



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

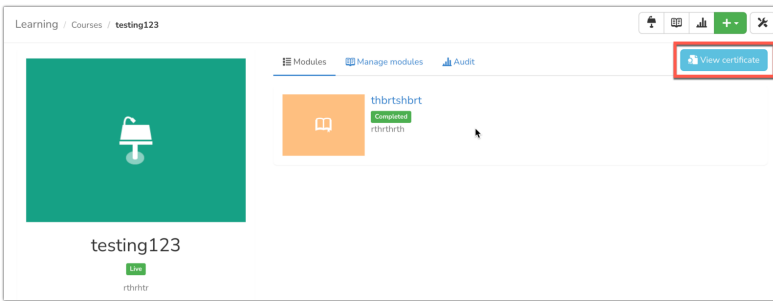
Can be enabled from **Admin > Courses**:

A screenshot of the 'Admin > Courses (e-learning) > Preferences' page. The 'Certificate' option is highlighted with a red box. The 'Certificate' section has a description: 'Allow users to obtain an automatically generated certificate upon completion of a course.' Below this, there are two radio buttons: 'Off' and 'On', with 'On' selected. Other options visible include 'Email Reminder' (set to 7 Days), 'Launch Module' (set to 'Embed in the same window'), 'File Downloads' (checked), and 'Module Report Score' (unchecked). A 'Submit' button is at the bottom.

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

A screenshot of a generated 'Certificate of Completion'. The certificate is framed in blue and contains the following text: 'Certificate of Completion', 'Awarded to Claromentis Administrator', 'for completion of the following course testing123', 'Completed on 31 January 2023', 'Valid until 1 February 2023', and 'Endorsed by Claromentis Administrator'. A red star is centered on the certificate. A 'Download as PDF' button is at the bottom.

The certificate will only appear when looking at the Course:

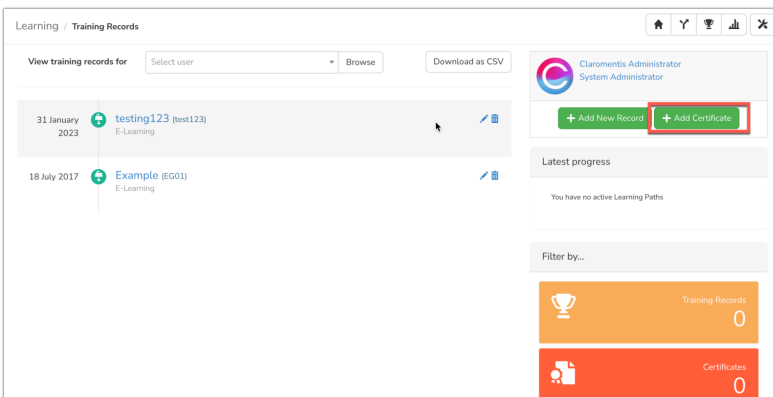


Please note: This certificate design can only be altered using custom work. If you are interested in what is possible raise a ticket outlining your requirements [here](#).

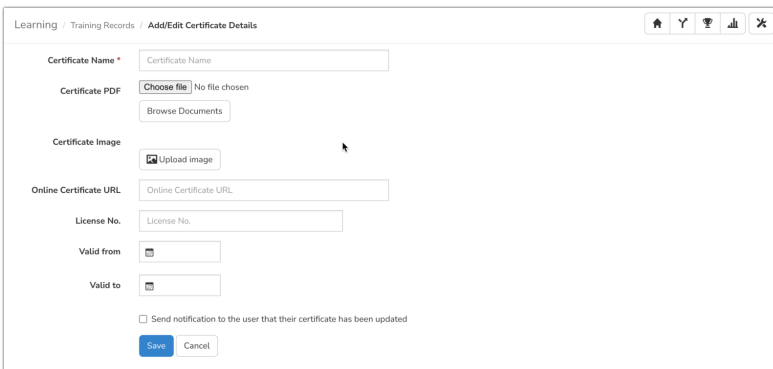
Added by administrators

- Individually

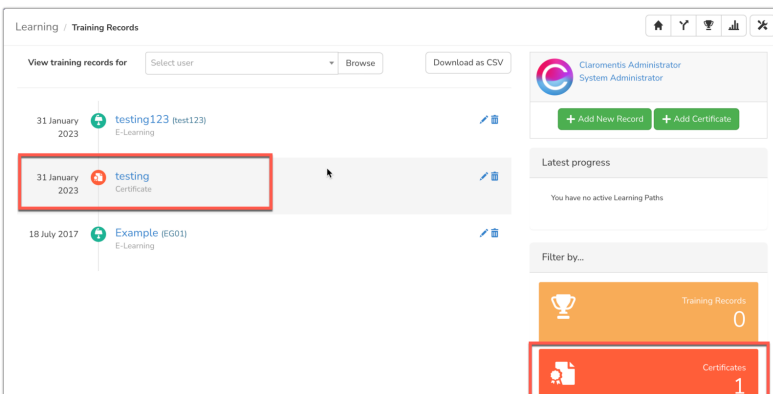
From a user training record select the 'Add certificate' option:



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

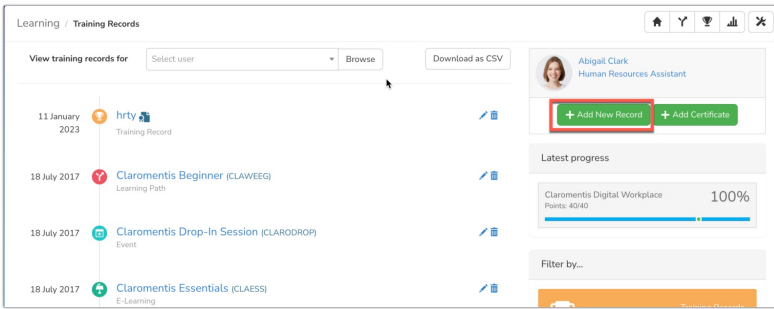


... once saved it will appear on that user's training record:

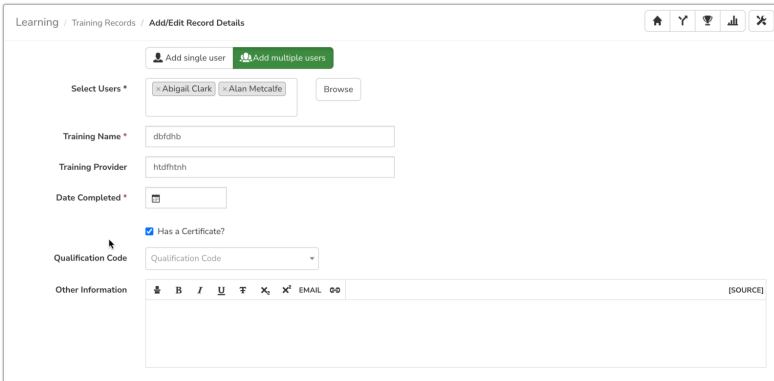


- To multiple users at once (as a new training record entry)

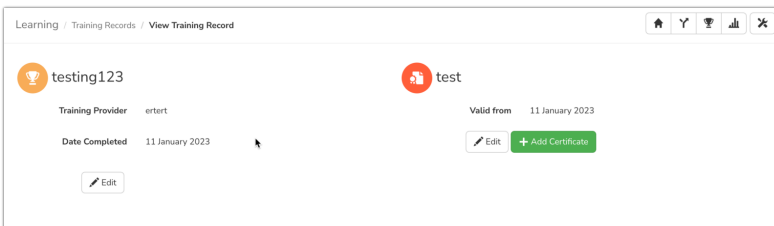
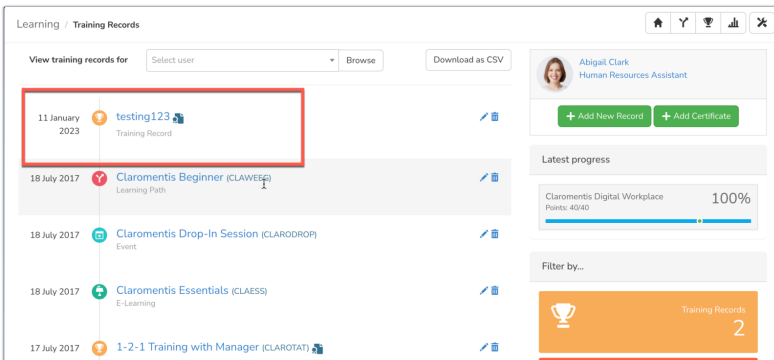
From a user's training record click 'Add new record'...



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



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.



Last modified on 7 September 2023 by Veronica Kim

Created on 7 September 2023 by Hannah Door

Tags: certificate, courses