

The metacertificates

Aggregated certificates (metacertificates)

In Forma Lms, typically when they have completed a course, users can be assigned not only certificates but also metacertificates.

We say typically because certificates and metacertificates can actually also be assigned even if users have simply been enrolled or if they are in progress.

What are the aggregated certificates? What are they for? How are they configured?
Let's find out together!

There are cases in which a user who is enrolled in more than one course must receive, at the end of the fruition, a single certificate showing the list of all the completed courses and the time of fruition of each individual course. In this case, the use of so-called metacertificates is essential.

Let's take two users as an example: Mario Verdi and Luca Rossi who must take two courses:

- 1) Word 2010
- 2) Excel 2010

At the end of the Excel 2010 course, they must receive a single certificate which reports both the completion data of the Word 2010 course, and the completion data of the Excel 2010 course. Let's see together the steps to follow to achieve our goal thanks to the use of metacertificates.

- Go to Administration / Elearning / Management of certificates / aggregated certificates -

Hand icon Utenti ▼ E-learning ▼ Contenuti ▼ Report ▼ Configurazione ▼

Link veloci

UTENTI

- Profilo utente
- Cambia password
- Nuovo utente
- Importa utenti

CERTIFICATI

CORSI

- Iscrizione
- Certificati
- Comunicazioni
- Competizioni

Utenti

- Ute
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- Ute
- Ute
- Ute

E-learning menu:

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- Sedi
- Competizioni
- Gestione certificati ▶**
- Gestione prenotazioni ▶
- Libreria contenuti

Certificati submenu:

- Certificati
- Certificati aggregati**

- Click on New Certificate

Certificati aggregati

 [Nuovo certificato](#)

Lista meta certificati

Codice	Nome
	Testing

- Enter the name of the certificate and, if you wish, the description and click on the “Insert” button

Certificati aggregati

Nuovo certificato

Codice 01

Nome Certificato Word Excel

Lingua certificato Italiano

☒ User release

Descrizione

File Edit View Insert Format Table

Paragraph 11pt

0 WORDS

Inserisci

Annulla

- Insert the data in the template, remembering that in order to display the table with the titles of the courses completed by the user, it is essential to insert the tag code: [table_course]. Once the template configuration is complete, click on Save Changes -

Template certificato

File Edit View Insert Format Table

Paragraph 11pt

COMPLIMENTI [firstname] [lastname]
HAI SUPERATO I SEGUENTI CORSI
[table_course]

DIV

9 WORDS

Orientamento
☒ Verticale
☐ Orizzontale

Immagine di background

Sfoglia... Nessun file selezionato.
(Max. 500 Mb)

File corrente: Nessuno

Salva modifiche

Annulla

At this point, it is necessary to associate the metacertificate with the users (who will have to take the two courses) and with the Word 2010 and Excel 2010 courses. Click on the “assign metacertificate” icon

Nuovo certificato

Lista meta certificati

Codice	Nome	Descrizione	Template
01	Certificato Word Excel	Il certificato viene rilasciato al termine della fruizione dei corsi Word 2010 e Excel 2010	Template

- Enter the name of the assignment and click on the “Next” button

Assegnazione meta certificati

Nome

Descrizione

[Successivi](#) [Annulla](#)

- Select the users who will take the two courses (You can also choose an organization chart node or a group of users). In our case, we will select Mario Verdi and Luca Rossi. Click on the “Save changes” button

Principale E-Learning Vai a: Learning Management System

Utenti Gruppi Organigramma Ruoli

Ricerca avanzata

2 Seleziona elementi

Seleziona: Tutte le pagine Nessuno

« Inizio « Precedenti 1 2 3 4 » Successivi » Fine » 1 - 25 su 112 25

<input type="checkbox"/>	Username	Cognome	Nome	E-mail	Data ultimo accesso	Data di registrazione
<input type="checkbox"/>	aaaalex	Ale	Ale	ale@ale.it		09-07-2015 11:22
<input type="checkbox"/>	aaalex	Afro	Ale	ale@ale.it		09-07-2015 11:20
<input type="checkbox"/>	aalessadnroo	Afro	Ale	ale@ale.it		09-07-2015 11:11
<input type="checkbox"/>	acarta	Carta	Anna	anna.carta@elearnit.it		05-06-2014 12:41
<input type="checkbox"/>	admin	Affronto	Alessandro	alessandro.affronto@purplenetwork.it	03-11-2015 17:01	00-00-0000 00:00
<input type="checkbox"/>	alberto	Pastorelli	Alberto	a.pastorelli@elearnit.net	08-11-2015 13:11	30-07-2013 11:30
<input type="checkbox"/>	alessandro	Affronto	İÇÇÖöüü\$ŞĞğ	gianluigimammarella@virgilio.it	26-10-2015 11:40	23-07-2013 22:36
<input type="checkbox"/>	alessandro.affronto@purplenetwork.it					27-01-2015 11:18
<input type="checkbox"/>	altraprova					17-11-2014 17:31

- Indicate the two courses that we want to be present in the metacertificate. Following our example, we will indicate Excel 201 and Word 2010. Click on the “Next” button

Assegnazione meta certificati

Categoria

- ☒ COMMERCIALE
- ☒ COMUNICAZIONE
- ☐ Edizioni
- ☒ GESTIONALE
- ☐ MANAGEMENT
- ☐ Office
- ☐ Stand Virtuale



Lista corsi

Codice	Nome corso	Stato
<input checked="" type="checkbox"/> 01Word	Word 2010	Confermato
<input type="checkbox"/>	Iscrizione da catalogo	Disponibile
<input checked="" type="checkbox"/> 01Excel	Excel 2010	Confermato

- In the next screen, we will have to indicate which users must receive the metacertificate and which courses must be passed and indicated in the certificate. In our case, we want both users to receive the metacertificate once they have passed both the Word course and the Excel course. Then click on the “Insert” button

Once the users Mario Verdi and Luca Rossi have completed the two courses, they will be displayed the certificate obtained in the Certificates area.

As administrators, to check the assignment of the metacertificate, we will have to go to: Administration / Elearning / Certificate management / Aggregate certificates and click on the icon of the printer “Meta certificates ready to be generated”

01	Certificato Word Excel	Il certificato viene rilasciato al termine della fruizione dei corsi Word 2010 e Excel 2010	Template		
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- To preview Mario Verdi and Luca Rossi certificates, click on the magnifying glass icon

Emissione meta certificati

Username

Nome

Cognome

release status filter

☒

Tutti

☐

only released

☐

only not released

Filtra per

undo filter

Meta certificati pronti ad essere generati

Nome completo	Username	Titolo		
rossi luca	luca.rossi	Word2010_Excel2010		
verdi mario	mario.verdi	Word2010_Excel2010		

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