LMS USER GUIDE
COURSE CERTIFICATE CREATION

INFORMATION – This functionality allows you to add new certificates to Courses

If your LMS / Organisation has access to this functionality, then it will be available to:

> Section and Organisation Administrators

INSTRUCTIONS

1) Navigate to **Courses** using the following procedure

> Dashboard ▷ Courses ▷ View Course

2) Select **Certificate**

>> Section Admin Dashboard >> Courses >> View Course   19 November 2013

Course Phasing   Help

Type
E-learning
Provider
No Single Provider
Organisation
Manager
enable sa
Creation Date
27-Dec-2012

Quicklinks

Learners & Content
▶ Add Learners
▶ Add New Module
▶ Add Existing Module(s)
▶ Manage Super Quiz

Advanced
▶ Business Objectives
▶ Phases
▶ Certificate
▶ New SOP Issue

Actions
▶ Preview Course
▶ Preview Evaluation
▶ Course Restrictions
▶ Upload Evaluation Responses
▶ Delete Course
▶ Edit Details

3) Select **New Certificate**

E▷nable the complete LMS solution   Create ▶ Manage ▶ Deliver   Powered by **VIRTUAL COLLEGE**

| | Home | Manage Users | Help & Support | Logout |

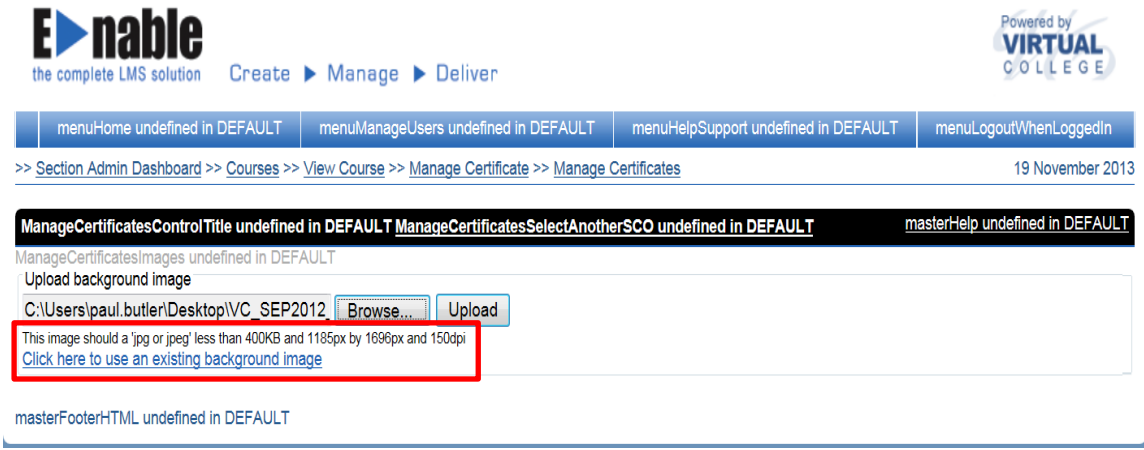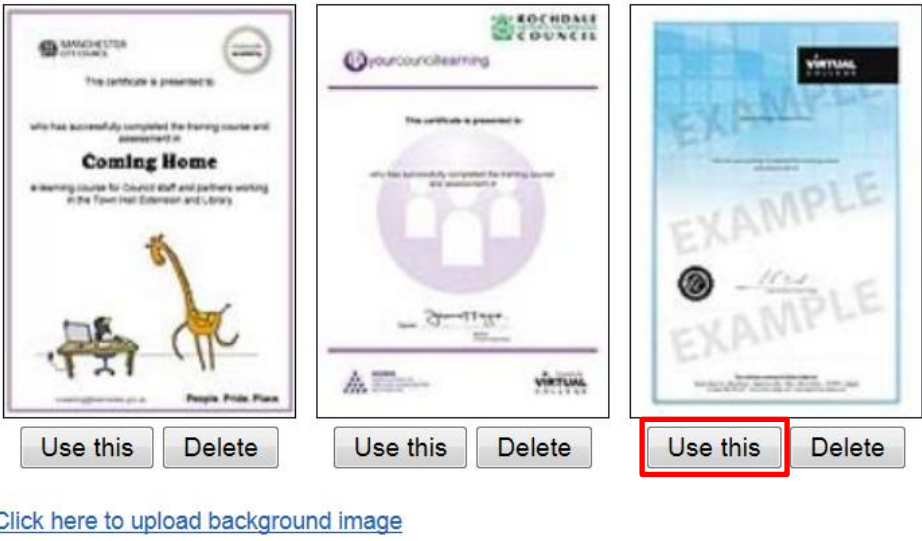>> Section Admin Dashboard >> Courses >> View Course >> Manage Certificate   19 November 2013

Certificate   Help

No certificate is available
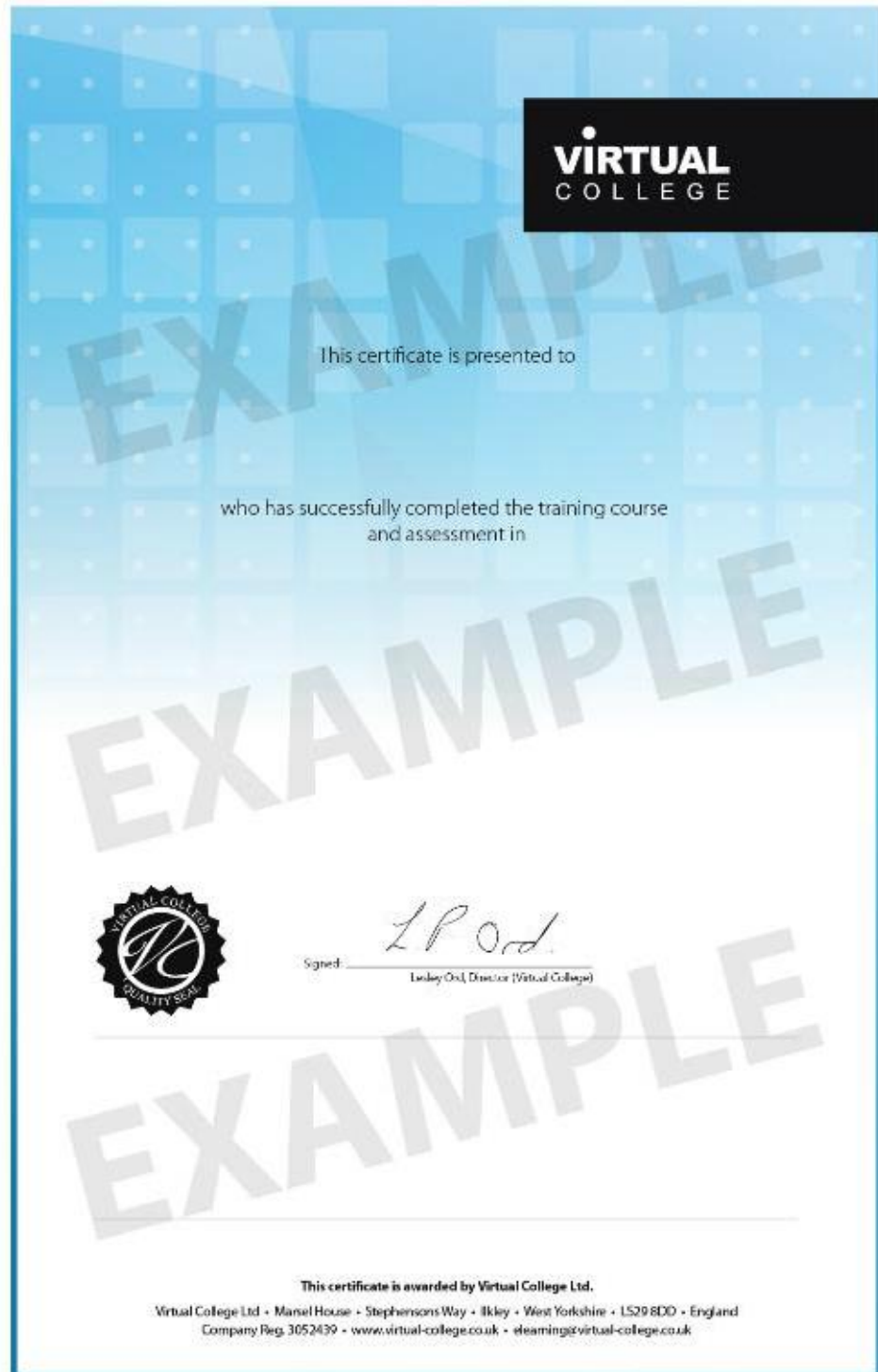
Quicklinks

▶ New Certificate
▶ Copy From Section

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4)	Select **Click here to upload background image**	Click here to upload background image
5)	**Browse** for the certificate backdrop you have created and **Upload** it to the system (the certificte dimensions are indicated on the upload page)	E▶nable — the complete LMS solution Create ▶ Manage ▶ Deliver Powered by VIRTUAL COLLEGE menuHome undefined in DEFAULT menuManageUsers undefined in DEFAULT menuHelpSupport undefined in DEFAULT menuLogoutWhenLoggedIn >> Section Admin Dashboard >> Courses >> View Course >> Manage Certificate >> Manage Certificates 19 November 2013 ManageCertificatesControlTitle undefined in DEFAULT ManageCertificatesSelectAnotherSCO undefined in DEFAULT masterHelp undefined in DEFAULT ManageCertificatesImages undefined in DEFAULT Upload background image C:\Users\paul.butler\Desktop\VC_SEP2012_ [Browse...] [Upload] This image should a 'jpg or jpeg' less than 400KB and 1185px by 1696px and 150dpi Click here to use an existing background image masterFooterHTML undefined in DEFAULT
6)	Select **Use this** under the relevant certificate backdrop	[certificate backdrop thumbnails] Use this Delete Use this Delete Use this Delete Click here to upload background image

7) Certificate has been uploaded	 Submi **VIRTUAL** COLLEGE This certificate is presented to who has successfully completed the training course and assessment in Signed: Lesley Ord, Director (Virtual College) This certificate is awarded by Virtual College Ltd. Virtual College Ltd · Marsel House · Stephensons Way · Ilkley · West Yorkshire · LS29 8DD · England Company Reg. 3052439 · www.virtual-college.co.uk · elearning@virtual-college.co.uk

8)	Highlight the area that you wish the template to sit in and select **Submit**	>> Section Admin Dashboard >> Courses >> View Course >> Manage Certificate >> Manage Certificates >> Submit

9) Select **VC Generic** template from the Templates menu Select **Submit**	