

# Certificates 1

The certificate module creates customisable certificates that can be delivered electronically to learners for completion of courses or activities. The certificate allow you to add images, text, and grade information.

(The video above is taken from the [Grading, completion and certificates](#) course in the Totara Academy).

## Add a certificate

1. Click **Turn editing on**.
2. Select **Certificate** from the **Add an activity...** dropdown menu.
3. Enter a certificate name, this then appears on the course page for learners.
4. Customise the available [settings](#).
5. Click **Save and display** (or **Save and return to course**).

## Edit a certificate

1. Click **Turn editing on**.
2. Click **Edit** next to the certificate activity.
3. Make the required changes.
4. Click **Save and display** (or **Save and return to course**).

## Certificate settings

Setting	Description	Notes
<b>Send notifications</b>	If enabled, then trainers are notified when a learner receives a certificate.	-
<b>Notify others</b>	Enter the email addresses here of others who need to be notified when a learner receives a certificate. Multiple addresses should be entered with a comma separating the addresses.	-
<b>Delivery</b>	Choose how the learner receives their certificate: <ul style="list-style-type: none"> <li>• <b>Open in browser:</b> Opens the certificate in a new browser window</li> <li>• <b>Force download:</b> Opens the browser file download window</li> <li>• <b>Email certificate:</b> Choosing this option sends the certificate to the learner as an email attachment</li> </ul>	Once a learner receives the certificate they will see the date their certificate was issued and be able to review their certificate when they click on the <b>Certificate</b> link on the course page.  For <b>Force download</b> , Internet Explorer does not support the open option from the download window. The save option must be chosen first.
<b>Save certificate</b>	This option allows the system to store a copy of each learner's certificate in the course moddata folder. A link to each learners saved certificate is displayed in the trainers <b>View issued certificates</b> report.	-
<b>Required minutes in course</b>	Enter here the minimum amount of time, in minutes, that a learner must be logged into the course before they will be able to receive the certificate.	This time is calculated based on a user's actions logged in the standard log. When the standard log is disabled, legacy log will be used. If that is also disabled, this option will be disabled.  Please note that when the log is disabled and then re-enabled a user's actions during the time the log was off will not be recorded, and as result will not be counted towards time spent on course.

### On this page



The Totara Academy has a whole course dedicated to using [Grading, completion and certificates](#) in Totara Learn. Here you can learn more on how to use these tools, see best practice, and give it a go yourself.

<b>Print date</b>	This is the date that will be printed, if a print date is selected. If the course end date is selected, you must enable the date range and set the course end date in your course settings. If the course end date is not set, the date received will be printed. You can also choose to print the date an activity is graded. If a certificate is issued before that activity is graded, the date received will be printed.	Once a date is printed on a certificate, it cannot be changed unless you have customised your type/certificate.php file.
<b>Date format</b>	Choose a date format to print the date on the certificate.	-
<b>Print code</b>	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 trainer <b>View Issued Certificates</b> report.	-
<b>Print grade</b>	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.	Once a user has received their certificate, their grade on the certificate will not change.
<b>Grade format</b>	There are three available formats if you choose to print a grade on the certificate: <ul style="list-style-type: none"> <li>• <b>Percentage Grade:</b> Prints the grade as a percentage</li> <li>• <b>Points Grade:</b> Prints the point value of the grade</li> <li>• <b>Letter Grade:</b> Prints the percentage grade as a letter. The values for the letter grades can be customised in type/certificate.php</li> </ul>	-
<b>Print outcome</b>	You can choose any course outcome to print the name of the outcome and the user's received outcome on the certificate e.g. 'Assignment outcome: Proficient'.	-
<b>Print credit hours</b>	Enter here the number of credit hours to be printed on the certificate.	-
<b>Print teacher name(s)</b>	For printing the trainer name on the certificate, set the role of the trainer at the module level. Do this if, for example, you have more than one trainer for the course or you have more than one certificate in the course and you want to print different trainer names on each certificate. Click to edit the certificate, then click on the 'Locally assigned roles' tab. Then assign the role of trainer (editing trainer) to the certificate (they do not have to be a trainer in the course, you can assign that role to anyone). Those names will be printed on the certificate for trainer.	-



<b>Watermark image</b>	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.	Keep in mind that adding images to the certificate increases the size of the PDF file. You can add your own images to the <b>certificate/pix/watermarks</b> folder and they appear here in the dropdown. The images must be in the JPEG (.jpg) or PNG 8 (.png) format.
<b>Signature image</b>	This option allows you to print a signature image from the <b>certificate/pix/signatures</b> folder. You can print a graphic representation of a signature, or print a line for a written signature. A sample signature image and a line image are included. You can change this placement in your <b>certificate/type/"type name"/certificate.php</b> file. In that file, find the line of code similar to this one toward the bottom:  <pre>print_signature(\$certificate-&gt;printsignature, \$orientation, 110, 450, '', '');</pre> <p>The two numbers reflect the X placement (over from the left) and Y placement (down from the top) values for the image. You can change these if you would like.</p>	Keep in mind that adding images to the certificate will increase the size of the PDF file. You can add your own images to the <b>certificate/pix/signatures</b> folder and they will also appear here in the dropdown. The images must be in the JPEG (.jpg) or PNG 8 (.png) format.
<b>Seal or logo image</b>	This option allows you to select a seal or logo to print on the certificate from the <b>certificate/pix/seals</b> folder. Four seal images and an example logo image are included. You can change this placement in your <b>certificate/type/"type name"/certificate.php</b> file. In that file, find the line of code similar to this one toward the bottom:  <pre>print_seal(\$certificate-&gt;printseal, \$orientation, 590, 425, '', '');</pre> <p>The two numbers reflect the X placement (over from the left) and Y placement (down from the top) values for the image. You can change these if you would like.</p>	Keep in mind that adding images to the certificate will increase the size of the PDF file. You can add your own images to the <b>certificate/pix/seals</b> folder and they will also appear here in the dropdown. The images must be in the JPEG (.jpg) or PNG 8 (.png) format.
<b>Common module settings</b>	See <a href="#">Common module settings</a> to learn more.	-
<b>Activity completion</b>	See <a href="#">Activity completion</a> to learn more.	-
<b>Restrict access</b>	See <a href="#">Restrict access</a> to learn more.	-
<b>Tags</b>	See <a href="#">Tags</a> to learn more.	-

## Viewing issued certificates

It is possible for the trainer, manager, or administrator to view a report of all issued certificates.

1. Select the course.
2. Click the **Certificate activity**.
3. Click **View issued certificates**.

This shows the following fields:

- **Awarded To:** The name of the person
- **Date Received:** The date the certificate was issued
- **Grade:** The grade the learner received
- **Code:** If unique code option has been used



Once a certificate has been issued to a user it is not able to be reissued or deleted.

## Customising certificates

The certificate module creates PDF certificates for learners of the course and is completely customisable. You can add borders, watermarks, seals, and even show grade information.

### Upload images

It is possible to upload border, watermark, seal, and signature images to be used in a certificate.

1. Select *Site administration > Plugins > Activity modules > Certificate*.
2. Click **Upload**.
3. Select the image file using the [File picker](#) and add the image to the area you want to store this.
4. Select **Save changes**.

### Selecting the certificate font

For certificates with embedded fonts you can choose the font to use for the site.

1. Select *Site administration > Plugins > Activity modules > Certificate*.
2. Select the font to use for Serif and Sans-serif fonts.
3. Select **Save changes**.

### Create a customised certificate format

It is possible to create your own custom certificate type. Your customised certificate appears on the list with the standard certificate types.

1. Choose the certificate/type folder with the size/orientation you desire, copy and paste it in the certificate/type folder, and give the copied folder a new name. For example copy the **/type /letter\_landscape** folder and rename it 'mycertificate'.
2. Open the **certificate/lang/en\_utf8/certificate.php** file and add the name of your new folder type. Following the above example, you would add: **`$string['typemycertificate'] = 'My New Certificate';`**

Now, when you add a certificate to a course, your new type should appear on the dropdown list as "My New Certificate".



You will need to include the correct string (as demonstrated above) otherwise you may receive an error message that will appear as though the code is broken. You should also note that if you upgrade the certificate module then files may disappear and you will need to set this up again.

### Changing printed text

There are different lang strings in the **certificate/lang/en\_utf8/certificate.php** file for each certificate type, so be sure to change the correct one for the type you are using. For example, if you want to customise the text for the landscape type, you can change these lines in the above mentioned lang file.

This is what the default looks like:

```
$string['titlelandscape'] = 'CERTIFICATE OF ACHIEVEMENT';  
$string['introlandscape'] = 'This is to certify that';  
$string['statementlandscape'] = 'has successfully completed the course';
```

Here is a customised example :

```
$string['statementlandscape'] = 'has successfully passed the final exam';
```

### Adding a new line of text

Open the **certificate/lang/en\_utf8/certificate.php** file and add your new lang string giving it a unique name, e.g.

```
$string['mynewtext'] = 'This is what I want to print on the certificate';
```

Open the file for your certificate type, e.g. certificate/type/mycertificate/certificate.php. At the bottom of the page below '// Add Text' is the code that prints--you guessed it--text on the certificate. Find the current line below which you would like your new text to be printed. For example, if you want your text to print below the course name, find the line:

```
cert_printtext(170, 330, 'C', 'Helvetica', '', 20, utf8_decode($classname));
```

Add a new line below that to print your new text using the name you gave your new lang string like this:

```
cert_printtext(170, 350, 'C', 'Helvetica', '', 20, utf8_decode(get_string('mynewtext', 'certificate')));
```



Make sure you add a string to the language file called mynewtext. The above line of code gets that string.

You can adjust the placement over from the left by increasing or decreasing the '170' number. You can adjust the placement down on the page by increasing or decreasing the '350' number. Changing 'C' to 'L' or 'R' will print on the left or right side. For different fonts, see the **totara/lib/fpdf** font folder for non-unicode types, and the **totara/lib/tcpdf/fonts** folder for unicode types, for available fonts.



For unicode certificates, using more than one font is not recommended since the entire font gets embedded in the certificate which increases the certificate file size.

After the font name, you can add:

- **B** for bold
- **I** for italic
- **U** for underline

Changing the '10' number will change the font size.

```
cert_printtext(170, 350, 'C', 'Times', , 10, utf8_decode($USERidnumber));
```

You can add a hard coded line of text. For example, a signature title block line:

```
cert_printtext(150, 490, 'L', 'Times', , 10, utf8_decode('Keegan Jones, Director'));
```

## Add your string to the PDF image

You can add your own custom string to the PDF print section. We wanted to add 'These continuing credits are from our organisation' below the title of the course. We used the landscape certificate type.

We added the string to the language file.

```
$string(ceusfromus) = 'These continuing credits are from our organisation';
```

In the type folder's **certificate.php** file, in the PDF area near the end of the file, we put the following line:

```
cert_printtext(170, 380, 'C', 'Helvetica', '', 16, utf8_decode (get_string ('ceusfromus', 'certificate')));
```

## Plugin settings

Certificates have different methods that can be used to submit and provide feedback. To change these select *Site administration > Plugins > Activity modules > Certificates*.

Setting	Description	Notes
<b>Upload image</b>	<p>Clicking the <b>upload</b> link will take you to a new page where you can upload images for use in certificates for the following:</p> <ul style="list-style-type: none"><li>• Border</li><li>• Watermark</li><li>• Seal</li><li>• Signature</li></ul> <p>Remember to click <b>Save changes</b> once you have uploaded your desired images.</p>	-

<b>Sans-serif font family</b>	Select the Sans-serif font family for certificates with embedded fonts.	-
<b>Serif font family</b>	Select the Serif font family for certificates with embedded fonts.	-

## Scenarios and use cases

### **Adding a certificate for completion of a program**

There isn't a way to do this directly but you can simulate this by creating a course with a certificate awarded on completion of the course or other criteria. Make this course the last courseset in the program. This means that the certificate course will only be available when the other courses in the program have been completed.