

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's a '+ Create' button and a search bar. Below, a table lists courses. The first course is 'HA-DGA Basics in the Dutch Golden Age Painting' by David Gahan, starting on 14/02/2018 and ending on 28/04/2018. To the right of the course name is a red gear icon (options button). A red arrow points to this icon, and a dropdown menu is open, showing options like '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)'.

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 'Show All Course Users' tab is selected. Below the tabs is a table with columns: Student, Certificate Date, Course Started On, Course Completed On, Certificate, and Certificate Id. The 'Certificate' column contains links to 'Issue Certificate' for each student. The 'Certificate Id' column contains a red gear icon for each student. A red arrow points to the 'Issue' button at the top of the table. Another red arrow points to the 'Issue Certificate' link in the 'Certificate' column for the first student, George Smith. A third red arrow points to the red gear icon in the 'Certificate Id' column for the first student. The table shows 7 entries, with the first one highlighted in orange.

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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.

Issue Certificates

You are about to issue new certificates for selected student(s).

Certificate

Certificate of Participation - Template
Certificate of Participation - Template
General Certificate - Template
Certificate of Completion - Template
14/02/2018

Course Started On 14/02/2018 **Course Completed On** 27/04/2018

Note

☒ E-mail certificates to students

Apply Cancel

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>