

# 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.

FileEditViewInsertFormatTable

B

I

Paragraph12pt

A

A

This Certificate is awarded to  
**[display\_name]**  
upon completion of  
**[course\_name]**  
date: [date\_complete]

DIV » SPAN12 WORDS

☒ Portrait

☐ Landscape

Scegli file Nessun file selezionato  
(Max. 2 Mb)  
Current file: None

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

*Insert > PageBreak*

The background image will be repeated on each page.

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

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 visibilityAdvanced searchSelect allUnselect all

Search

	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:

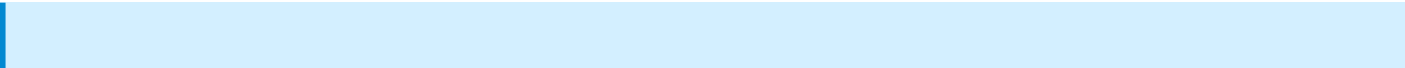
- Field visibility:** add other columns to the table
- Advanced Search:** add advanced search filters to table header

**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

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### 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	<div>Not assigned</div> <div>Minimum time of fruition for the assignment (min.)</div> <div></div>	<div>Not assigned</div>	0
Health and Safety	English	<div>Not assigned</div> <div>Not assigned</div> <div>Assign for any user's status</div> <div>Assign for users that are attending the course</div> <div>Assign for users that have completed the course</div>	<div>Not assigned</div>	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)