# Edvance360

How to Setup Certificates - Admin

Admin users can manage Certificates to be awarded for Continuing Education type courses by going to Admin > Reports > Certificates. The Manage Certificates panel will open allowing Admin users to search for certificates, print certificates, export certificates and manage the Certificate Print Styles. Once the certificate has been created, it may be attached to any continuing education course.
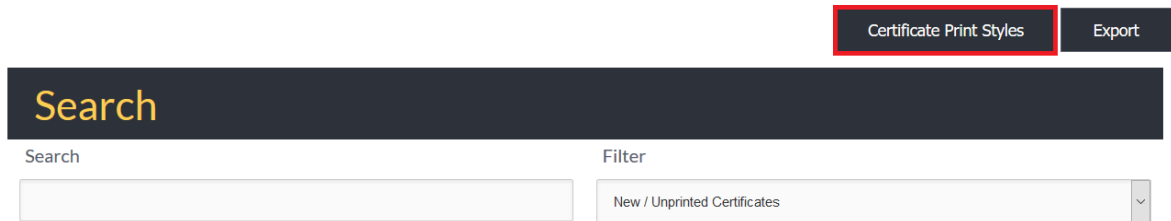
How to Create Certificate Style

1 Login to Edvance360. Navigate to **Admin** > **Reports** > **Certificates**
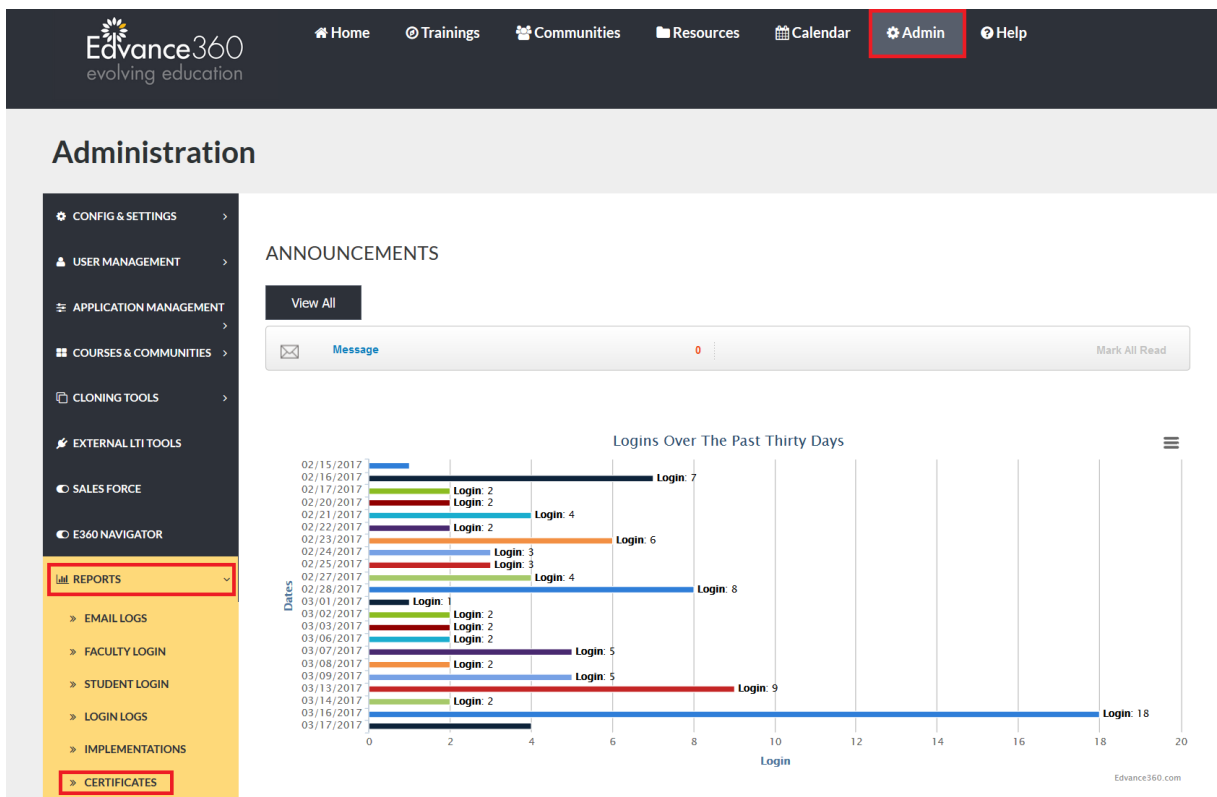
2   Select **Certificate Print Styles**

Admin » Certificates

Manage Certificates

| Certificate Print Styles | Export |

Search

Search	Filter
	New / Unprinted Certificates

3   Select the **green plus sign** to the right on the Styles Management header

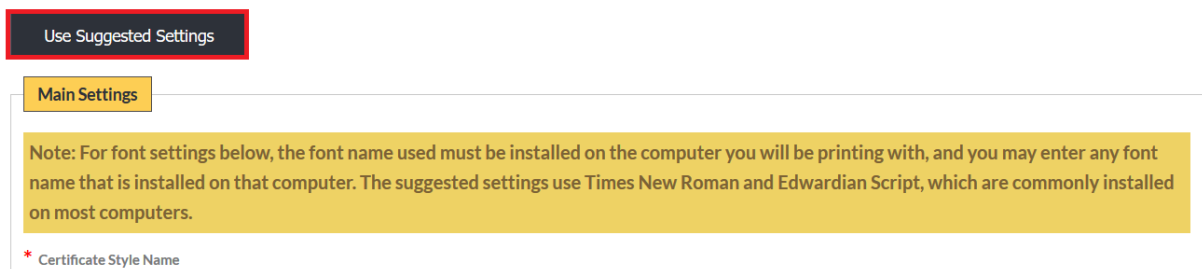Admin » Certificates » Manage Styles

Manage Styles

Style Management

Name	▼▲	

4   Select **Use Suggested Settings** or Enter Desired Settings

"Use Suggested Settings" button allowing basic default settings to appear in the main setting boxes, such as the Primary Font (Times New Roman), Primary Font Size (20), User Name Font (Edwardian Script), User Name Font Size (40), etc.

| Use Suggested Settings |

Main Settings

Note: For font settings below, the font name used must be installed on the computer you will be printing with, and you may enter any font name that is installed on that computer. The suggested settings use Times New Roman and Edwardian Script, which are commonly installed on most computers.

* **Certificate Style Name**

If the "Use Suggested Settings" is not selected, the Admin user may begin from scratch to add the information in each field. The following fields must be completed.

Main Settings:

- *Certificate Name Style*: This will be the name of the certificate; only seen by Admin users in the Admin>Reports>Certificates area.

- *Primary Font*: This font will appear for all of the certificate lines except the ones that are auto-inserted with a different font.

- *Primary Font Size*: This font size will appear for all the certificate lines except the ones that are auto-inserted with a different font size.

- *User Name Font*: This font will appear where the Student's/Learner's name will be auto-inserted.

- *User Name Font Size*: This font size will appear where the Student's/Learner's name will be auto-inserted.

- *Background Image*: This image should be a **JPG, JPEG, GIF or PNG** type image which could include a boarder, logo, signatures, watermark, etc. (See image below.)

Certificate Text Boxes:

NOTE: in the boxes below, you may use the following macros to insert dynamic content. The macros include the curly brackets. Credits Earned: {credits} which will show the number of credits earned for the course, Completed Date {completedate} which will show the date which the course was completed, and Today's Date {date} which will show the date which the certificate was printed.

- *Certificate Line 1*: Type in anything that will appear on the certificate as the first line, such as "This certifies that". (See example below.)
  - Inches from the Top: Decide how many inches from the top Certificate Line 1 should appear on the certificate.

- *Certificate Line 2*: The Student's name will be auto-inserted here. (See example below.)
  - Inches from the Top: Decide how many inches from the top Certificate

Line 2 should appear on the certificate.
- *Certificate Line 3*: Type in anything that will appear on the certificate on the third line such as "has successfully completed the online course". (See example below.)
    - o Inches from the Top: Decide how many inches from the top Certificate Line 3 should appear on the certificate.

- *Certificate Line 4*: The Course Name and Credits Earned will be auto-inserted here. (See example below.)
    - o Inches from the Top: Decide how many inches from the top Certificate Line 4 should appear on the certificate.

- *Certificate Line 5*: Type in anything that will appear on the certificate on the fifth line such as "With all rights and privileges." (See example below.)
    - o Inches from the Top: Decide how many inches from the top Certificate Line 5 should appear on the certificate.

- *Submit*: Make sure to select Submit to complete the process of creating a new certificate style. Once saved the Admin user will be brought back to the Certificate Styles Management panel when it is advised to "Preview" the certificate just created making sure all lines are set as desired. The admin user may always edit the certificate as desired.
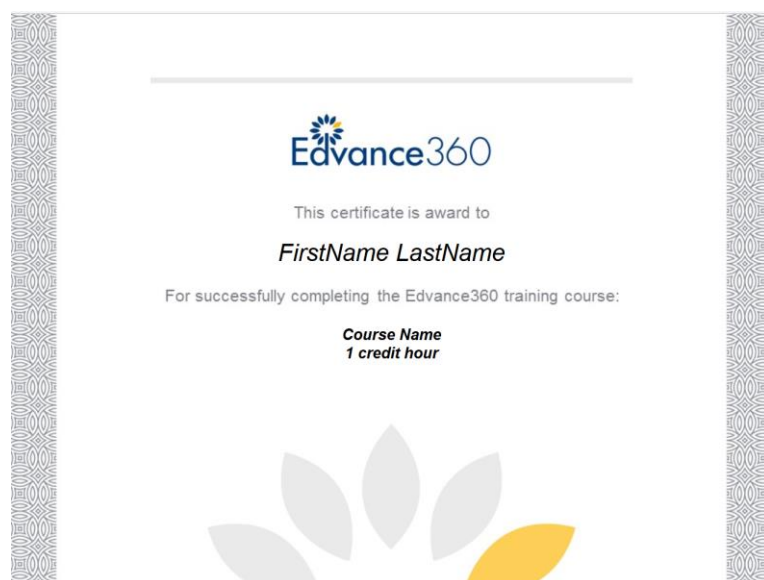
How to Connect a Certificate to a Course

Once a certificate has been created the Admin user may attached it to a course to be awarded when a Student/Learner has completed and passed the course.

1. The Admin users should first edit the desired course by going to **Admin** > **Courses & Communities** > **Terms** > select the **desired term**

2. Select the **Edit icon** to the right of the desired course.

A1 Leadership	Jane Doe	Active	⚙ ✎ 📦 ⊗

3. Select desired certificate settings

Course type

Continuing education	⌄

Certificate printing

Students may print	⌄

Certificate Style

E360	⌄

Certificate credit

3

- Scroll down to "**Course Type**" and select "**Continuing Education**"

- Scroll down to "**Certificate Printing**" and choose either "**Only Admin**" (which allows the Admin only to print the Certificates) or "**Students may print**" which allows the Student/Learner to print by clicking on their "**Certificates**" tab on their left-hand panel Home Dashboard or select "**Scores**" from the top navigation menu then "**My Certificates**".

- Scroll down to "**Certificate Styles**" and choose the particular pre-created certificate to be awarded.

- Scroll down to "**Certificate Credit**" and add the number of credits awarded for this course which will display on the certificate next to the auto-inserted

course name. If no credits are awarded, nothing will be displayed on the certificate.
- Scroll down and select "**SAVE**" to complete the process. Now the selected certificate will be awarded for that particular course.

NOTE: Any Certificate Style may be added to any number of courses. The auto-inserted lines will make sure the certificate awarded matches the user's name and course completed.

Navigating the Certificate Panel

1. Search for Certificates

- Admin users may type a name in the Search field to locate a particular certificate, then select Submit

Search

- Admin users may filter by selecting the dropdown arrow for the following, then select Submit

Filter

New / Unprinted Certificates

- New/Unprinted Certificates
- (Term) Course Header
- Courses
- Users

- Admin users may select a completed start and to date, then select Submit.

Note: If all search fields are blank, the search would show all.

Completed Date

To

(Blank = Show All)

Submit

2. Print Certificates

- Below the Submit button, a list of all certificates to print will appear for the Admin user and may be printed.

(Blank = Show All)

Submit

Ashley's Term

| Edit | Add | Edvance360: The Basics - Thompson,John [jthompson] |

| Edit | Add | Word 101: The Basics - Mcclure,Jason [jmcclure] |

3. Export Certificates

- Admin users may select the Export Certificates blue button at the top right to export a list of all certificates that have been awarded.

Manage Certificates

Certificate Print Styles   Export

4. Certificate Print Styles

- Admin users may select the Certificate Print Styles blue button at the top right to view a list of all created certificates.

Certificate Print Styles

- 🔍 Preview Certificates: To preview a created certificate, click the magnifying glass icon to the right of the desired certificate which will open and display exactly what the certificate will look like to the user (except the two lines that will auto-fill when printed which are the user's name and the
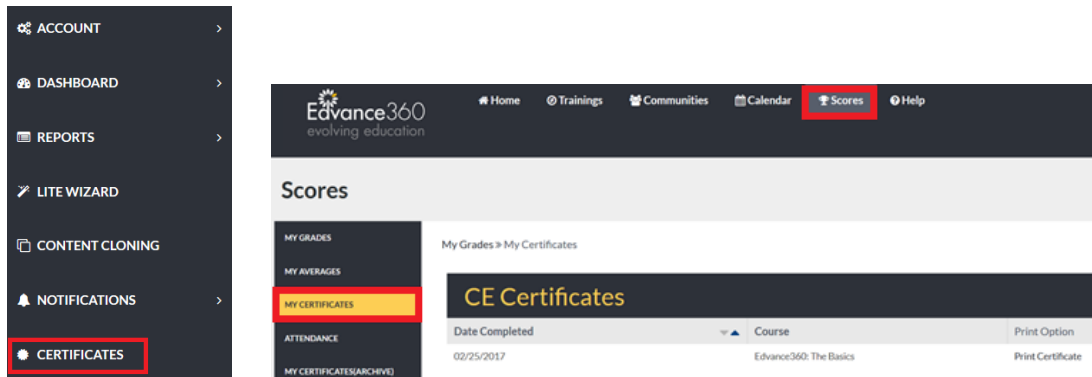
course name/credit hours). Note: previewing the certificate is helpful to see if the certificate lines appear properly or if they need to be edited and spaced differently from the edit tool.

- 📝　　Editing Certificates: To edit a created certificate, click the edit pencil icon to the right of the desired certificate which will open and display the original panel where all certificate information was originally created.

- ❌　　Deleting Certificates: To delete a created certificate, click the "X" delete icon to the right of the desired certificate. A warning box will appear to verify if the deleting action is to be completed or not.
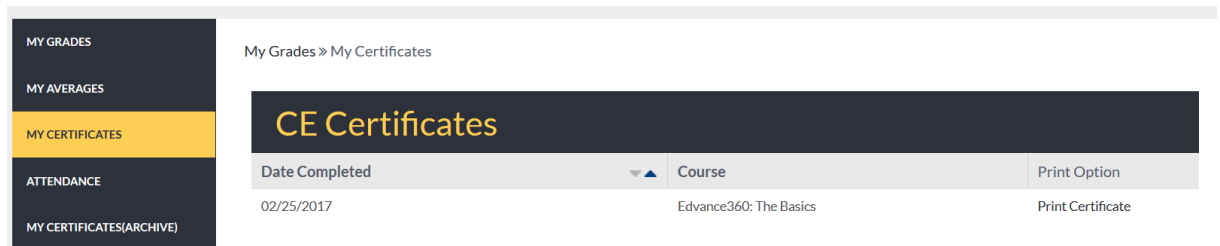
How Users View Certificates

1. From the **Homepage** > **Certifificates** OR **Scores** > **My Certificates**

2. Users will see available certificates for printing