



## Send certificate or diploma by email

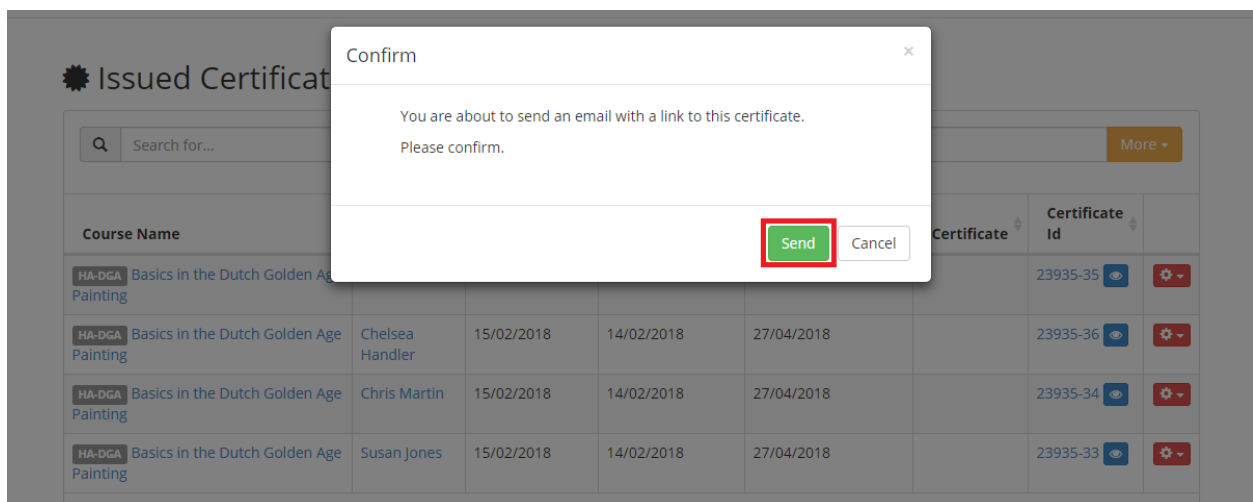
This article explains how teachers can e-mail already issued certificate or diploma to a student, it can be done from two different sources.

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.

### Issued Certificates

Search for...							
More ▾							
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	
Showing 1 to 4 of 4 entries							
Previous 1 Next							

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.



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			

Preview Certificate  
E-mail certificate to student  
Remove Certificate

Showing 1 to 4 of 4 entries

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>