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## Awards

Ester Andersson - 2025-06-19 - [The library](#)

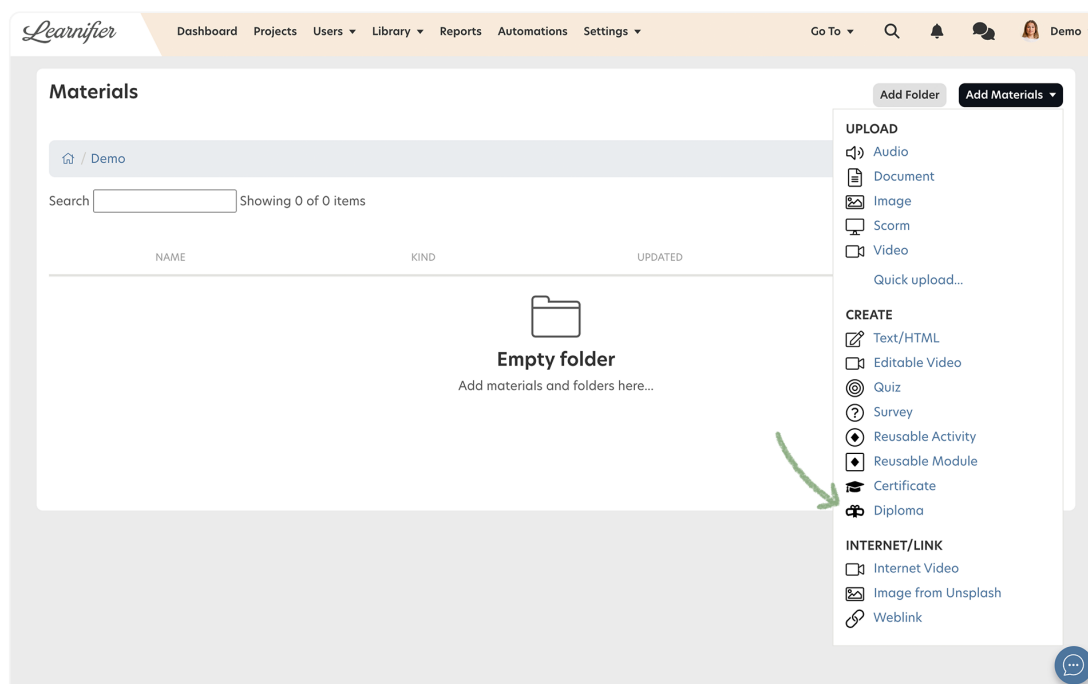
Make the learning experiences even more fun for participants with interactive diplomas or certificates!

Note

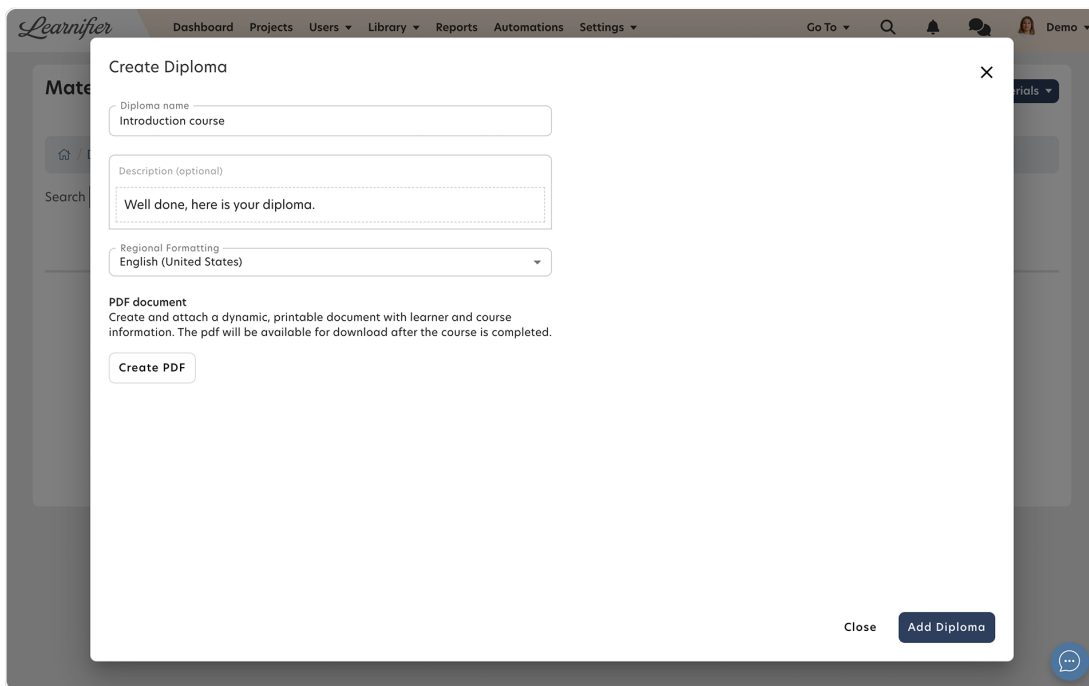
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### Creating a diploma

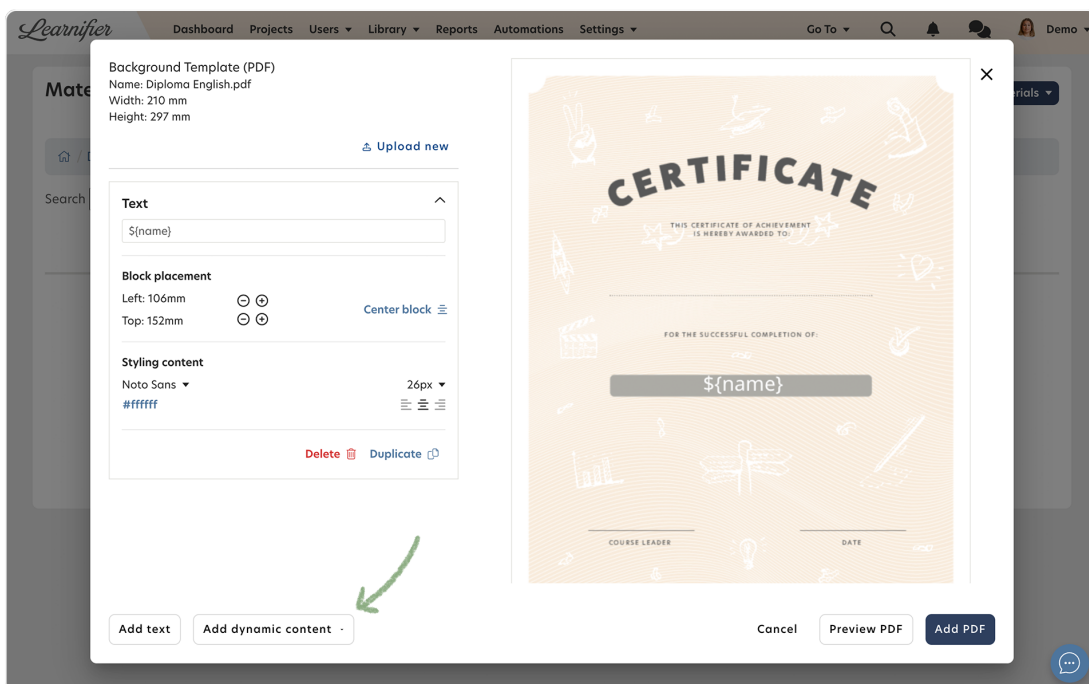
1. To create a personalized diploma, go to the Library → Materials and click on "Add Materials" → Diploma".



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!

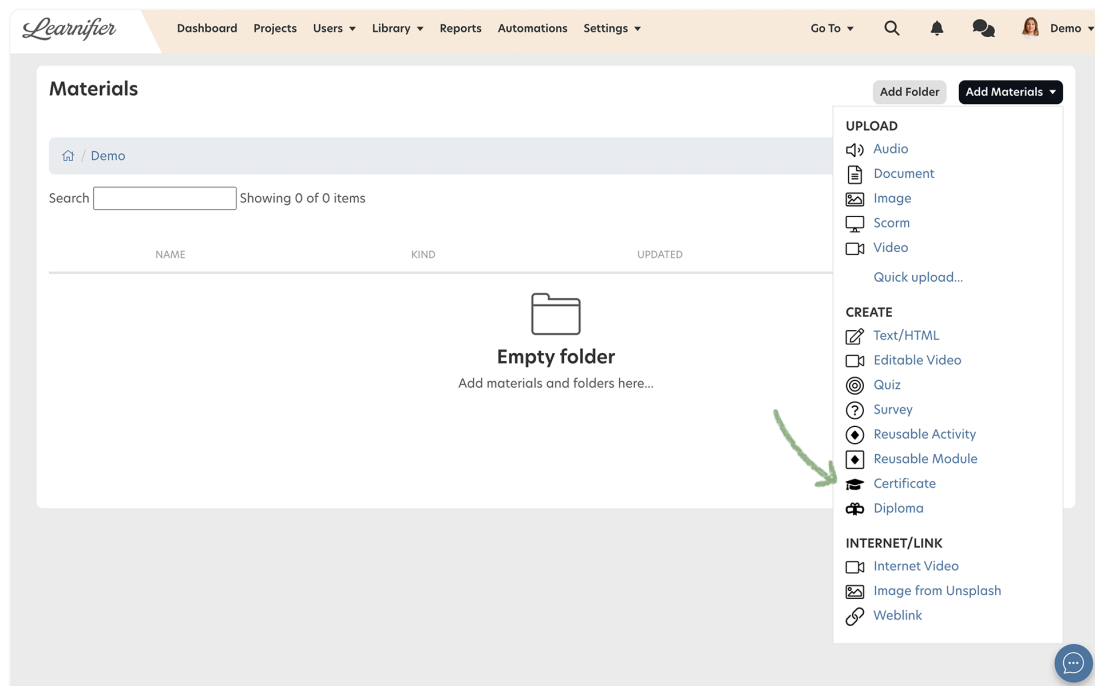
## Attaching the diploma

- 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).

**Create Certificate**

1 Certificate Info

Certificate Name: Introduction course

Expiration of certificate: ☒ ON

Certificate will expire in: 12 months

A notification will be sent: 30 days before the certificate expires.

Notify: ☒ Learner ☐ Admin ☐ Team Manager ☐ Project Team

Regional Formatting: English (United States)

Create and attach a dynamic, printable document with learner and course information. The pdf will be available for download after the course is completed.

Create PDF

Description (optional)

Close Next

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.

**Create Certificate**

2 Auto re-enrollment

Auto re-enroll: ☒ ON

Auto re-enroll OFF: The administrator needs to manually re-enroll learners in order to renew their certificate.

Auto re-enroll ON: The re-enrollment will automatically be triggered when this certificate is about to expire. Select which course the learner will be enrolled to. As soon as a Learner completes the selected course, the certificate will be renewed.

Make sure that "Attach this certificate to the selected course" option is activated. If the option is left unchecked, you need to manually attach this certificate to the selected course.

Re-enroll learner to: Course Introduction to Learnifor 30 days before certificate expires.

☒ Attach this certificate to the selected course

Close Back Next

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.

**Create Certificate**

1 Certificate Info  
2 Auto re-enrollment  
3 **Communication**  
4 Summary

Create custom notifications with dynamic content.

**Your certificate is expiring**

Notification Name  
Your certificate is expiring

Send notification: 30 days before certificate expires.

Send notification to: ☒ Learner ☐ Team Manager ☐ Admin ☐ Project Team

Send by: ☐ Mail ☒ Notification in Learnifier

Message  
Hi {{(name)}}, your certificate {{(certificate.name)}} will expire on {{(award.expiration)}}. Please remember to renew it!

Add dynamic content

Delete Duplicate

Create new notification

Close Back Next

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

**Create Certificate**

1 Certificate Info  
2 Auto re-enrollment  
3 Communication  
4 **Summary**

Certificate name: Introduction course

Certificate expiration: 12 months

Regional date format: en-US

Notify: 30 days before expiration

Notify to: user

Auto enroll: ON

Reenroll to: Introduction to Learnifier 30 days before certificate expires.

Attach certificate to selected course: Yes

Communications

Your certificate is expiring Send notification to user 30 days before certification expires.

Close Back Add Certificate

## Attaching the certificate

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

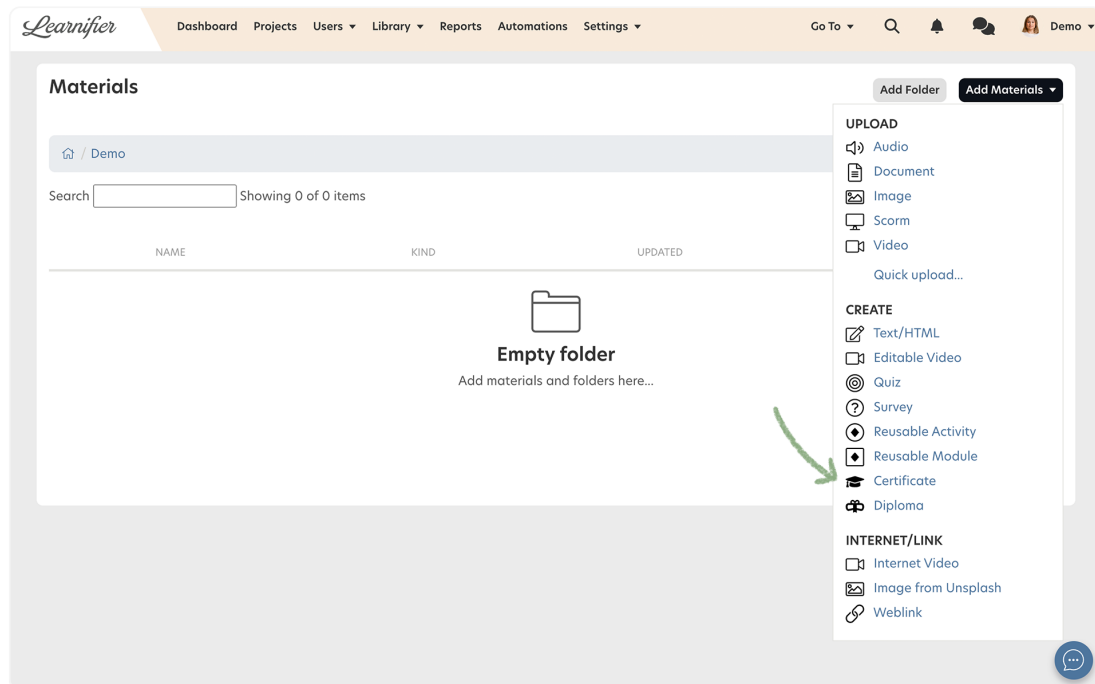
2. Under "Awards", click "Attach" and choose your certificate.

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.

**Create Certificate**

1 Certificate Info

Certificate Name: Introduction course

Expiration of certificate: ☒ ON

Certificate will expire in: 12 months

A notification will be sent: 30 days before the certificate expires.

Notify: ☒ Learner ☐ Admin ☐ Team Manager ☐ Project Team

Regional Formatting: English (United States)

Create and attach a dynamic, printable document with learner and course information. The pdf will be available for download after the course is completed.

Create PDF

Description (optional)

Close Next

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.

**Create Certificate**

1 Certificate Info

2 Auto re-enrollment

Auto re-enroll: ☒ ON

Auto re-enroll OFF: The administrator needs to manually re-enroll learners in order to renew their certificate.

Auto re-enroll ON: The re-enrollment will automatically be triggered when this certificate is about to expire. Select which course the learner will be enrolled to. As soon as a Learner completes the selected course, the certificate will be renewed. Make sure that "Attach this certificate to the selected course" option is activated. If the option is left unchecked, you need to manually attach this certificate to the selected course.

Re-enroll learner to: Introduction to Learnifier 30 days before certificate expires.

☒ Attach this certificate to the selected course

Close Back Next

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.

The screenshot shows the Learnifier user management interface. At the top, there is a navigation bar with tabs: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. A search bar and a user profile icon are also present. Below the navigation bar, the user profile for Ester Andersson is displayed. The profile includes a photo, the name Ester Andersson, and buttons for Edit User, Set Password, and Delete. Below the profile, there are two columns of fields for user details: Email, Email verified, Language, Username, API User Id, Organization, Locked, Last login, Mobile Phone, Company, Department, and Country. Below the profile section, there is a tabbed interface with tabs: PARTICIPATIONS, ORG DETAILS, ROLES, PROJECT ROLES, GROUPS, NOTIFICATION SETTINGS, and AWARDS. The AWARDS tab is selected. In the top right corner of the AWARDS tab, there is a green arrow pointing to an 'Issue Award' button. Below the button, there is a table with columns: NAME, ISSUED, EXPIRATION DATE, COURSE, TYPE, and actions (Edit, Delete). The table contains two entries: 'Learnifier - A Style Guide' issued on 10 juli 2024 and expiring on 10 juli 2025, and 'Life at Learnifier' issued on 27 sep. 2023 and expiring never. Both entries are of type 'Certificate'.

**USER**  
**Ester Andersson**  
[Edit User] [Set Password] [Delete]

Email  
Email verified  
Language  
Username  
API User Id  
Organization  
Locked  
Last login

Mobile Phone  
Company  
Department  
Country

PARTICIPATIONS ORG DETAILS ROLES PROJECT ROLES GROUPS NOTIFICATION SETTINGS **AWARDS**

Issue Award

NAME	ISSUED	EXPIRATION DATE	COURSE	TYPE	
Learnifier - A Style Guide	10 juli 2024	10 juli 2025	4. Cyber-security training	Certificate	[Edit] [Delete]
Life at Learnifier	27 sep. 2023	Never		Certificate	[Edit] [Delete]

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