

Guidelines and instructions for the use of Certificates issued by LearnIR

Issuing course certificates in LearnIR, for either attendance or completion, is a useful way to reduce the administrative burden of producing these manually and can provide an incentive for staff to complete all the requirements of an online course.

The following guidelines are to ensure that certificates are not devalued by being poorly implemented or inappropriately used.



When should a Certificate be used

The appropriate uses of the certificate module are:

- When a certificate has been historically issued for the course
- When a staff member would normally expect to receive a certificate for the type of course
- When specific skills or knowledge can be demonstrated as a result of the course
- When staff are required to complete a course for compliance reasons
- When issuing a certificate is likely to encourage staff to complete all the requirements for a course

The above list could be interpreted as covering all courses! Inappropriate use of the certificate module would be when a certificate can be obtained without any meaningful assessed learning activity or attendance.

What should happen in a course before a certificate is available for issue

The certificate module is designed to only release a certificate after an 80% mark is achieved in an assessment activity (or 100% in attendance in a Face to Face session). Allowing a certificate to be available without a meaningful prerequisites devalues the use of certificates in LearnIR.

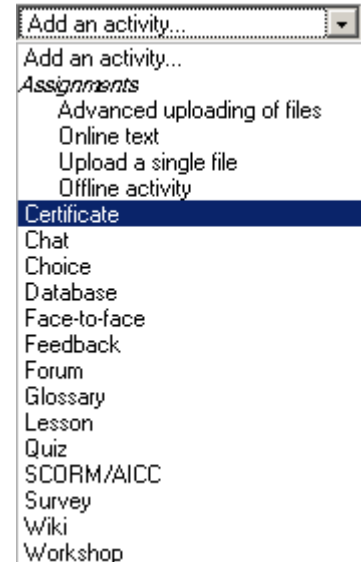
The certificate module allows multiple prerequisites and these can be used to ensure staff complete key aspects of your training program

How to set up a certificate in LearnIR

I. Add the Certificate activity to your course page

Notes:

You can have more than one Certificate available on your course page.



2. Configure the Certificate

Adding a new Certificate to topic 1

General

Certificate Name * You must supply a value here.

Issue Options

Email Teachers Set to "No"

Email Others Leave blank

Save Certificates Set to "No"

Delivery Leave as "open in new window"

Locking Options

Required course grade Set to "No"

Minimum required minutes in course Set to "0"

Dependent activities

	Linked Activity	Required Grade
1	<input type="text" value="-- none --"/>	<input type="text" value="No"/>

Add another linked activity option

Select the activity which needs to be completed before a Certificate become available

Select the required grade (normally 80%) to be achieved

Add more activities and the required grade

Text Options

Certificate Title *	<input type="text" value="CERTIFICATE of ACHIEVEMENT"/>
Course Name	<input type="text"/>
Print Date	<input type="text" value="Date Received"/>
Date Format	<input type="text" value="1 January 2000"/>
Print Code	<input type="text" value="No"/>
Print Grade	<input type="text" value="No"/>
Grade Format	<input type="text" value="Percentage Grade"/>
Print Credit Hours	<input type="text"/>
Print Teacher Name(s)	<input type="text" value="No"/>
Custom Text	<input type="text"/>

Please use only:
Certificate of;
Achievement,
Attendance, or
Completion.

Please use a course
name that is clearly
related to the course!

Set to "Date Received"

Set to "1 January 2000"

All set to "No"

See notes at end

Design Options

Certificate Type	<input type="text" value="Landscape"/>
Border Image	<input type="text" value="No"/>
Border Lines	<input type="text" value="No"/>
Watermark Image	<input type="text" value="No"/>
Signature Image	<input type="text" value="No"/>
Seal or Logo Image	<input type="text" value="No"/>

Set to Landscape

Set to "No"

Set to "No"

Set to "No"

Set to "No" or
"LearnIR"

Set to "No"

Common module settings

Group mode	<input type="text" value="No groups"/>
Visible	<input type="text" value="Show"/>

Set to "No Groups"

Set to "Show"


Save changes Cancel

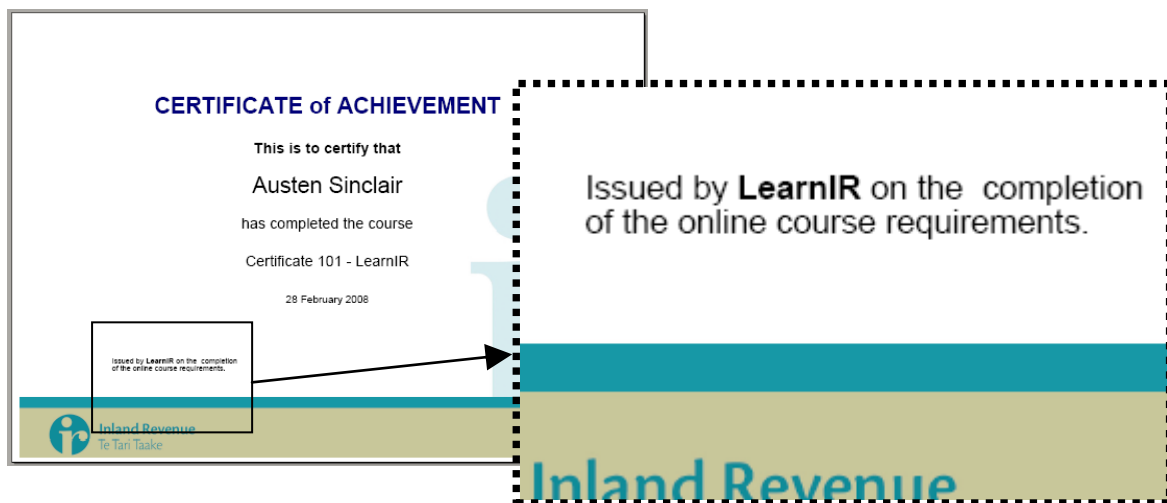
Don't forget to Save!

Custom text


This text box allows the addition of images, such as a scanned version of a signature, as well as text describing the signature. It uses a limited set of HTML to format text and add images.

Example 1, Text only

Custom Text  `<p>Issued by LearnIR on the successful completion
of the online course requirements.</p>`



Example 2, Text and scanned signature

Custom Text 

```
<p><br><p><b>Chris Carline</b><br>Technology Trainer<br>Wellington Region
```

The full HTML is:

```
<p><br><p><b>Chris Carline</b><br>Technology Trainer<br>Wellington Region
```

In the example above Chris Carline's signature image has been uploaded a file in the course (via the Administration Block / Files / Upload a file). By right clicking on the image file when it's shown in the list of course files you can copy and then paste the image location into the Custom text box. You must specify the correct height and width values (in pixels) or you will an error message.

