Awards

Ester Andersson - 2025-06-19 - The library

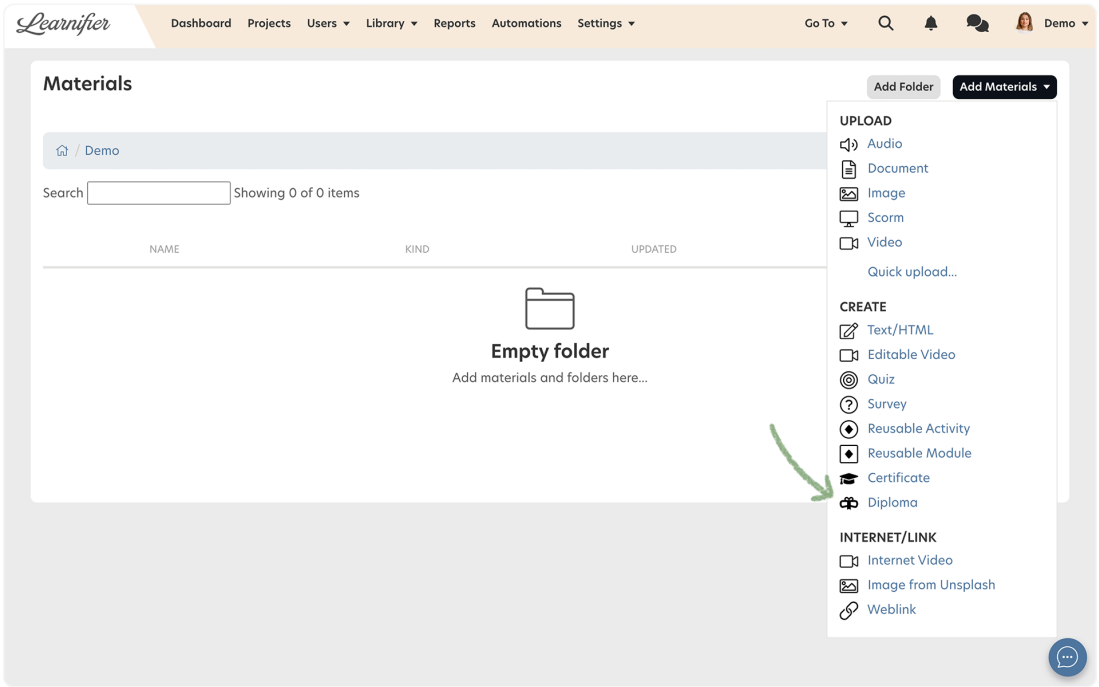
Make the learning experiences even more fun for participants with interactive diplomas or certificates!

Note

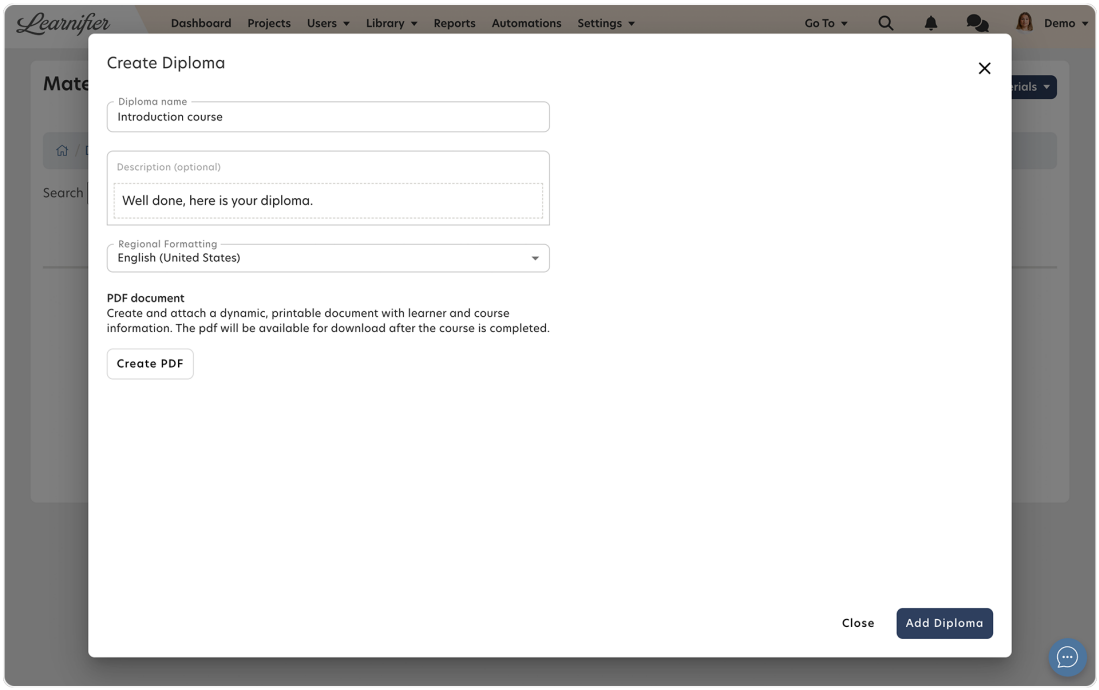
- Creating a diploma
- Attaching the diploma to the course
- Creating a certificate
- Attaching the certificate
- Automation of certificate renewal
- Issue an award to a learner manually

Creating a diploma

1. To create a personalized diploma, go to the Library → Materials and click on "Add Materials" → Diploma".

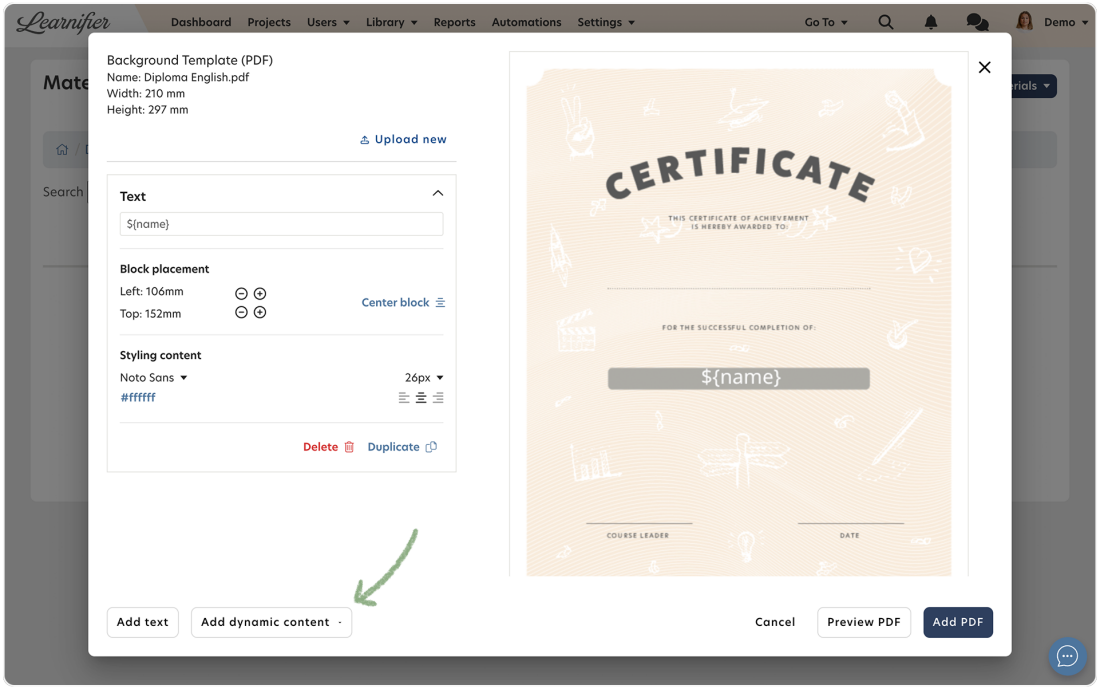


1. Name your diploma, add a description, and select regional formatting.



1. Click on “Create PDF” and add the PDF file.

2. Make your diploma personalized by adding dynamic content. For example, add the variable "Name" and place it wherever you want. This will automatically generate the name of the receiving participant. You can also add, for example, “Project name" as well as the date and instructor name. Furthermore, you can brand the diploma content by changing font, size, and color. Note: it is also possible to add a static text block (content that will not change depending on who receives the diploma).



1. Preview the diploma by clicking "Preview PDF”

2. All done!

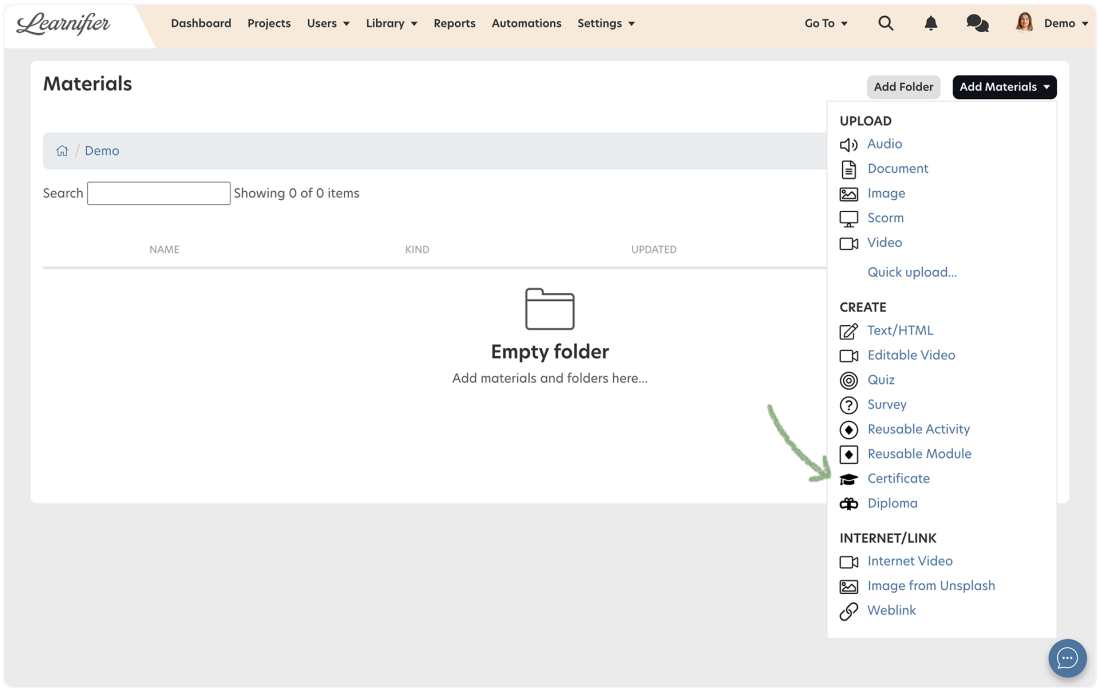
Attaching the diploma

- Go to the course and the tab "Overview".
- Under "Awards", click "Attach" and choose your diploma.

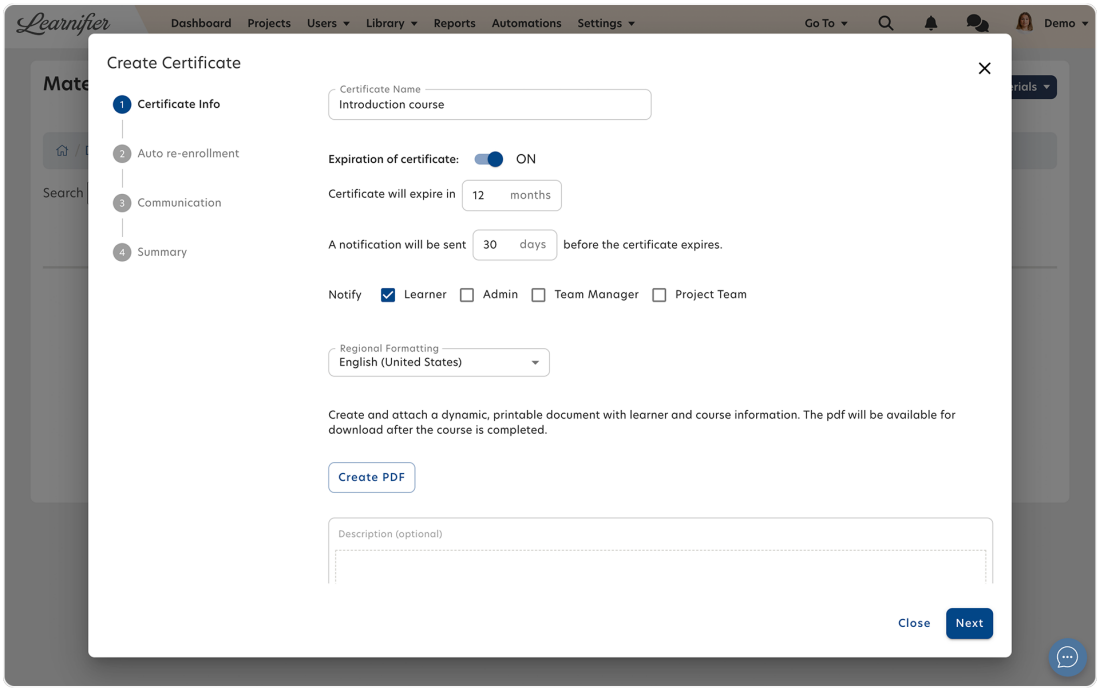
When a participant has completed the course, a banner that says "**Congratulations, you have completed this course. View your award.**" will be shown which they can click on to view their award. They can always return to ”Awards” to find all their diplomas and certificates.

Creating a certificate

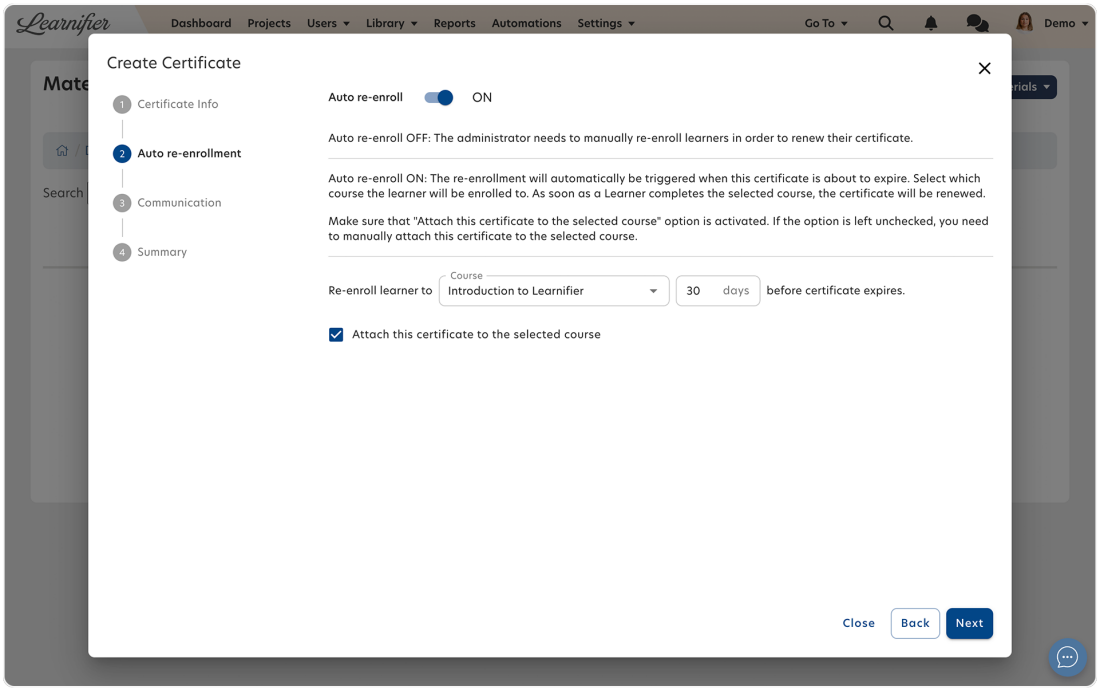
1. Go to the library → Materials and click "Add Materials" → Certificate.



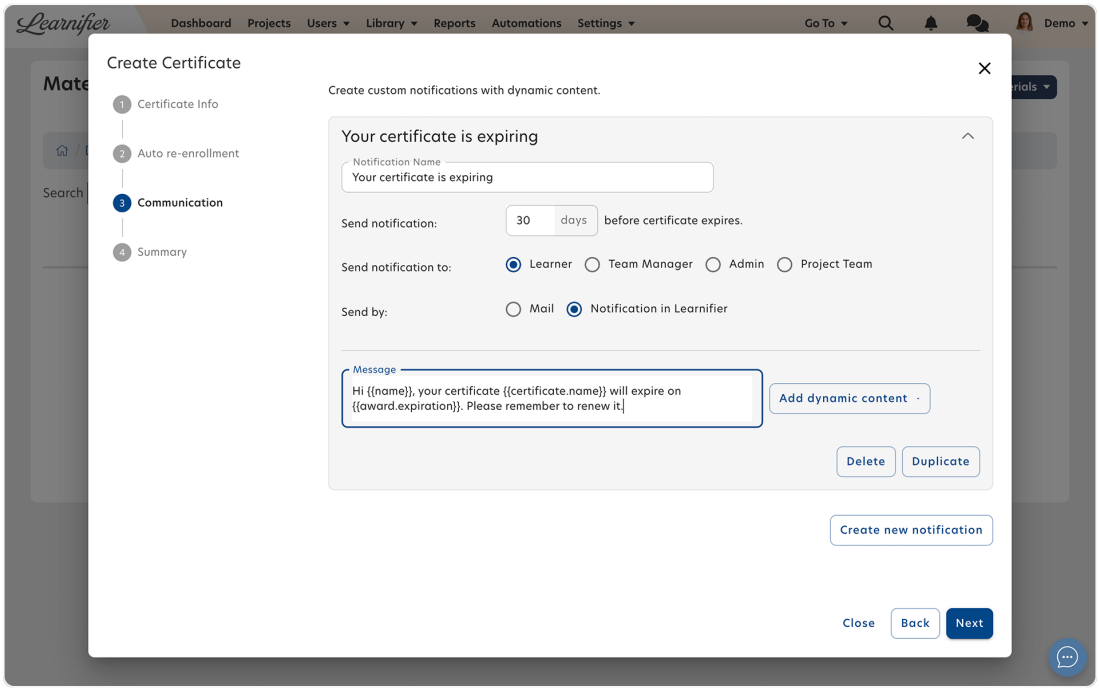
1. Name your certificate and active "Expiration of certificate" if you wish the certificate to be valid for a specific number of months. If "Expiration of certificate" is activated, enter when you wish a notification should be sent to the learner. Select regional formatting and add a PDF file with personalized content (not mandatory).



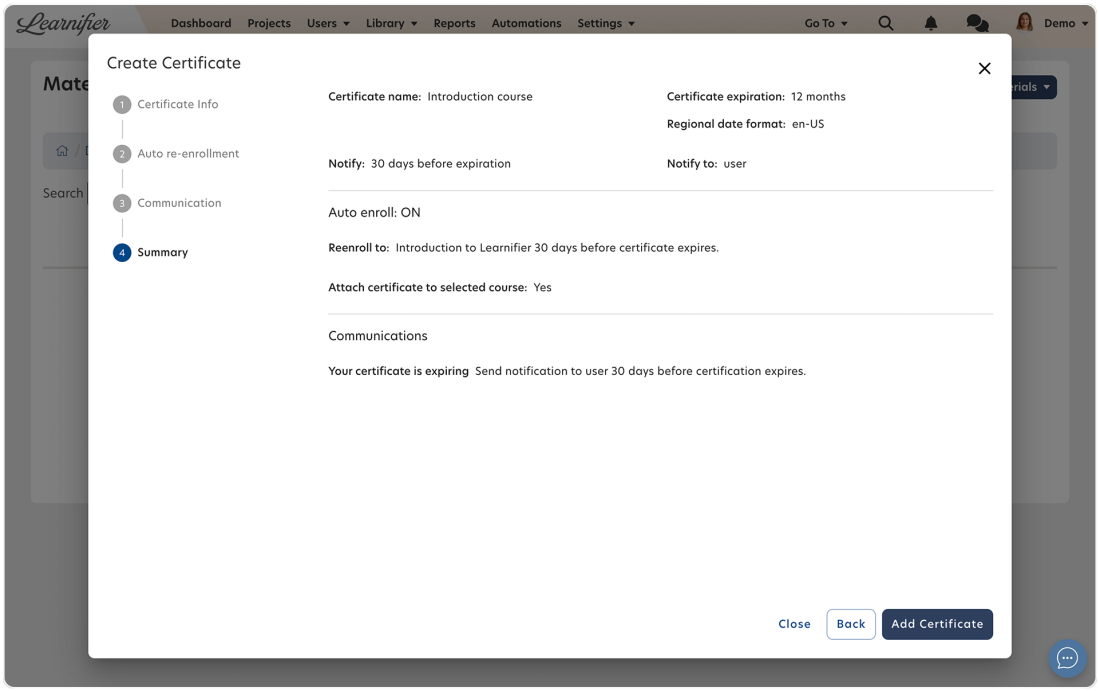
1. Go to the tab “Auto re-enrollment” and switch it to ON if you wish the participant to be automatically re-enrolled to a course upon certificate expiration (expiration of certificate must be turned on for this to work). Choose which course the learner should be enrolled in and how many days prior to the certificate expiration the enrollment should occur. You can also attach the certificate you are creating to the selected course directly in this view to work more efficiently.



1. Lastly, you can create automated communication with personalized variables, if you wish to engage the learner, team manager, or administrator in the learning journey.



1. Click next to Review your settings and thereafter click Add Certificate.



Attaching the certificate

1. Go to the course and the tab "Overview".

2. Under "Awards", click "Attach" and choose your certificate.

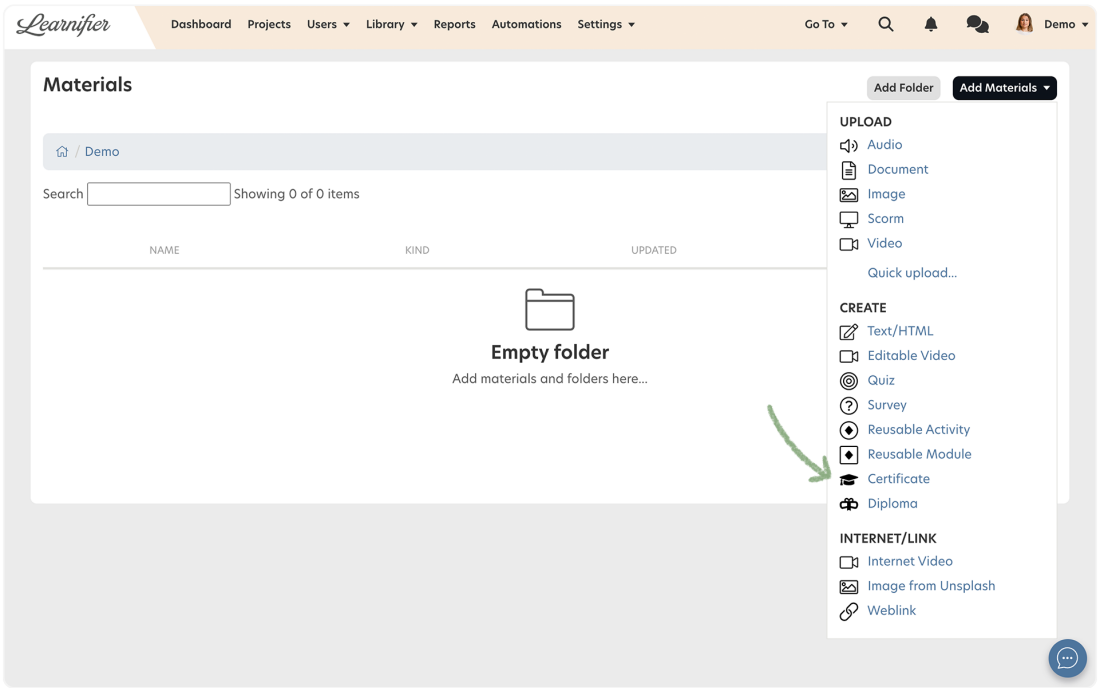
When a participant has completed the course, a banner that says "**Congratulations, you have completed this course. View your award.**" will be shown which they can click on to view their award. They can always go back to ”Awards” to find all their diplomas and certificates.

Automation of certificate renewal

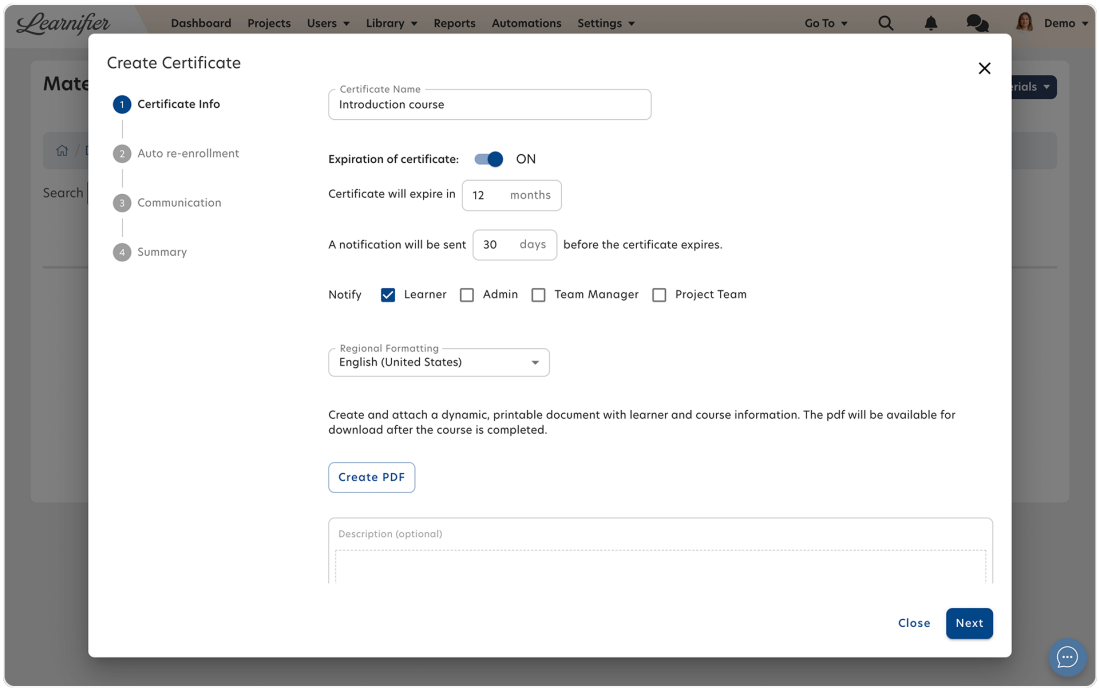
Automation of certificate renewal is a function where the system automatically enrolls learners in a new course (or the same) a set amount of days before the certificate expires.

1. Go to the tab "Library" → "Materials".

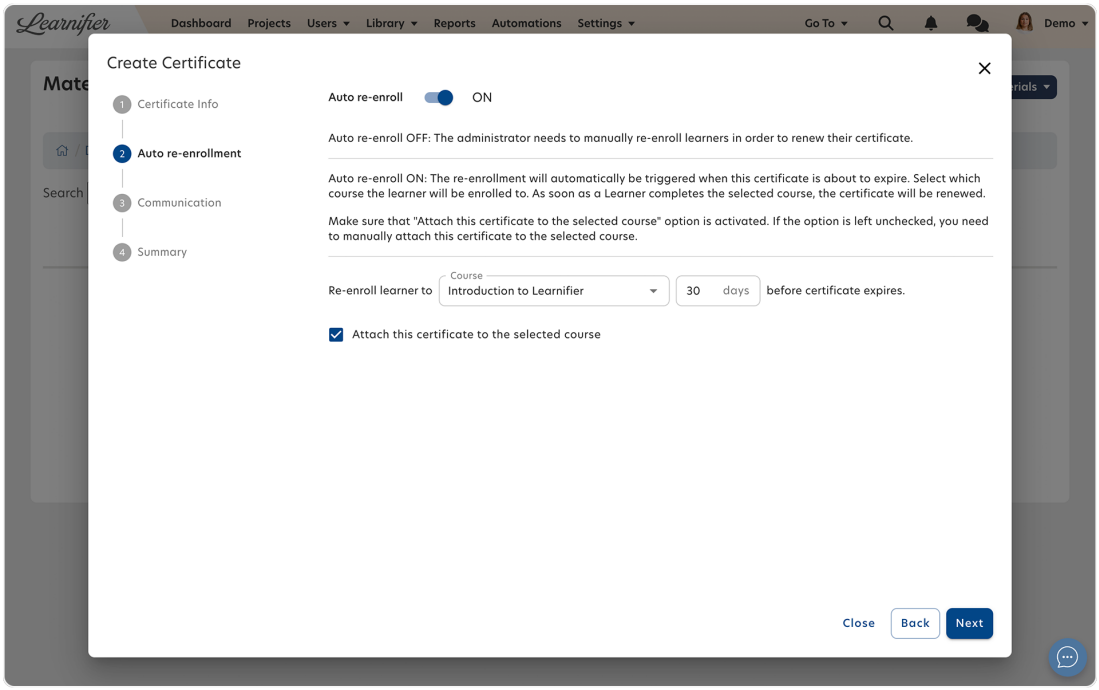
2. Click on "Add material" → "Certificate".



1. Set a title and activate "Expiration of certificate". Choose the duration of the certificate and when a notification should be sent to the learner, and if you also wish to notify the administrator or team manager.



1. Go to the "Auto re-enrollment" tab and switch to ON. Select the course you wish to re-enroll the learner in when the certificate is expiring in x days.



1. Go to the "Communication" tab in the project menu if you wish to personalize communication relating to the certificate expiration, in addition to the general notification.

2. All done!

Issue an award to a learner manually

1. Go to the “Users” tab and click on a user.
2. Go to the “Awards” tab and click “Issue award”.
3. Choose the award you wish to issue.

