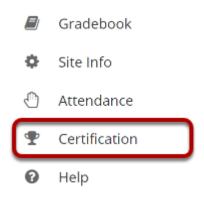


How do I create a certification?

Go to the Certification tool.



View the Certification List.

Add Certification List

Certification List

Offer certificates to your site participants when they meet your requirements. Currently, no certificates have been created. Use the Add link above to create a new certificate.

After selecting Certification from the Tool Menu, you'll be brought to the Certification List page. Here you will see all of the current/active certifications for the course site. If there are no current certifications, a message will prompt you to use the Add link to create a new certification.

Select the Add tab.

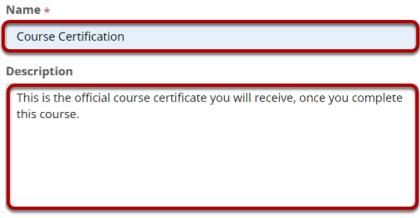




Add a title and description.

Add new certification

Use the form below to create a new certificate. Supply a name, a description, and a file to use as the template for printable certificates for awardees.



Enter a title (Name) and description in the appropriate fields. These will display in your Certification List once you are finished creating the certification.

Add a certificate PDF.



Below the Description text box, click **Choose File** to browse your computer and select a file.

Note: Files must be application/PDF files to be successfully uploaded to the site.



Choose the certificate file.

Open 📀				×
i 🔶 🔿 🗸 🕇 📜 « Long	site Screen Captures > Certification	ٽ ~	,⊖ Search	Certification
Organize * New folder				🏽 • 🔲 🔇
 A Quick access OneDrive This PC Network 	Name		Status	Date modified 4/22/2020 3:57 PM
File name		~	PDF File Open	> Cancel

Choose the applicable certificate file. This is the file that participants will receive once they meet particular requirements (course completion, passing a test, etc.).

View certificate attachment.





Select Continue.

Add new certification

Use the form below to create a new certificate. Supply a name, a description, and a file to use as the template for printable certificates for awardees.

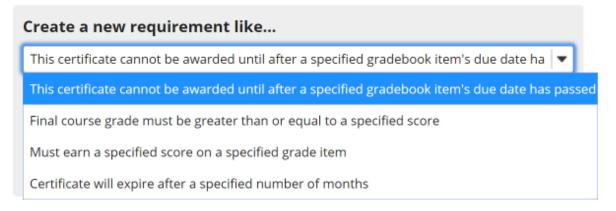
Name *
Course Certification
Description
This is the official course certificate you will receive, once you complete this course.
Choose File CERTIFICATE.pdf
Supported MIME types: application/pdf Continue Cancel

Once all of the initial information is input and your certification file is attached, you can then select **Continue**.

Choose specific award requirements.

Current Award Requirements:

No requirements have been added to this certificate yet. Use the form below to generate new requirements.



Use the options listed to set the requirements that participants must meet in order to earn this certificate.

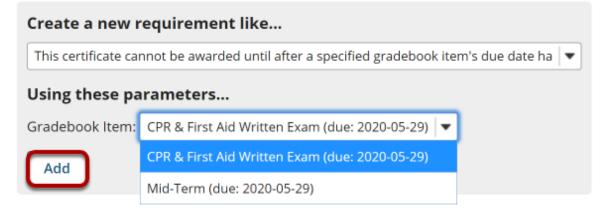


Note: Grades must be released to students before they can count toward these requirements. Also a Gradebook Item must be created before the certification can be tied to it.

Option 1

Current Award Requirements:

No requirements have been added to this certificate yet. Use the form below to generate new requirements.



Choosing the first option will directly tie the certification with a specified Gradebook Item. Once you've selected the first option, a Gradebook Item drop-down list will appear below. Choose the corresponding Gradebook Item and click **Add**.

Option 2

Current Award Requirements:

No requirements have been added to this certificate yet. Use the form below to generate new requirements.

Create a new requirement like	
Final course grade must be greater than or equal to a specified score	•
Using these parameters Score: 80	
Add	

If certification is dependent on course completion, choose the second option from the requirement drop-down list. A Score field will appear below the requirement drop-down list. Type in the lowest score in the text box that participants have to meet in order to receive their certifications. Once you've noted the score, click **Add**.



Option 3

Current Award Requirements:

No requirements have been added to this certificate yet. Use the form below to generate new requirements.

Create a new requirement like	
Must earn a specified score on a specified grade item	•
Using these parameters	
Gradebook Item: CPR & First Aid Written Exam (100 points) 💌	
Score: 80	
Add	

The third requirement drop-down option ties certification to a specific Gradebook Item. But unlike the first option, this requires that participants earn a specific score (or higher) in order to receive certification. Once the third requirement is selected, a Gradebook Item drop-down list and Score text box will appear. Choose the corresponding Gradebook Item and add in the lowest score participants can receive in order to earn their certification. Once those two fields are completed, click **Add**.

Option 4

Current Award Requirements:

No requirements have been added to this certificate yet. Use the form below to generate new requirements.

Create a new requirement like	
Certificate will expire after a specified number of months	
Using these parameters	
Months until expiration: 24	
Add	

The final requirement option notes when the certification will expire (if applicable). Once you select this option, the **Months until expiration** field will appear below. Type in the number of months in which the certification will last and then click **Add**.



View added requirements.

Current Award Requirements:

Click "remove" icon to remove a requirement. Use the form below to generate new requirements.

- The user's certificate will expire after 24 months 🛍
- Final course grade must be greater than or equal to 80.0 (out of 200.00) 1

Create a new requirement like...

As new requirements are added, they will appear above the create requirements box. To remove a requirement, simply select the trash icon.

Choose to show requirements.

Create a new requir	ement like		
Certificate will expire after a specified number of months		•	
Using these parame	ters		
Months until expiration:	24		
Add			

show requirements to site members (depending on the selected requirements, this may reveal grades)

If you'd like certification requirements to be visible to site participants, select the **Show** requirements to site members check box.



After requirements are added, click Continue.

Current Award Requirements:

Click "remove" icon to remove a requirement. Use the form below to generate new requirements.

- Final course grade must be greater than or equal to 80.0 (out of 200.00) 🏢
- The user's certificate will expire after 24 months 前

Create a new requir	ement like	
Certificate will expire afte	r a specified number of months	•
Using these parame	ters	
Months until expiration:	24	
Add		

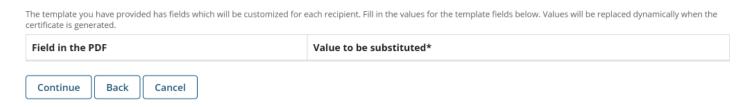
Show requirements to site members (depending on the selected requirements, this may reveal grades)

Continue Back

Cancel

Specific certificate modifications.

Modify certification



If fields within the supplied PDF contain customizable data, note the necessary value substitutions and click **Continue**.



Review certification details.

Name: Course Certification				
Description: This is the official course certificate you will receive, once you complete this course.				
Template File: CERTIFICATE.pdf				
Requirements: • The user's certificate will expire after 24 months • Final course grade must be greater than or equal to 80.0 (out of 200.00)				
Requirement visibility:				
Requirements are hidden from site members.				
Template Field values:				
Field in the PDF	Value to be substituted	Overwrite unassigned		
Activate Certificate Back Ca	ncel			

Review all of the details that you supplied for this certification. If something needs to be fixed, use the **Back** button to navigate to the necessary screen to make detail adjustments. Otherwise, choose **Activate Certificate**.

View certifications.

CERTIFICATION Add Certification List		& Link	? Help
Certification List			
Offer certificates to your site participants when they meet your requirements.			
Viewing 1 - 1 of 1			
< < Show All ▼ > >			
Certificate Description	Status	Created	Status Report
Course Certification Actions - This is the official course certificate you will receive, once you complete this course.	ACTIVE	April 23, 2020 7:36 PM	View Report

After creating a new certification, you will be taken to the Certification List. Your new certification will be listed with an **ACTIVE** status on this page.