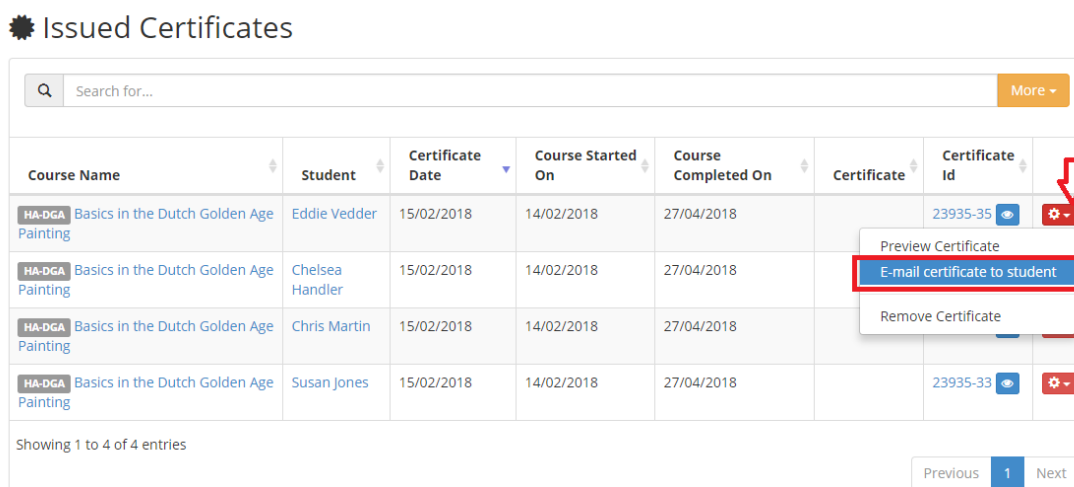


Send certificate or diploma by email

This article explains how teachers can e-mail already issued certificate or diploma to a student, it can be done from two different sources.

Open from the main menu **Courses > Issued Certificates and Diplomas**. Click on the **red option button** in the row of the chosen student and click on **E-mail certificate** to student from dropdown menu.



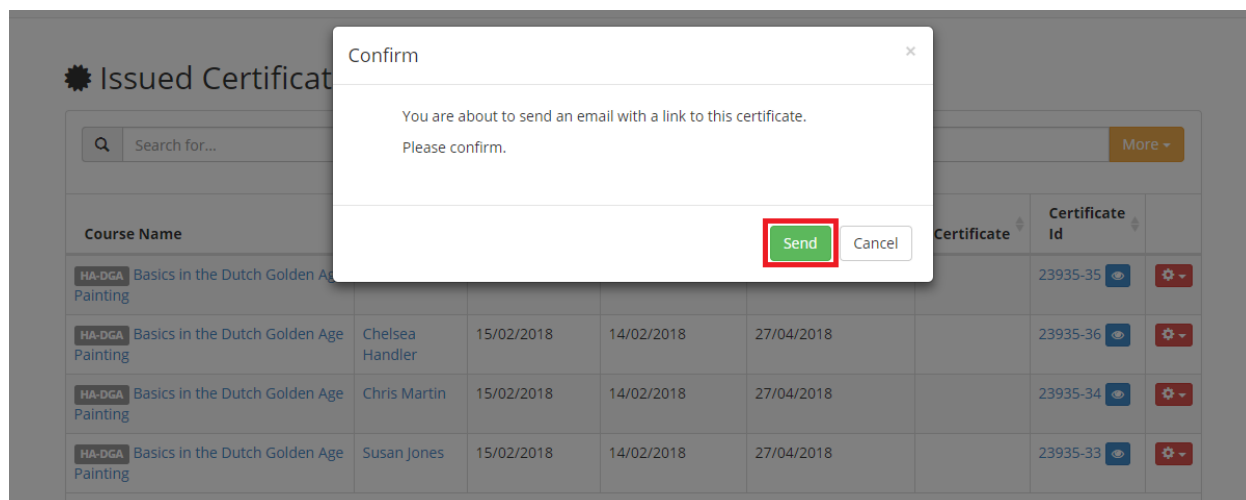
The screenshot shows the 'Issued Certificates' page with a search bar and a table of certificates. A dropdown menu is open for the first row, highlighting the 'E-mail certificate to student' option.

Course Name	Student	Certificate Date	Course Started On	Course Completed On	Certificate	Certificate Id
HA-DGA Basics in the Dutch Golden Age Painting	Eddie Vedder	15/02/2018	14/02/2018	27/04/2018		23935-35
HA-DGA Basics in the Dutch Golden Age Painting	Chelsea Handler	15/02/2018	14/02/2018	27/04/2018		
HA-DGA Basics in the Dutch Golden Age Painting	Chris Martin	15/02/2018	14/02/2018	27/04/2018		
HA-DGA Basics in the Dutch Golden Age Painting	Susan Jones	15/02/2018	14/02/2018	27/04/2018		23935-33

Showing 1 to 4 of 4 entries

Previous 1 Next

Click Send button in the Confirm window. Student will get an e-mail with a link of the certificate. By clicking on the link student can download or print certificate as regular PDFs.



The screenshot shows a 'Confirm' dialog box overlaid on the 'Issued Certificates' table. The dialog box contains the text: 'You are about to send an email with a link to this certificate. Please confirm.' The 'Send' button is highlighted with a red box.

Confirm

You are about to send an email with a link to this certificate.
Please confirm.

Send Cancel

or

Send certificate or diploma by email

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

On the **Issued certificates** page click on the **Show Issued Certificates** tab. Click on the **red option button** in the row of the chosen student and click on **E-mail certificate** to student from dropdown menu.

Issued Certificates: Basics in the Dutch Golden Age Painting

Show Issued Certificates Show All Course Users ★ Issue Delete Search for... More

Student	Certificate Date	Course Started On	Course Completed On	Certificate	Certificate Id
Eddie Vedder	15/02/2018	14/02/2018	27/04/2018		23935-35
Chelsea Handler	15/02/2018	14/02/2018	27/04/2018		
Chris Martin	15/02/2018	14/02/2018	27/04/2018		
Susan Jones	15/02/2018	14/02/2018	27/04/2018		

Showing 1 to 4 of 4 entries

Click Send button in the Confirm window to finish the action.

Student will get an e-mail with a link of the certificate. By clicking on the link student can download or print certificate as regular PDFs.

Electa Live Virtual Classroom, LMS - Help & Support Portal
<http://support.e-lecta.com/Knowledgebase/Article/50111>