

## Job Aid - 4b: Print a Competency Profile for any Course

- Click the **Course Manager** button on the left hand navigation menu;
- click the **Competency Profiles** button. The screen will display a list of **all** the current groups in Merlin (Figure 1). You can access any current competency profile stored in Merlin. Note, Merlin is divided into **Groups** by according to program areas. You are a member of at least one group.

Competency Profiles		
Below is a list of Competency Profiles. To preview the Competency Profile, click on the Profile button.		
Action	Group Name	Courses
Profile	Administration	View
Profile	Advanced Farrier Science	View
Profile	Agricultural Business	View
Profile	Agricultural Mechanics	View
Profile	Agricultural Production and Management	View
Profile	Animal Health Technology	View
Profile	Bachelor of Applied Agricultural Technology and Entrepreneurship	View
Profile	Bachelor of Applied Horticulture	View
Profile	Commercial Floristry	View
Profile	Crop Advisor	View
Profile	Default	View
Profile	Equine Science	View
Profile	Fashion	View
Profile	Horticulture	View
Profile	Land Agent	View
MERLIN+    Displaying records 1 through 15 of 22    << Previous <<    >> Next >>		

Figure 1 - Competency profile main list

- under the **action column**, click the the **Profile** button for the group containing your course competency profile. If you are unsure what group contains your course, click the **View** button under the **Course** column beside a group name to list the courses for that group;
- the **Preview Competency Profile** screen will open in a new browser window with a time clock spinning, indicating to you the screen is opening;
- click the **View Tabular Version** button at the top of the competency profile preview screen as shown in Figure 2;

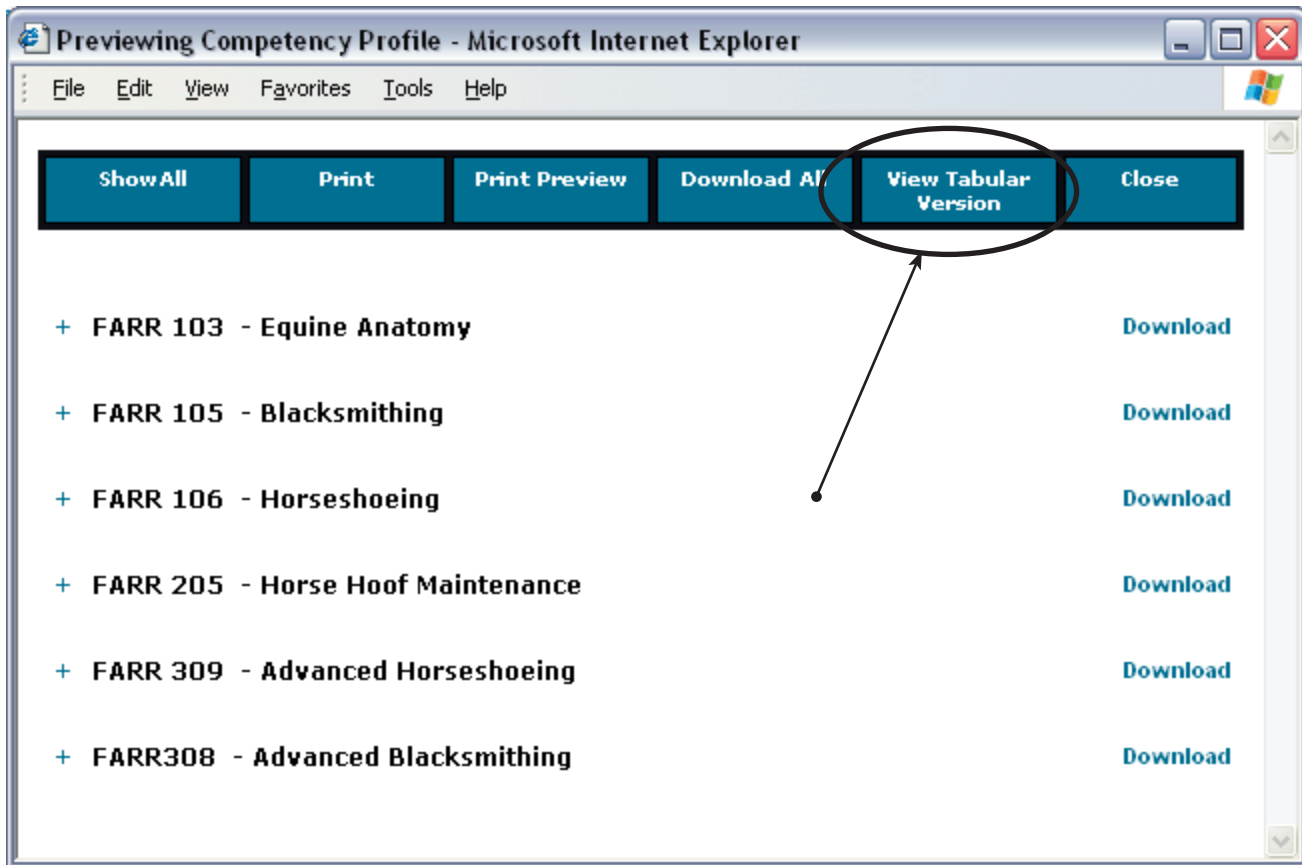


Figure 2 - View tabular version of competency profiles for a group.

- the screen will change and show competency profiles for this group in table format that will look like Figure 3;

Previewing Competency Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Print Print Preview Download All View Map Version Close

**FARR 103/3 -Equine Anatomy**  
**Competency Profile** [Download this Profile](#)

Define Equine Anatomical Terminology A	Define anatomical directional terms A1	Define common terminology for anatomical regions A2		
Describe The Anatomy of the Head B	Identify bones, sinuses, nerves, teeth and eyes B1	Identify common problems in the head B2		
Describe The Anatomy of the Skeleton C	Identify bones C1	Identify common problems in the skeletal regions C2		
Describe The Anatomy of the Fore and Hind Limbs D	Identify bones, ligaments, tendons, nerves and vessels D1	Identify in detail the anatomy of the foot D2	Identify common problems in fore and hind limbs D3	
Describe Conformation E	Identify ideal conformation of limbs E1	Identify undesirable conformation of limbs E2	Identify common problems associated with undesirable conformation E3	
Describe Bone Growth and Repair F	Describe normal growth of cartilage and bone, and explain bone repair F1	Identify common problems associated with normal growth of cartilage and bone, and bone repair F2		
Describe The Respiratory Systems G	Identify nasal passages, airways, and lungs G1	Identify common problems in the respiratory system G2		
Describe Anatomy of the Gastro-Intestinal System H	Identify the esophagus, stomach, small and large intestines H1	Identify common problems in the gastro-intestinal system H2		
Describe Anatomy of the Cardiovascular Systems I	Identify the heart anatomy and major vessels I1	Identify common problems in the cardiovascular system I2		
Describe The Anatomy of the Reproductive System of the Male and Female J	Identify male and female reproductive anatomy J1	Identify normal productive physiology for males and females J2	Identify common problems associated with male and female reproductive regions J3	

Olds College

Figure 3 - Example of a Merlin competency profile in table format.

- use your mouse to select only the course profile you want **starting at the course code** and finishing at the **end of Olds College**;
- pick **File** from the browser menu bar (top left on the browser window);
- pick **Page Setup**, select **Landscape**;
- pick **Print** from the menu. The print dialog will pop up;
- on the print dialog, click the button beside **Selection** as shown in Figure 4;

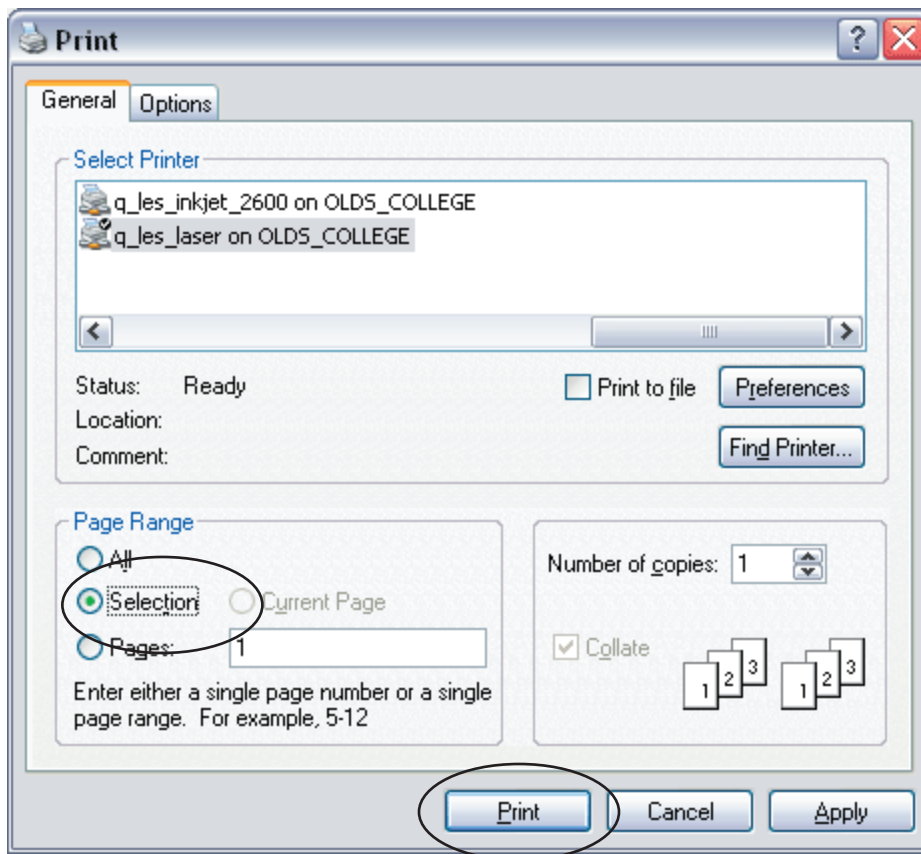


Figure 4 - Print dialog.

- click the **Print** button.

If you do not click the **Selection** button, every competency profile within that group will print.

To download a profile and print from Word:

- click the **Download the Profile** beside under the course title on the course profile screen;
- the download screen appears, click **Open**;
- the profile will open in **Word**;
- click **File**;
- click **Print Preview**. You can format the table in this area. (eg. Margins, Split Table)