

CREATING A CERTIFICATE

Add certificates to your course that can be issued to learners who complete a program or meet other criteria. This tutorial shows how to create a new certificate and add it to your course.

Step 1.

To begin, from the awards tool, click **Course Awards**. Click **Add Award to Course** to add a badge or certificate. You can add an existing award created by your organization, or you can create a new award and add it to the course.

Step 2.

For this example, click **Create**. Enter a name and a description for the award. Next, select an award type. Click the award type dropdown list and select certificate. In the **Availability** section, you can choose to share your awards with your other courses, with other awards creators, or restrict their use to child org units. You may also change the award's expiry settings.

Step 3.

Next choose an image for the certificate's icon. You can select an existing image, upload a new one, or create your own.

Step 4.

For this example, click **From Existing Library**. Browse through the library of images. Select an image and click **Select**. Now choose a certificate template. Note: Certificate templates are PDF forms that can be used to generate printable certificates. These templates use replacement strings to incorporate dynamic data into certificates. For instance, this sample certificate template uses replacement strings to generate certificates with the recipient's name, the award description and more. You can upload a new template or select an existing one.

Step 5.

To select an existing template, click **From Existing Library**. Navigate to and select a template. Then, click **Select**. Make any necessary modifications to the award issuer information. When you are ready, click **Save and Close**. The newly created certificate appears in the **Course Awards** list.

Step 6.

You can now award it to students manually from the **Classlist Awards** page. Or, from **Edit Properties**, you can add release conditions that will automatically award the certificate to learners when the release conditions are met.

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If you still require assistance on the matter, CITL offers support for your online course issues. Please contact our Support Centre at <https://citl.mun.ca/support/>