

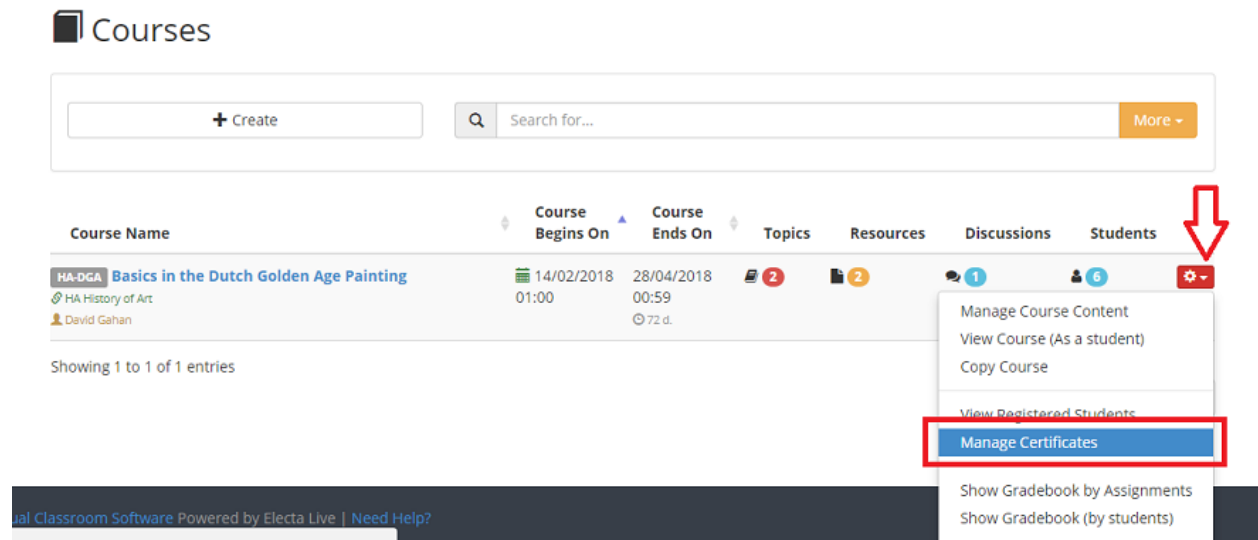
Issue Certificates and Diplomas

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](#).

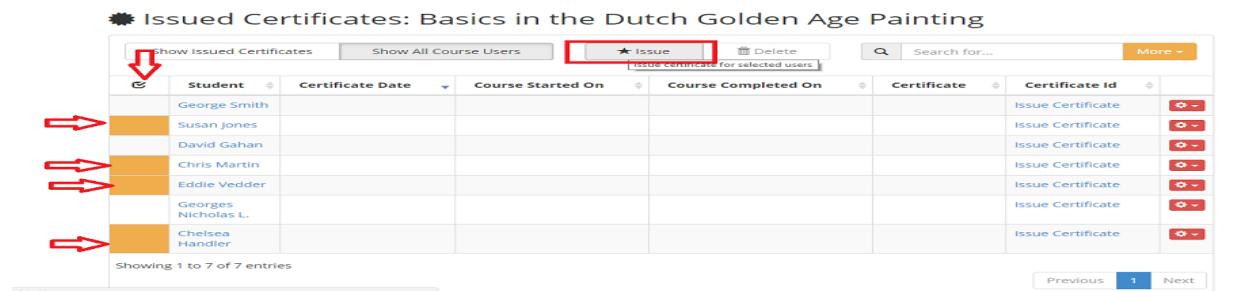
Teachers can issue certificates for a course, as follows:

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 first course is 'HA-DGA Basics in the Dutch Golden Age Painting'. A red arrow points to the gear icon (options button) next to this course. 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)'. At the bottom left, there is a footer: 'Electa Classroom Software Powered by Electa Live | Need Help?'.

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: 'Show Issued Certificates', 'Show All Course Users', and 'Issue' (highlighted with a red box). There is also a 'Delete' button and a search bar. Below is a table with columns: 'Student', 'Certificate Date', 'Course Started On', 'Course Completed On', 'Certificate', and 'Certificate Id'. The 'Certificate Id' column contains 'Issue Certificate' links for each student, which are highlighted with red boxes. Red arrows point to the selection checkboxes in the first column of the table. At the bottom, there is a footer: 'Showing 1 to 7 of 7 entries' and navigation buttons 'Previous', '1', 'Next'.

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.

The screenshot shows the 'Issue Certificates' dialog box. The 'Certificate' dropdown menu is open, showing three options: 'Certificate of Participation - Template', 'General Certificate - Template', and 'Certificate of Completion - Template'. The 'Course Started On' date is 14/02/2018 and the 'Course Completed On' date is 27/04/2018. The 'Note' field is empty. The 'E-mail certificates to students' checkbox is unchecked. The 'Apply' button is highlighted with a red box. The background shows a table of issued certificates with columns for 'Student' and 'Certificate Id'.

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

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