

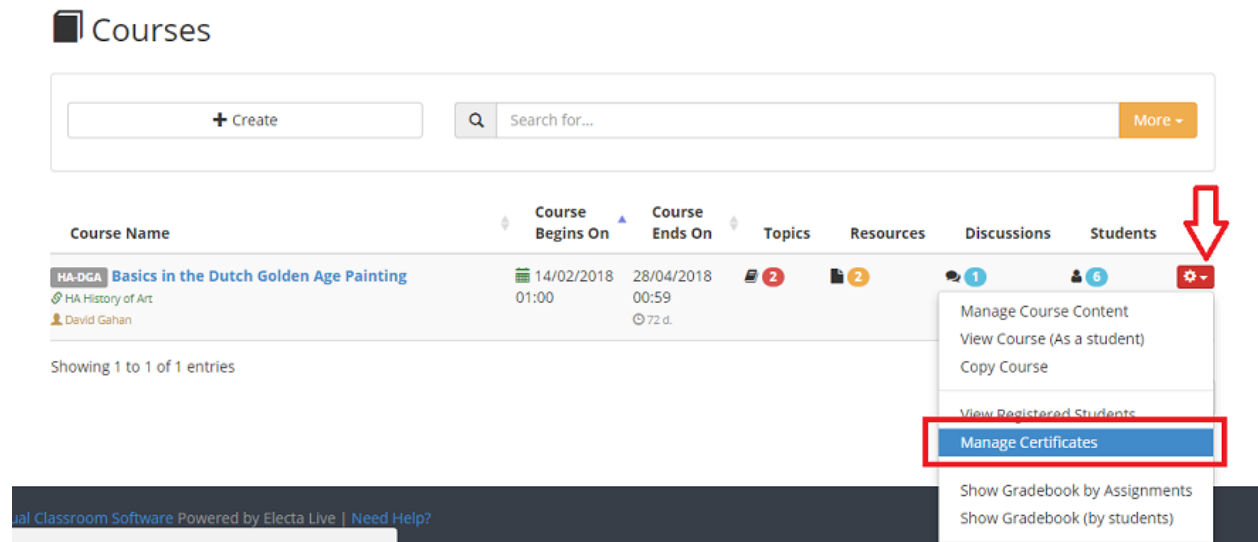
Issue Certificates and Diplomas

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:

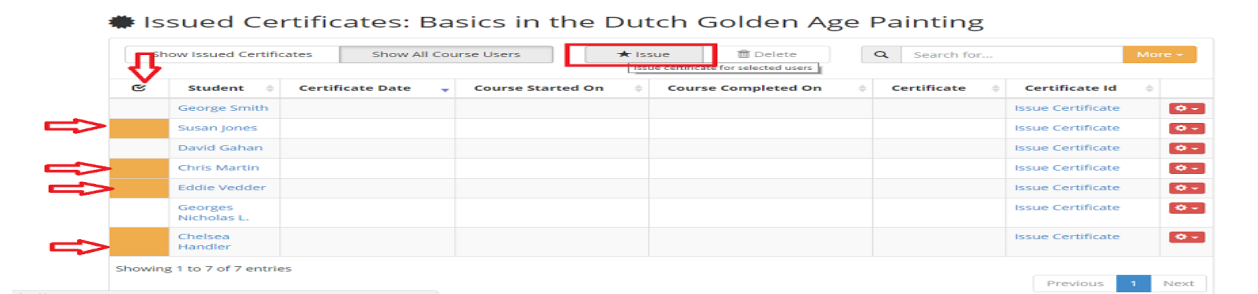
Click **Courses > Course Manager or (Courses > My courses)**. Click the **red options button** next to your course then click **Manage Certificates**.



The screenshot shows the 'Courses' management interface. At the top, there is a '+ Create' button and a search bar. Below is a table of courses. The course 'Basics in the Dutch Golden Age Painting' is selected. A dropdown menu is open next to it, showing options like 'Manage Course Content', 'View Course (As a student)', 'Copy Course', 'View Registered Students', 'Manage Certificates', 'Show Gradebook by Assignments', and 'Show Gradebook (by students)'. The 'Manage Certificates' option is highlighted with a red box. A red arrow points to the settings icon in the course header.

Course Name	Course Begins On	Course Ends On	Topics	Resources	Discussions	Students	
HA-DGA Basics in the Dutch Golden Age Painting HA History of Art David Gahan	14/02/2018 01:00	28/04/2018 00:59 72 d.	2	2	1	6	

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 'Issue' button is highlighted with a red box. Below is a table of students with columns for 'Student', 'Certificate Date', 'Course Started On', 'Course Completed On', 'Certificate', and 'Certificate Id'. Red arrows point to the selection checkboxes in the first column and the 'Issue Certificate' links in the 'Certificate Id' column.

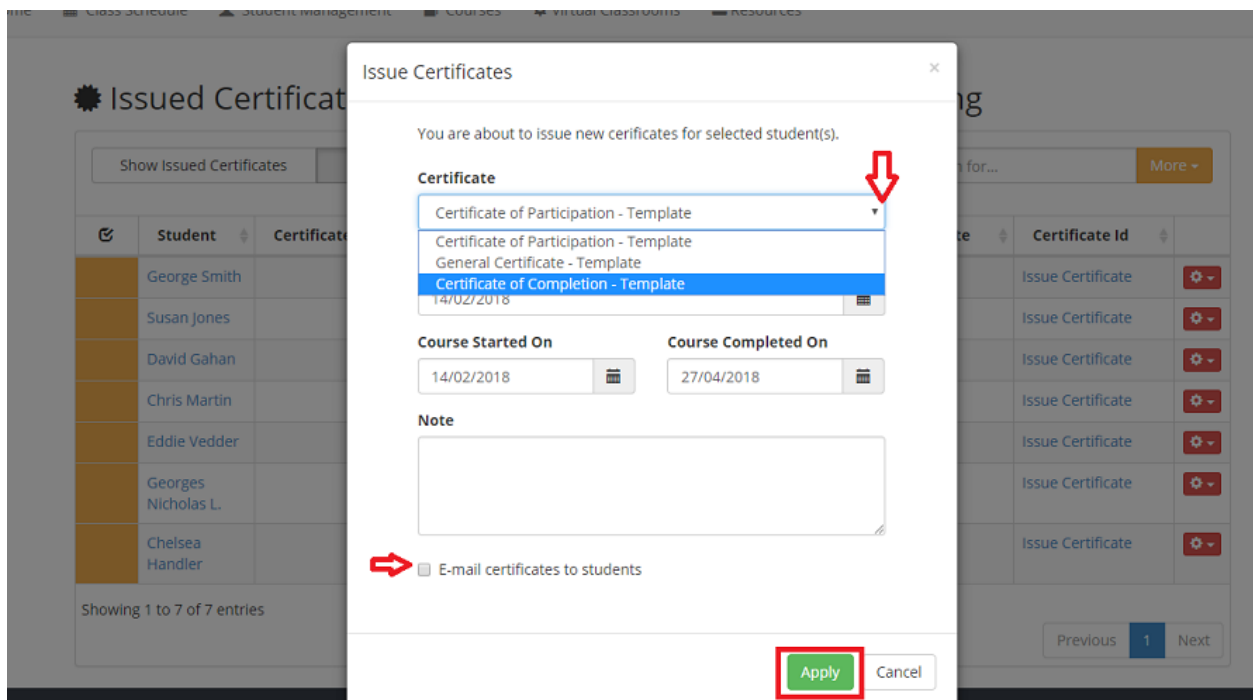
Student	Certificate Date	Course Started On	Course Completed On	Certificate	Certificate Id
<input type="checkbox"/>	George Smith			Issue Certificate	Issue Certificate
<input type="checkbox"/>	Susan Jones			Issue Certificate	Issue Certificate
<input type="checkbox"/>	David Gahan			Issue Certificate	Issue Certificate
<input type="checkbox"/>	Chris Martin			Issue Certificate	Issue Certificate
<input type="checkbox"/>	Eddie Vedder			Issue Certificate	Issue Certificate
<input type="checkbox"/>	Georges Nicholas L.			Issue Certificate	Issue Certificate
<input type="checkbox"/>	Chelsea Handler			Issue Certificate	Issue Certificate

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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.



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.

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