

28: MOODLE CERTIFICATE

WELCOME TO THE MOODLE CERTIFICATE TUTORIAL!

In this tutorial, you will learn how to use the Moodle Certificate. Keep in mind the Moodle Certificate may not be available on all Moodle servers.

If you have not used one of CareerTech’s Moodle training tutorials before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should have a Moodle user ID and a course site and be familiar with:

- Setting up a course in Moodle
- Adding an activity to a topic in your course

To begin, select from the menu below or simply turn to the next page.

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INTRODUCTION

Moodle’s certificate activity creates PDF certificates or diplomas for the students in a course. It is possible to customize this resource with borders, watermarks, seals, signatures, outcomes, grades, and custom text. Instructors may wish to use one or several of these certificates within their Moodle course, and can customize them however they wish.

In addition to Moodle Certificates, it is also possible for an instructor to upload a previously created certificate or diploma using the File resource. Instructions for uploading a certificate with the File resource are also included in this training packet.

ADDING A CERTIFICATE

To set up any activity in Moodle, you must first:

1. Go to your course page.
2. Turn editing on.
3. Locate the topic or week where you will add the activity.
4. Click “Add an activity or resource” under that topic or week. This displays the list of available activities and resources.

Now follow these steps to create a Certificate in your Moodle course:

Step	Action	Notes
1.	Choose “Certificate” from the Activity portion of the Add an Activity dropdown list and click the Add button.	The Certificate settings page will display.
2.	<i>Section: General</i> <i>Field: Certificate Name</i> Enter a name for your Certificate.	The Certificate name should be concise but descriptive. This name will appear on the course page. The name is hyperlinked so users can click to open the Certificate. For training purposes, use the name “Course Certificate.”
3.	<i>Section: General</i> <i>Field: Introduction</i>	This text will be displayed to users when they open the Certificate activity. An introduction should be descriptive and tell the user the purpose or requirements of the certificate. For training purposes, leave this field blank.
4.	<i>Section: Issue Options</i> <i>Field: Email Teachers</i>	If enabled, then teachers are alerted with an email whenever a student receives a certificate. For training purposes, leave this field and all remaining fields in the default state.

Step	Action	Notes
5.	<p><i>Section: Issue Options</i></p> <p><i>Field: Email Others</i></p>	<p>Enter the email addresses here, separated by a comma, of those who should be alerted with an email whenever students receive a certificate.</p>
6.	<p><i>Section: Issue Options</i></p> <p><i>Field: Delivery</i></p>	<p>Choose here how you would like your students to get their certificate.</p> <ul style="list-style-type: none"> • Open in Browser: Opens the certificate in a new browser window. • Force Download: Opens the browser file download window. • Email Certificate: Choosing this option sends the certificate to the student as an email attachment. <p>After a user receives their certificate, if they click on the certificate link from the course homepage, they will see the date they received their certificate and will be able to review their received certificate.</p>
7.	<p><i>Section: Issue Options</i></p> <p><i>Field: Save Certificates</i></p>	<p>If you choose this option, then a copy of each user’s certificate pdf file is saved in the course files moddata folder for that certificate. A link to each user’s saved certificate will be displayed in the certificate report.</p>
8.	<p><i>Section: Issue Options</i></p> <p><i>Field: Required minutes in course</i></p>	<p>Enter here the minimum amount of time, in minutes, that a student must be logged into the course before they will be able to receive the certificate.</p>
9.	<p><i>Section: Text Options</i></p> <p><i>Field: Print Date</i></p>	<p>This is the date that will be printed, if a print date is selected. If the course completion date is selected but the student has not completed the course, the date received will be printed. You can also choose to print the date based on when an activity was graded. If a certificate is issued before that activity is graded, the date received will be printed.</p>

Step	Action	Notes
10.	<i>Section: Text Options</i> <i>Field: Date Format</i>	Choose a date format to print the date on the certificate. Or, choose the last option to have the date printed in the format of the user's chosen language.
11.	<i>Section: Text Options</i> <i>Field: Print Code</i>	A unique 10-digit code of random letters and numbers can be printed on the certificate. This number can then be verified by comparing it to the code number displayed in the certificates report.
12.	<i>Section: Text Options</i> <i>Field: Print Grade</i>	You can choose any available course grade items from the gradebook to print the user's grade received for that item on the certificate. The grade items are listed in the order in which they appear in the gradebook.
13.	<i>Section: Text Options</i> <i>Field: Grade Format</i>	There are three available formats if you choose to print a grade on the certificate: <ul style="list-style-type: none">• Percentage Grade: Prints the grade as a percentage.• Points Grade: Prints the point value of the grade.• Letter Grade: Prints the percentage grade as a letter.
14.	<i>Section: Text Options</i> <i>Field: Print Outcome</i>	You can choose any course outcome to print the name of the outcome and the user's received outcome on the certificate. An example might be: Assignment Outcome: Proficient.
15.	<i>Section: Text Options</i> <i>Field: Print Credit Hours</i>	Enter here the number of credit hours to be printed on the certificate.

Step	Action	Notes
16.	<i>Section: Text Options</i> <i>Field: Print Teacher Name(s)</i>	For printing the teacher name on the certificate, set the role of teacher at the module level. Do this if, for example, you have more than one teacher for the course or you have more than one certificate in the course and you want to print different teacher names on each certificate. Click to edit the certificate, then click on the Locally assigned roles tab. Then assign the role of Teacher (editing teacher) to the certificate (they do not HAVE to be a teacher in the course—you can assign that role to anyone). Those names will be printed on the certificate for teacher.
17.	<i>Section: Text Options</i> <i>Field: Custom Text</i>	If you want the certificate to print different names for the teacher than those who are assigned the role of teacher, do not select Print Teacher or any signature image except for the line image. Enter the teacher names in this text box as you would like them to appear. By default, this text is placed in the lower left of the certificate.

Step	Action	Notes
18.	<p><i>Section: Design Options</i></p> <p><i>Field: Certificate Type</i></p>	<p>This is where you determine the layout of the certificate. The certificate type folder includes four default certificates:</p> <ul style="list-style-type: none"> • A4 Embedded prints on A4 size paper with embedded font. • A4 Non-Embedded prints on A4 size paper without embedded fonts. • Letter Embedded prints on letter size paper with embedded font. • Letter Non-Embedded prints on letter size paper without embedded fonts. <p>New type folders can be added to the certificate/type folder. The name of the folder and any new language strings for the new type must be added to the certificate language file.</p>
19.	<p><i>Section: Design Options</i></p> <p><i>Field: Orientation</i></p>	<p>Choose whether you want your certificate orientation to be portrait or landscape.</p>
20.	<p><i>Section: Design Options</i></p> <p><i>Field: Border Image</i></p> <p>There are two different border images available in four different colors by default.</p>	<p>The Border Image option allows you to choose a border image from the certificate/pix/borders folder. Select the border image that you want around the certificate edges or select no border.</p>
21.	<p><i>Section: Design Options</i></p> <p><i>Field: Border Lines</i></p> <p>Border lines can be used in place of or in addition to Border Images.</p>	<p>Since images can substantially increase the size of the pdf file, you may choose to print a border of lines instead of using a border image (be sure the Border Image option is set to No). The Border Lines option will print a nice border of three lines of varying widths in the chosen color.</p>

Step	Action	Notes
22.	<p><i>Section: Design Options</i></p> <p><i>Field: Watermark Image</i></p> <p>There are two Watermark images included by default.</p>	<p>A watermark file can be placed in the background of the certificate. A watermark is a faded graphic. A watermark could be a logo, seal, crest, wording, or whatever you want to use as a graphic background.</p>
23.	<p><i>Section: Design Options</i></p> <p><i>Field: Signature Image</i></p>	<p>This option allows you to print a signature image from the certificate/pix/signatures folder. You can print a graphic representation of a signature, or print a line for a written signature. By default, this image is placed in the lower left of the certificate.</p>
24.	<p><i>Section: Design Options</i></p> <p><i>Field: Seal or Logo Image</i></p> <p>There are five seal images available and an example logo image.</p>	<p>This option allows you to select a seal or logo to print on the certificate from the certificate/pix/seals folder. By default, this image is placed in the lower right corner of the certificate.</p>
25.	<p><i>Section: Common Module Settings</i></p> <p><i>Field: Visible</i></p> <p>Choose to show or hide the certificate on the course page.</p>	<p>Use the Hide setting to prevent the activity from appearing on the course page. You may change the setting at any time.</p>
26.	<p><i>Section: Common Module Settings</i></p> <p><i>Field: ID Number</i></p> <p>Enter an ID number if desired.</p>	<p>Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.</p>

Step	Action	Notes
27.	<p><i>Section: Common Module Settings</i></p> <p><i>Field: Group Mode</i></p> <p>Choose the group mode desired for this Certificate.</p>	<p>This setting has 3 options:</p> <ul style="list-style-type: none"> • No groups—There are no sub groups, everyone is part of one big community • Separate groups—Each group member can only see their own group, others are invisible • Visible groups—Each group member works in their own group, but can also see other groups <p>The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode, though if the group mode is forced at course level, the group mode setting for each activity is ignored.</p>
28.	<p><i>Section: Common Module Settings</i></p> <p><i>Field: Group Mode</i></p> <p>Choose the grouping mode desired for this Certificate.</p>	<p>A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together.</p>
29.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i></p> <p><i>Fields: Activity completion</i></p> <p>If you enable this field, you must also enter the activity students must complete before accessing the Certificate.</p>	<p>This set of fields allows students to view and access the certificate after completing a certain task.</p> <p>If you do not want to restrict access according to a range of dates, leave the Enable checkboxes blank. The date fields will be inactive.</p>
30.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i></p> <p><i>Fields: Date</i></p> <p>If enabled, you must also enter the appropriate dates that will restrict access to the Certificate.</p>	<p>This set of fields allows students to view and access the certificate only during the specified length of time.</p> <p>If you do not want to restrict access according to a range of dates, leave the Enable checkboxes blank. The date fields will be inactive.</p>

Step	Action	Notes
31.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i></p> <p><i>Fields: Grade</i></p> <p>If desired, select an activity from the drop-down list and an acceptable grade range that must be met to allow access to the Certificate.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course that must be met prior to accessing the activity.</p> <p>You may set multiple grade conditions. If you do, users must meet ALL grade conditions before accessing the Certificate.</p>
32.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i></p> <p><i>Fields: User Profile</i></p> <p>Select a field and a logical condition that users profile must meet before they can access the Certificate.</p>	<p>You can restrict access based on any field from a user's profile.</p>
33.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i></p> <p><i>Fields: Restriction set</i></p> <p>Choose this setting when adding a complex set of nested restrictions.</p>	<p>Choosing this option allows for a restriction, within a restriction, within a restriction. Only use this setting if you are an advanced Moodle user.</p>
34.	<p><i>Section: Activity Completion</i></p> <p><i>Field: Completion tracking</i></p> <p>Select the desired completion tracking status from the dropdown list.</p>	<p>The user will see a checkmark next to the activity name on the course page when the activity is complete, if tracked.</p> <p>Activity completion can be tracked manually by the student, automatically based on certain conditions, or not at all.</p> <p>Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met.</p>

Step	Action	Notes
35.	<p><i>Section: Activity Completion</i></p> <p><i>Field: Require View</i></p> <p>Click the box to enable if you are tracking completion with the system in this way.</p>	<p>This is a condition that can be used if Completion Tracking is set as “Show activity completion when conditions are met.”</p> <p>If you check this, the certificate will be marked complete only when the certificate is viewed.</p>
36.	<p><i>Section: Activity Completion</i></p> <p><i>Field: Expect completed on</i></p> <p>If you check the “enable” box for this field, you must also enter an appropriate date.</p>	<p>This field specifies the date when the activity is expected to be completed. The date is not shown to students and is only displayed in the activity completion report.</p>
37.	Click Save and Display .	

CERTIFICATE CUSTOMIZATION

It is possible to customize your certificates using only the default options Moodle has in place. You can use any combination of text and design options to create a unique certificate for your course. Feel free to test out these available options until you find a combination that suits your needs. However, if you wish to add your own border, watermark, signature, or seal or logo images those must be the same size as the standard images. Additionally, your original images can only be uploaded by a site administrator.

Please keep in mind that the site administrator has final say on whether or not an image is added.

For additional information on customizing your certificates, please visit:

https://docs.moodle.org/31/en/Certificate_customizing

UPLOADING AN EXISTING CERTIFICATE

In addition to using Moodle's Certificate activity, you have the option to upload an existing certificate to your course instead. For example, if you've previously created a certificate using an application like Microsoft PowerPoint, it is possible to use this in place of a Moodle Certificate. Preferably, the file you wish to add to your Moodle course should be a PDF. If your certificate is currently a Word or PowerPoint file the conversion process is simple.

To convert a Word or PowerPoint file, use the following steps:

Step	Action	Notes
1.	Open the Word or PowerPoint file on your desktop	
2.	Go to the File tab and select Print .	
3.	Select Adobe PDF as the Printer and select Print .	This will open the Certificate in Adobe as a PDF file.
4.	Add a Text field where you wish the students' name to be displayed.	To do this, use the option to Prepare Form and select Text Field. You can place the field wherever it is needed on the page. To change the settings of the Text Field, right click and select Properties. In the window that pops up, you can use the Appearance tab to change the font size, and use the Options tab to uncheck the Scroll long text box.
5.	Save the new file in the .pdf format	

VIDEO DEMONSTRATION:

Watch this 3-minute video to see a demonstration of completing this task.

https://youtu.be/3XTxsRP5T_8

NOTE: Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones that you will use.

After you have saved your certificate as a PDF file, you are ready to upload it to your Moodle course. To do this you will navigate to the topic in your course you wish to place it under and follow these steps.

Step	Action	Notes
1.	Choose “File” from the Resource portion of the Add an Activity dropdown list and click the Add button.	The Adding a new File settings page will display.
2.	<i>Section: General</i> <i>Field: Name</i> Enter a name for your certificate.	The Certificate name should be concise but descriptive. This name will appear on the course page. The name is hyperlinked so users can click to open the Certificate. For training purposes, use the name “Course Certificate.”
3.	<i>Section: General</i> <i>Field: Description</i>	This field is where you would add a description of the file you are uploading. For training purposes, leave this field and all remaining fields in their default state.
4.	<i>Section: General</i> <i>Field: Display description on course page.</i>	If checked, this displays the description on the course page.
5.	<i>Section: General</i> <i>Field: Select files</i>	You can simply drag and drop the file you wish to select, or use the file picker to navigate to your file.

Step	Action	Notes
6.	Click Save and return to course.	You can adjust the settings in the sections following the General section however you wish before or after you save.

From your course page, navigate to the file and select it. It should open up your certificate file in Adobe for you to view. You should also be able to type in the name in the Text Field.

SUMMARY AND RESOURCES

This tutorial gave you information about creating and using the Certificate resource in Moodle.

To learn more about Moodle Certificates, visit:

- https://docs.moodle.org/33/en/Add/edit_certificate_module
- https://docs.moodle.org/33/en/Certificate_customizing

To learn more about Moodle Files, visit:

- https://docs.moodle.org/33/en/File_resource_settings
- https://docs.moodle.org/33/en/File_resource_FAQ

HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- ***As a self-paced lesson.***

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- ***As a lesson-plan for a classroom.***

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

We would appreciate feedback on this tutorial! Please send comments or suggestions to:

Margi Stone Cooper
Oklahoma Department of Careertech
margi.cooper@careertech.ok.gov