

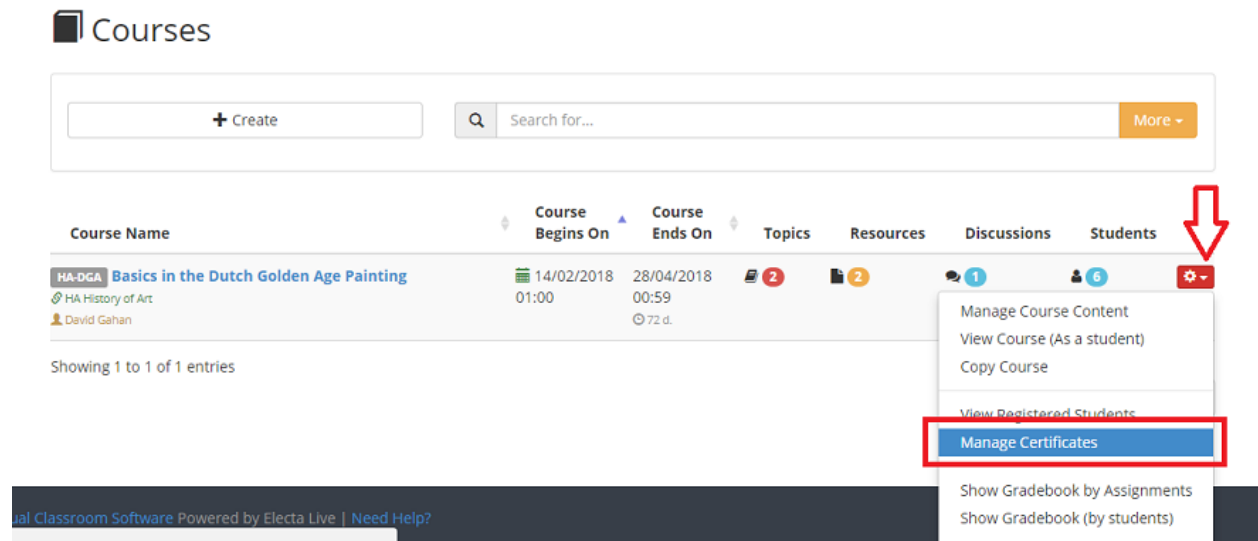
Issue Certificates and Diplomas

This article explains how to issue a certificate or diploma for students from already prepared templates.

Electa LMS provides several standard templates to use for your course certificates and diplomas. You can also create custom templates with your design and logo, see [How to create custom certificate and diploma templates](#).

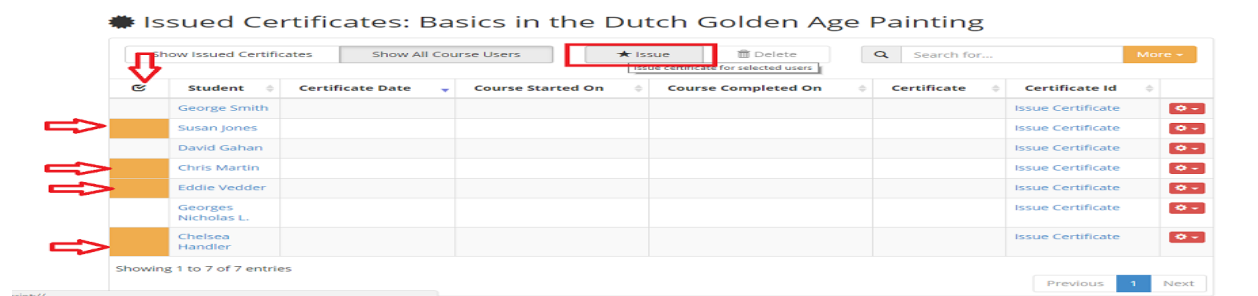
Teachers can issue certificates for a course, as follows:

Click **Courses > Course Manager or (Courses > My courses)**. Click the **red options button** next to your course then click **Manage Certificates**.



The screenshot shows the 'Courses' page in the Electa LMS interface. At the top, there is a '+ Create' button and a search bar. Below this is a table of courses. The first course listed is 'HA-DGA Basics in the Dutch Golden Age Painting' by David Gahan. To the right of the course name, there are columns for 'Course Begins On' (14/02/2018 01:00), 'Course Ends On' (28/04/2018 00:59), 'Topics' (2), 'Resources' (2), 'Discussions' (1), and 'Students' (6). A red arrow points to a red gear icon (options button) next to the 'Students' count. A dropdown menu is open, showing several options: 'Manage Course Content', 'View Course (As a student)', 'Copy Course', 'View Registered Students', 'Manage Certificates' (highlighted with a red box), 'Show Gradebook by Assignments', and 'Show Gradebook (by students)'.

On the Issued certificates page click on the **Show All Course Users** tab to see all your enrolled students. Select one or more students by using the first column of your list and click the **Issue** button on top. You can also issue a certificate for one individual user by just clicking **Issue Certificate link** in the column Certificate Id.



The screenshot shows the 'Issued Certificates' page for the course 'Basics in the Dutch Golden Age Painting'. At the top, there are tabs for 'Show Issued Certificates' and 'Show All Course Users'. The 'Show All Course Users' tab is selected. To the right of the tabs, there is a red box around the 'Issue' button, with a tooltip that says 'Issue certificate for selected users'. Below the tabs is a table with columns: 'Student', 'Certificate Date', 'Course Started On', 'Course Completed On', 'Certificate', and 'Certificate Id'. The table lists seven students: George Smith, Susan Jones, David Gahan, Chris Martin, Eddie Vedder, Georges Nicholas L., and Chelsea Handler. Red arrows point to the first column of the table, indicating that students can be selected. The 'Certificate' column contains links to 'Issue Certificate' for each student. The 'Certificate Id' column contains a red minus icon for each student. At the bottom, there is a 'Showing 1 to 7 of 7 entries' message and a pagination bar with 'Previous', '1', and 'Next' buttons.

Issue Certificates and Diplomas

On the **Issue Certificates** window use the drop-down menu to select a template. You can choose the **date of the certificate**, the start and completion date of your course are automatically filled, but you can change these if needed.

Optionally you can fill in a note which is only printed on certificates with a proper notes place holder (see [Upload Custom Certificates](#))

To send links for these certificates to your students select the email option at the end of the window. Click the Apply button to finish the action.

Issue Certificates

You are about to issue new certificates for selected student(s).

Certificate

- Certificate of Participation - Template
- Certificate of Participation - Template
- General Certificate - Template
- Certificate of Completion - Template**

14/02/2018

Course Started On 14/02/2018 **Course Completed On** 27/04/2018

Note

☒ E-mail certificates to students

Apply **Cancel**

You can view your issued certificates by clicking on the **Show Issued Certificates** button in the above the table. You can **preview** each diploma by clicking on the **Certificate Id** link.

In addition, all issued certificates for all courses are available from the main menu **Courses > Issued Certificates and Diplomas**.

Certificates are regular PDF files. They can be downloaded and printed as regular PDFs.

Issue Certificates and Diplomas

<http://support.e-lecta.com/Knowledgebase/Article/50110>