave the step **5 of 5 – Receipt** page.

- If you unsuccessfully attempted to place your order in the last few minutes, the message **Order not completed** will be displayed.

Click on **Order the certificate** to restart the process.