



Courses: Certificate options

A certificate can be either auto-generated by the system upon Course completion or manually given to users by Learning administrators in their training record.

The below methods will suit different situations and whether the Course content was completed on the intranet or externally.

Auto-generated

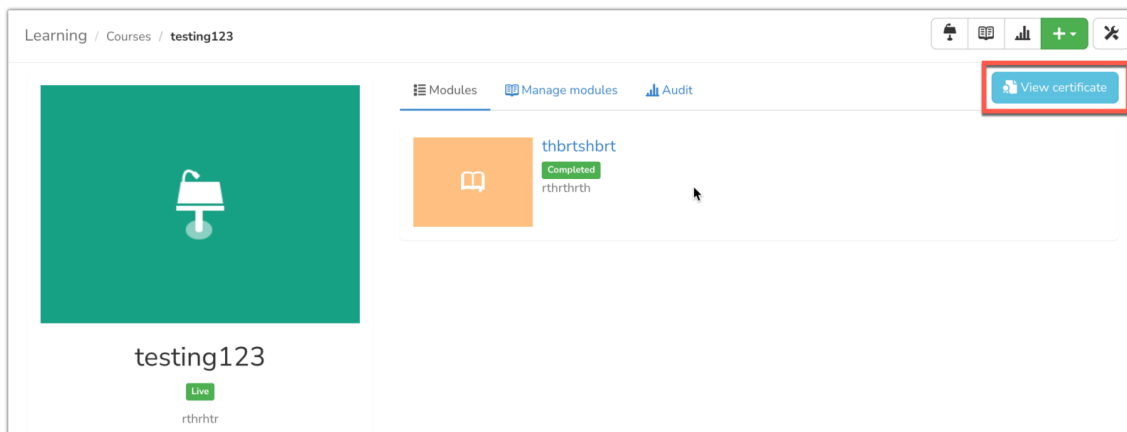
Can be enabled from **Admin > Courses**:

A screenshot of the 'Admin > Courses (e-learning) / Preferences' page. The left sidebar contains a list of navigation items: 'Admin Permissions', 'Course Permissions', 'Module Permissions', 'Manage Categories', and 'Preferences' (which is highlighted). The main content area is titled 'Preferences' and contains several settings. The 'Email Reminder' setting has a dropdown set to '7' and the text 'Default value for modules to send a reminder email if user(s) has not yet completed module within'. The 'Certificate' setting is highlighted with a red box; it has the description 'Allow users to obtain an automatically generated certificate upon completion of a course.' and two radio buttons, 'Off' and 'On', with 'On' being selected. The 'Launch Module' setting has a description 'The method used to display module material to a user (applies to SCORM, Embed Code and Video material only).', 'Open pop-up window', and 'Embed in the same window' (selected). The 'File Downloads' setting has a checked checkbox and the text 'Show download buttons for web-supported video (.mp4) audio (.mp3), images (.gif .jpg .jpeg .png) and pdf file formats. Download button will always be shown for other file formats such as MS Word, Excel, or PowerPoint.'. The 'Module Report Score' setting has an unchecked checkbox and the text 'Show score column in modules report. Not all modules store a score so it may be useful to not display the score column.'. A 'Submit' button is at the bottom right.

Once enabled users will receive a hardcoded certificate like the below once they complete a Course:



The certificate will only appear when looking at the Course:

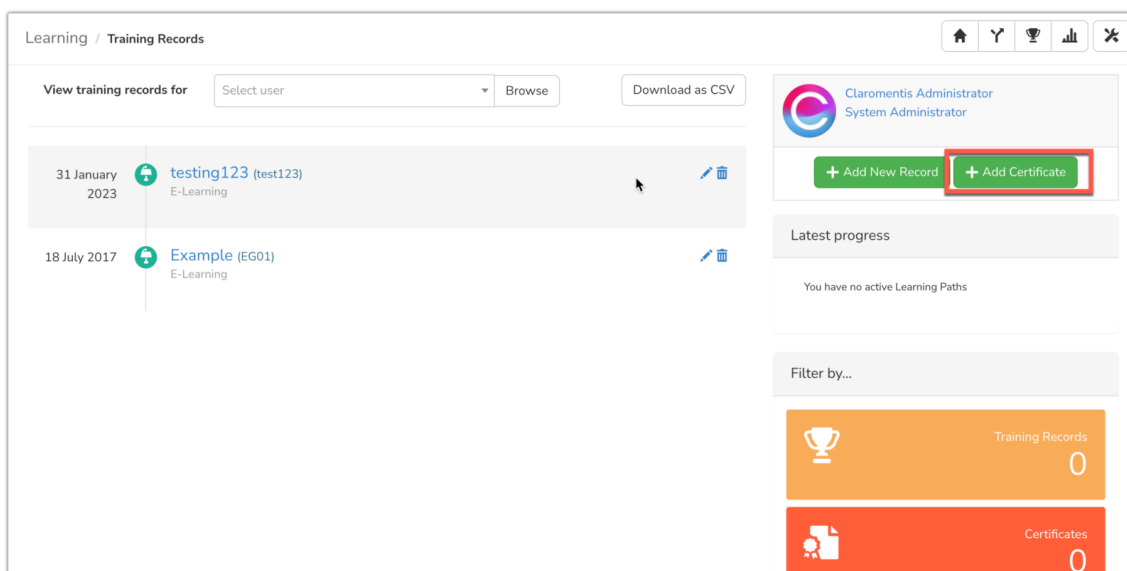


Please note: This certificate design can only be altered using custom work. If you are interested in what is possible raise a ticket outlining your requirements [here](#).

Added by administrators

- Individually

From a user training record select the 'Add certificate' option:



A PDF or image can be uploaded as well as other metadata...

Learning / Training Records / Add/Edit Certificate Details

Certificate Name *

Certificate PDF No file chosen

Certificate Image

Online Certificate URL

License No.

Valid from

Valid to

☐ Send notification to the user that their certificate has been updated

... once saved it will appear on that user's training record:

Learning / Training Records

View training records for

31 January 2023 testing123 (test123) E-Learning

31 January 2023 testing Certificate

18 July 2017 Example (EG01) E-Learning

Claromentis Administrator
System Administrator

Latest progress

You have no active Learning Paths

Filter by...

Training Records 0

Certificates 1

- To multiple users at once (as a new training record entry)

From a user's training record click 'Add new record'...

Learning / Training Records

View training records for

11 January 2023 hrtv Training Record

18 July 2017 Claromentis Beginner (CLAWEEG) Learning Path

18 July 2017 Claromentis Drop-In Session (CLARODROP) Event

18 July 2017 Claromentis Essentials (CLAESS) E-Learning

Abigail Clark
Human Resources Assistant

Latest progress

Claromentis Digital Workplace
Points: 40/40 100%

Filter by...

... the option to assign to multiple users will appear as well as the ability to select that this has a certificate:

Learning / Training Records / Add/Edit Record Details

Select Users *

Training Name *

Training Provider

Date Completed *

☒ Has a Certificate?

Qualification Code

Other Information

No auto-generation or upload of the certificate is required, instead, the system will simply create an entry for the 'certificate' in the training record.

Learning / Training Records

View training records for

testing123

11 January 2023

Training Record

Claroments Beginner (CLAWESG)

18 July 2017

Learning Path

Claroments Drop-In Session (CLARODROP)

18 July 2017

Event

Claroments Essentials (CLAESS)

18 July 2017

E-Learning

1-2-1 Training with Manager (CLAROTAT)

17 July 2017

Training Record

Abigail Clark
 Human Resources Assistant

Latest progress

Claroments Digital Workplace
 Points: 40/40

100%

Filter by...

Training Records

2

Learning / Training Records / View Training Record

testing123

Training Provider

Date Completed

test

Valid from