

# Certificates of Completion

Create a certificate that can be issued automatically upon completion of a program or group of activities. There is a custom certificate plug-in option, but you do have the ability to redesign the certificate as well.

- Create a certificate by clicking the add activity or resource button → Custom Certificate and build the certificate in the screen that comes up. Things to note:
  - Options: Change to yes if you want the student and/or teacher emailed when a student receives a certificate.
  - Issue Options: Delivery – recommend changing to “Send to Browser and Force Download” so that student does not navigate away from page and lose their certificate.
  - Options: require time in course to receive a certificate if applicable
  - Restrict Access: Add restrictions (such as a required grade) to receive certificate
- Edit/Customize the Certificate
  - Select the certificate you just created from the main course page
  - Click the settings gear icon in the upper right corner → Edit Certificate
  - Change size to regular paper (8.5x11) landscape, change the width and height. They are in millimeters – W 279, H 216 is as close as you can come
  - Add Elements – Click the option box with toggle arrows to choose an element → Click Add Element button, change font, size and color as needed → save changes
    - Repeat to include all the elements you want (Background Image, Text, Student Name, Date, Code, Teacher Name, etc.)
    - Use Text elements to add things like “On this day”, “successfully completed”, “Instructor”
  - Reposition Elements – click the hyperlink under the elements to reposition them on the page like you want
    - Note: you can make changes to font, etc. in preview mode by double clicking
    - Click Save and preview, adjust as needed
  - Background Image – once uploaded, click save – then click the edit button next to the background image to choose the image as the background you want displayed (to the right of image – choose course image... Click Save
- Templates – click the manage template button to build a custom certificate you can use and edit to meet your needs going forward.