

# Certificates


## Certificate Management

The general certificate management features are available under:













[Elearning](#) > [Certificates Management](#) > [Certificates](#)

Here you can create certificate templates and manage and release certificates for all the courses

### Certificate management

 [Add](#)



Certificate template list				1	2	3	4
Code	Name	Description	Template				
0000	Certificate sample	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	Template				
	Health and Safety	General template for health and safety courses	Template				

 [Add](#)

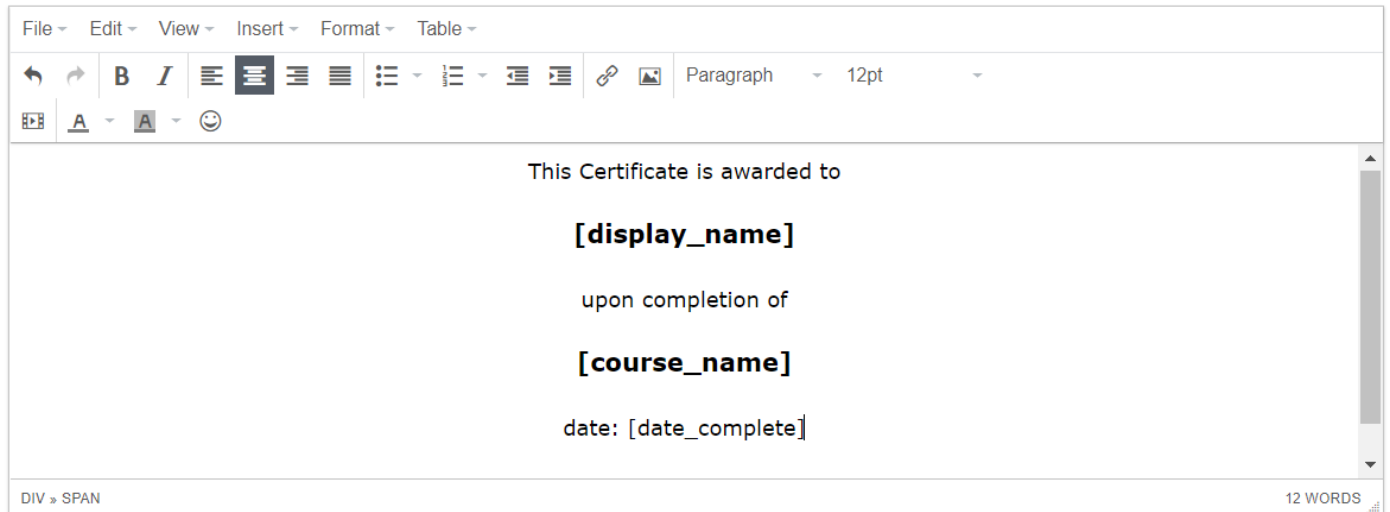
## Certificate Template

It is possible to create an unlimited number of templates, each of those can be assigned to multiple courses.

Certificate content can be easily created with a text editor, using placeholder “tags” where dynamic content should appear based on user and course information.

It is recommended to place the text inside a table: this will help you correctly place your text, your images, and your text in the correct positions.

## Certificate template



The screenshot shows a rich text editor interface for creating a certificate. At the top, there is a menu bar with options: File, Edit, View, Insert, Format, and Table. Below the menu is a toolbar with various icons for text formatting (bold, italic, underline, list, indent, link, image), paragraph alignment (left, center, right, justified), and font size (12pt). The main editing area contains the following text:

This Certificate is awarded to

**[display\_name]**

upon completion of

**[course\_name]**

date: [date\_complete]

At the bottom left of the editor, it says "DIV » SPAN". At the bottom right, it says "12 WORDS".

### Orientation

Portrait

Landscape

### Background image

Nessun file selezionato  
(Max. 2 Mb)

Current file: None

## Tags - dynamic fields

The certificate can include dynamic fields. The list of available tags can be found under the text editor: every field has its own description on the right.

If you have added additional user fields, they will be listed as [userfield\_1] etc. , always with the description on the right.

Using the tags, the system will be able to dynamically add the user's name, the course name, the completion date and any other dynamic field you might want to add.

## Multipage Certificates

You can create multipage certificates by adding a page break, when you want the certificate to be split.

In the editor menu click on

*Insert > PageBreak*

The background image will be repeated on each page.

# Background image

The background image should be an A4. In pixels, it can be 595 × 842 with a low image resolution, or up to 2480 px \* 3508 px with a 300 dpi resolution.

## Preview

Click this icon for a preview of your template

## Release

Click this icon for a list of all the courses using this certificate:

### Certificate management

Courses

<< Back

Choose the course		
Code	Name	Released certificate
HS01	Health & Safety in the Workplace	1
HS03	Fire Warden Training	0

<< Back

Click on the course title for a list of the users and their release status in each course:

### Certificate release

Health & Safety in the Workplace

Generate all the selected certificates download all selected

<< Back

Fields visibility | Advanced search | Select all | Unselect all

Search

<input type="checkbox"/>	Username	Last name	Name	Status	Released certificate	Date end	Released on			
<input type="checkbox"/>	admin	Smith	John	Not started	Health and Safety			Generate		
<input type="checkbox"/>	bjamison	Jamison	Bobby	Completed	Health and Safety	31-05-2020	31-05-2020	Download		
<input type="checkbox"/>	cjones	Jones	Christopher	In progress	Health and Safety			Generate		
<input type="checkbox"/>	despinosa	Espinosa	David	Completed	Health and Safety	31-05-2020		Generate		
<input type="checkbox"/>	cwilliams	Williams	Christopher	Not started	Health and Safety			Generate		
<input type="checkbox"/>	awall	Wall	Anna	Not started	Health and Safety			Generate		

from 1 to 6 of 6 Certificates Total

Generate all the selected certificates download all selected

Available options:

**Field visibility:** add other columns to the table

**Advanced Search:** add advanced search filters to table header

**Generate all** the selected certificates, to make them available for download

**Download all** the selected certificates in a single zip file

**Delete** a certificate and generate it again

#### Direct Course Access:

Please note this same user list is available from the course management for easier consultation(see below)

#### Administrator View:

This users list is automatically filtered on administrator assignments: each administrator will see only its assigned users

## Edit

Change the name, code, and description of the template

# Course Certificate Management

From the course management area, you can:

1. **Assign** one or more certificates to a course
2. **Check and manage** released certificates

## Course

Category

- Health and Safety
- Languages
- Office
- Onboarding
- Soft Skills

New category

Classroom  Show also children node content  Waiting users

New Multiple subscriptions

« Start < Previous 1 Next > End » 1 - 3 of 3 25

Code	Name	Type	Students	Waiting										
HS03	Fire Warden Training	E-learning	0		1									
HS01	Health & Safety in the Workplace	E-learning	0		1									
HS02	Workplace First Aid Training	E-learning	0		1									

New Multiple subscriptions

« Start < Previous 1 Next > End » 1 - 3 of 3 25

### Administrators:

you can assign to an administrator profile both features, or just the certificate release management. Check the [administrator guide](#) page for details

# Assign Certificate to a course

Click this icon to assign a certificate template to a course

You can assign different certificate templates for different user status.





Click on the “number of released certificates” to see the list of subscribed users and their status:

## Course

Certificate release : [HS03] Fire Warden Training

Score required for Excellence certificate

0 

Association of certificates to course				
Title	Certificate language	Certificate release	Certificate assignment for Excellence	Number of released certificates
Certificate sample	English	<p>Not assigned </p> <p>Minimum time of fruition for the assignment (min.)</p> <input type="text"/>	<p>Not assigned </p>	0
Health and Safety	English	<p>Not assigned </p> <ul style="list-style-type: none"><li>Not assigned</li><li>Assign for any user's status</li><li>Assign for users that are attending the course</li><li><b>Assign for users that have completed the course</b></li></ul>	<p>Not assigned </p>	0

Save changes

Undo

# Release

Click on this icon to see a list of the users and their release status in each course.

(See above: Certificate Management > Release)

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