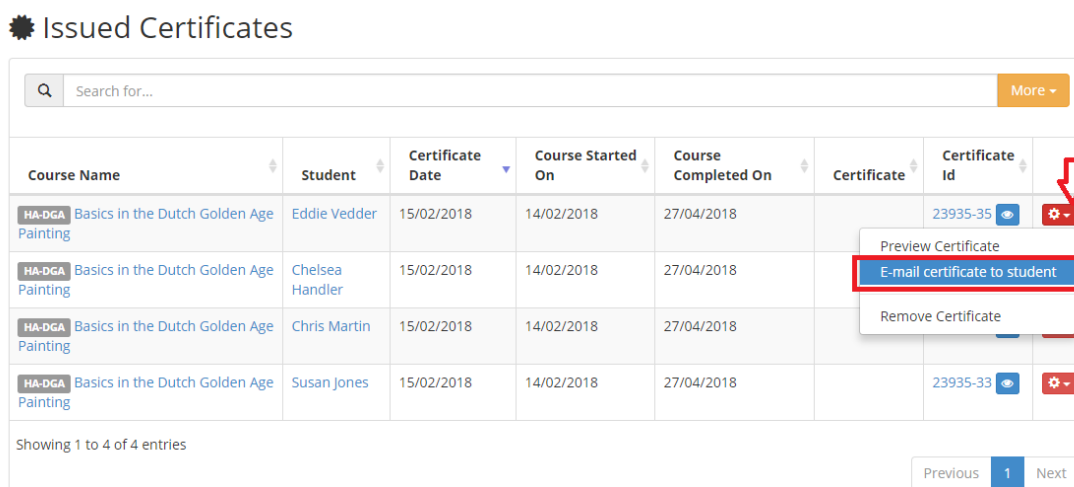


## Send certificate or diploma by email

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

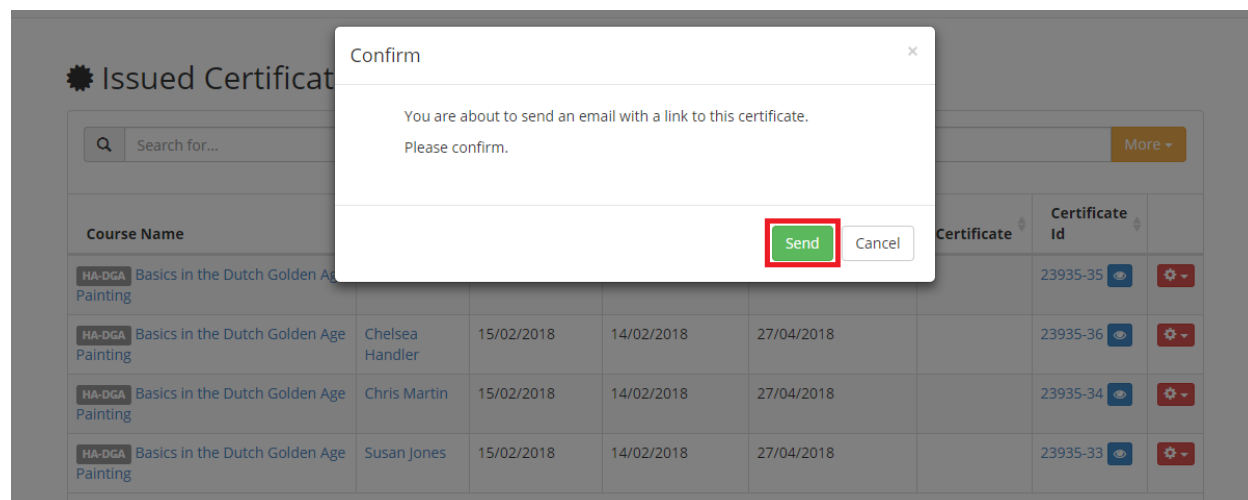
Open from the main menu **Courses > Issued Certificates and Diplomas**. Click on the **red option button** in the row of the chosen student and click on **E-mail certificate** to student from dropdown menu.



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, showing options: 'Preview Certificate', 'E-mail certificate to student' (highlighted with a red box), and 'Remove Certificate'. A red arrow points to the red gear icon in the 'Certificate' column of the first row.

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

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.

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		23935-36
HA-DGA Basics in the Dutch Golden Age Painting	Chris Martin	15/02/2018	14/02/2018	27/04/2018		23935-34
HA-DGA Basics in the Dutch Golden Age Painting	Susan Jones	15/02/2018	14/02/2018	27/04/2018		23935-33

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

Preview Certificate  
E-mail certificate to student  
Remove Certificate

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  
<https://support.e-lecta.com/Knowledgebase/Article/50111>