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 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

File ▾	Edit ▾	View ▾	Insert ▾	Format ▾	Table ▾

↶ ↷ **B** *I* ☰ ☰ ☰ ☰ ☷ ▾ ☷ ▾ ☶ ☶ 🔗 🖼 Paragraph ▾ 12pt ▾

▶ **A** ▾ **A** ▾ ☺

This Certificate is awarded to

[display_name]

upon completion of

[course_name]

date: [date_complete]

DIV » SPAN | 12 WORDS

Orientation

◉ Portrait

○ Landscape

Background image

[Scegli file] Nessun file selezionato
(Max. 2 Mb)

Current file: None

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 [   ]

	Username	Last name	Name	Status	Released certificate	Date end	Released on	📄	✖
☐	admin	Smith	John	Not started	Health and Safety			📄 Generate	
☐	bjamison	Jamison	Bobby	Completed	Health and Safety	31-05-2020	31-05-2020	📄 Download	✖
☐	cjones	Jones	Christopher	In progress	Health and Safety			📄 Generate	
☐	despinosa	Espinosa	David	Completed	Health and Safety	31-05-2020		📄 Generate	
☐	cwilliams	Williams	Christopher	Not started	Health and Safety			📄 Generate	
☐	awall	Wall	Anna	Not started	Health and Safety			📄 Generate	

from 1 to 6 of 6 Certificates Total
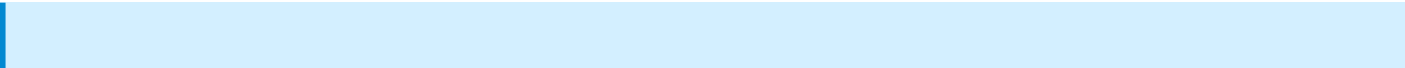📄 Generate all the selected certificates   📄 download all selected

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)

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

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:

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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