Certificate Courses

For some of your courses you might want to issue a certificate upon course completion. 2 options are available for this:

- certificate is issued *automatically* once the contents of the course have been completed by the learner
  In the **Administration Panel > Courses > Your course > Course details** activate the **toggle "Certificate course"**, entry an appropriate certificate title and description and activate the **toggle "Create automatically"**
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- certificate is issued *manually* by an administrator for courses with status complete or passed. Follow the same steps as above, except activating the "Create automatically" toggle
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Issuing a certificate for a course

Once you have created a certificate course and learners have taken and completed the course, if you haven't chosen the "create automatically" option, you will need to create the certificates manually.

In the certificate course, go to **Assigned persons / Completed** (as this would only list the persons who can be issued a certificate), click on the dropdown **Actions** and select the option **Create certificate**.

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Select a specific person or all persons from the list and click on the **Create certificate** button. The certificate will be generated and the learner will get a notification to alert him to this, with a direct link to the certificate in his profile.

As an administrator, you can also see the certificates, either:

- in course view > Certificates
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- in person view > Certificates
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Management of course certificates

Download certificate(s)

- download an individual certificate (for a specific person/course)
  - Either go to **Courses > Course > Certificates** > click on the Person's name and then on the Download button
  - Or go to **Persons > Person > Certificates** > click on the certificate course name and Download it from there
- download all certificates for a course or for a person
  - **Persons > Person > Certificates** > remain on the list view and click Download. Select the radiobutton for all certificates and click Download, thereby generating a zip file that you can save and that contains all pdf certificates of the person
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  - A similar procedure can be initiated to generate a zip file for all certificates obtained by learners in a course. Follow the same path starting from the certificate course.

Delete certificate(s)

- bulk deletion of certificates in a course is not possible
- go the Course > Certificates > click a person's name > click on the Functions button > select Delete. The certificate will be removed from the listing and from the learner's profile as well

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> 1. Administrators can delete all certificates from a person's profile (manually generated, automatically generated at course completion, imported certificates)
> 2. Learners can only delete manually generated certificates by an administrator and imported certificates (either imported by themselves or by the administrator). Automatically generated certificates cannot be deleted by the person in his/her profile

Import certificate

If you would like to import a certificate (only pdf upload available), search the Person in the Person administration, go to the Certificates tab, click the Functions button and select Import

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Select the desired pdf file, enter a certificate title and click on Import. The certificate will be listed along all the other certificates for this user.

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Special cases for certificate courses

What happens with prior bookings if I transform a course to a certificate course? Will they automatically get issued a certificate as well?

No. If you change the course to a certificate course after learners have already completed the course, you will have to issue the certificates manually (see Certificate Course).

Users assigned to the course after the change will be automatically issued with a certificate if you've chosen the automatic issuing of certificates (see Certificate Course).

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