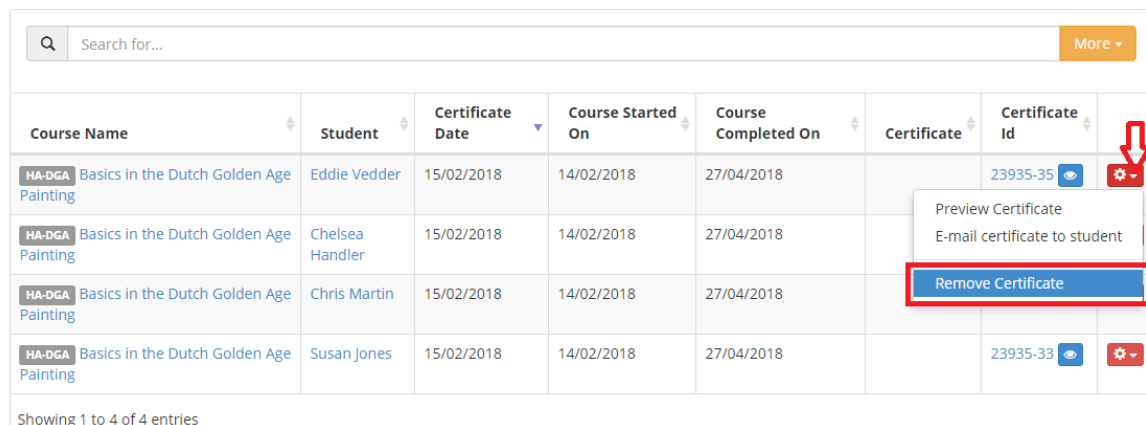


## Delete issued certificate or diploma

This article explains how teachers can delete already issued certificate or diploma for a student, you can do it 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 **Remove certificate** from dropdown menu.

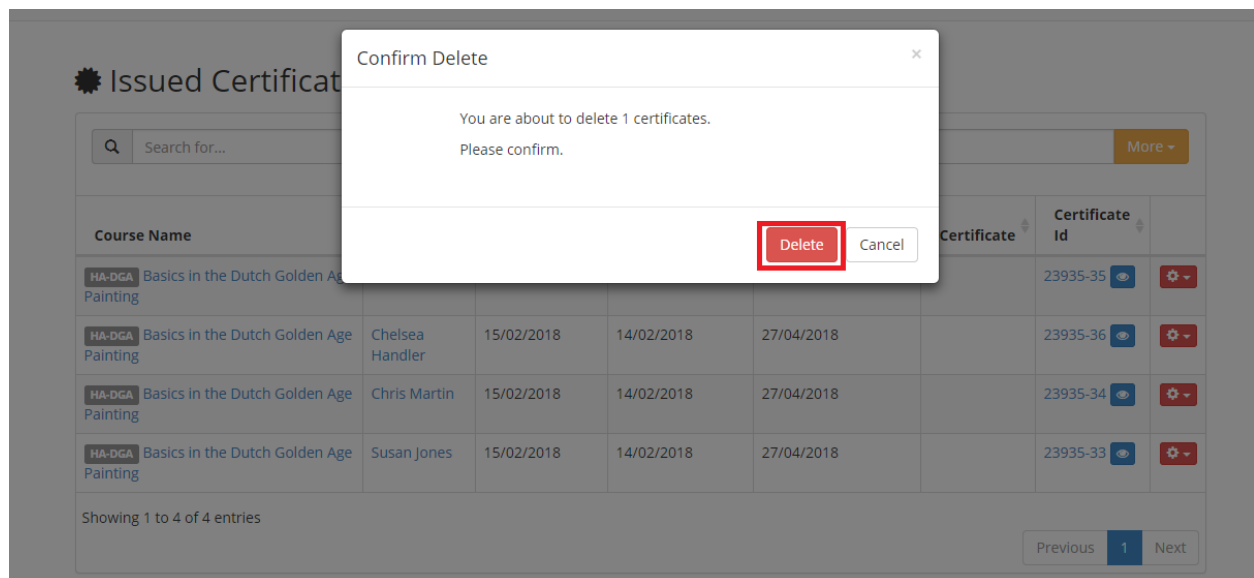
### Issued Certificates



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

Click Delete button in the **Confirm Delete** window.



or

## Delete issued certificate or diploma

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 to see all students with issued certificates. Click on the **red option button** in the row of the chosen student and click on **Remove certificate** 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

Previous 1 Next

*Note: In the screenshot, a dropdown menu is open for the first row, showing options: Preview Certificate, E-mail certificate to student, and Remove Certificate. The 'Remove Certificate' option is highlighted with a red box.*

Click Delete button in the **Confirm Delete** window to finish the action.

There is also an option to delete a few or all of issued certificates at once. Select one or more students by using the first column of your list and click the Delete button on top.

☀ 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	
<input checked="" type="checkbox"/>	Eddie Vedder	15/02/2018	14/02/2018	27/04/2018	23935-35	
<input type="checkbox"/>	Chelsea Handler	15/02/2018	14/02/2018	27/04/2018	23935-36	
<input checked="" type="checkbox"/>	Chris Martin	15/02/2018	14/02/2018	27/04/2018	23935-34	
<input type="checkbox"/>	Susan Jones	15/02/2018	14/02/2018	27/04/2018	23935-33	

Showing 1 to 4 of 4 entries

*Note: In the screenshot, the 'Delete' button in the top navigation bar is highlighted with a red box. Red arrows point to the first and third rows of the table, where the selection checkboxes are checked.*

Click Delete button on the **Confirm Delete** window to finish the action.

Delete issued certificate or diploma

Electa Live Virtual Classroom, LMS - Help & Support Portal

<http://support.e-lecta.com/Knowledgebase/Article/50112>