



## 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.

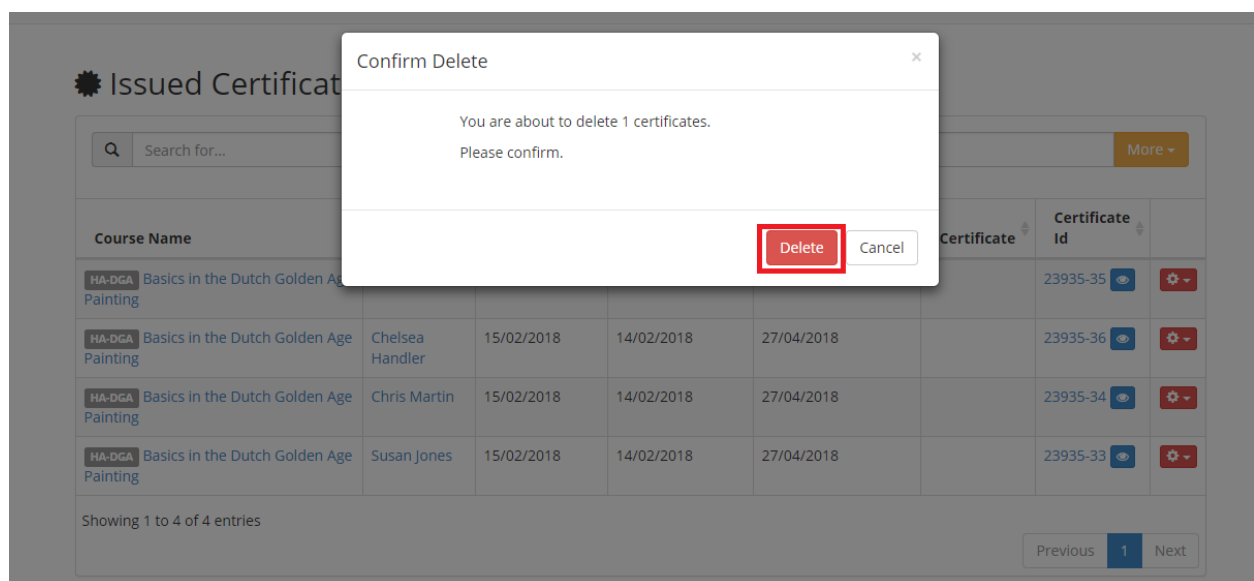
Open from the main menu **Courses > Issued Certificates and Diplomas**. Click on the **red option button** in the row of the chosen student and click on **Remove certificate** from dropdown menu.

### Issued Certificates

Q Search for... More ▾							
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

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Preview Certificate  
E-mail certificate to student  
Remove Certificate

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	
☑️	Eddie Vedder	15/02/2018	14/02/2018	27/04/2018		23935-35	⚙️
☑️	Chelsea Handler	15/02/2018	14/02/2018	27/04/2018		23935-36	⚙️
☑️	Chris Martin	15/02/2018	14/02/2018	27/04/2018		23935-34	⚙️
	Susan Jones	15/02/2018	14/02/2018	27/04/2018		23935-33	⚙️

Showing 1 to 4 of 4 entries

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

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Electa Live Virtual Classroom, LMS - Help & Support Portal

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