

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](#)

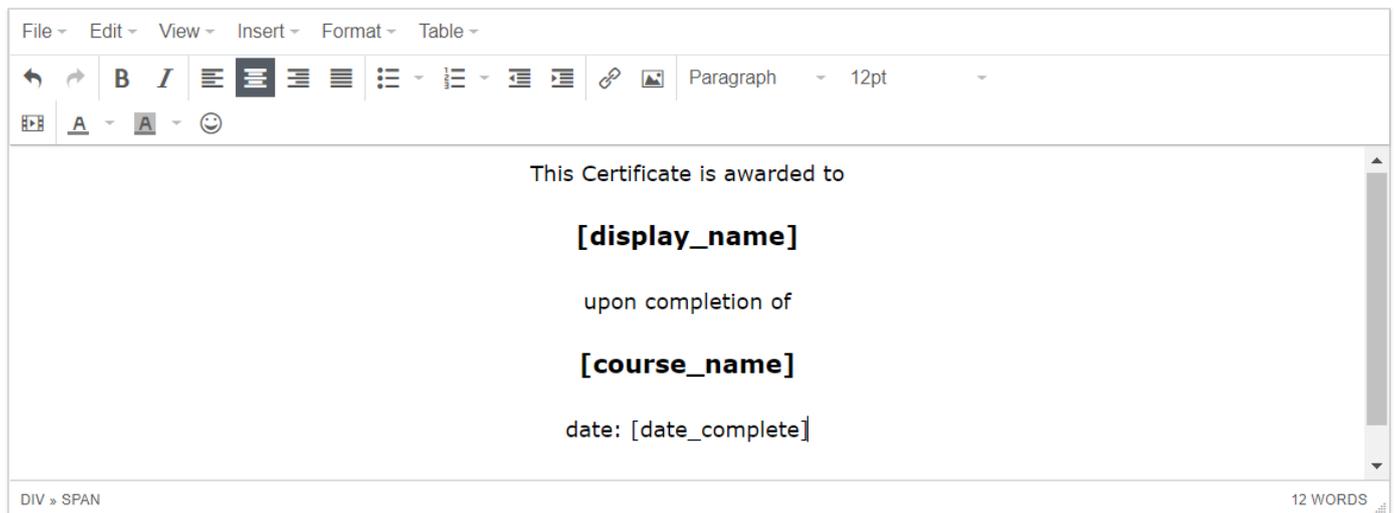
Certificate Template

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



Orientation

Portrait

Landscape

Background image

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

<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

The screenshot displays the 'Course' management interface. At the top, there is a 'Category' tree with the following items: Health and Safety, Languages, Office, Onboarding, and Soft Skills. Below the tree are three checkboxes: 'Classroom', 'Show also children node content', and 'Waiting users'. A search bar is located to the right of these checkboxes. Below the search bar, there are two buttons: 'New' and 'Multiple subscriptions'. A pagination bar shows '« Start < Previous 1 Next > End » 1 - 3 of 3' and a dropdown menu set to '25'. Below the pagination bar is a table with the following columns: Code, Name, Type, Students, Waiting, and several action icons. The table contains three rows of data:

Code	Name	Type	Students	Waiting	Action 1	Action 2	Action 3	Action 4	Action 5	Action 6	Action 7	Action 8
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							

At the bottom of the table, there are two buttons: 'New' and 'Multiple subscriptions'. A pagination bar shows '« Start < Previous 1 Next > End » 1 - 3 of 3' and a dropdown menu set to '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	<input type="text" value="Not assigned"/>	<input type="text" value="Not assigned"/>	0
		Minimum time of fruition for the assignment (min.) <input type="text"/>		
Health and Safety	English	<input type="text" value="Not assigned"/>	<input type="text" value="Not assigned"/>	0
		<ul style="list-style-type: none">Not assignedAssign for any user's statusAssign for users that are attending the courseAssign for users that have completed the course		

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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