

Enhanced Completion Certificate Customization

Creating a Certificate Template

You can create a new certificate template using an HTML editor such as Dreamweaver® or FrontPage®. A certificate template is an HTML file named index.htm, or a group of HTML files, image files, and style sheets referenced in a file named index.html file. The necessary files should be included in a .zip file.

The HTML-based certificate template can contain system defined macros that define the design of the certificate that a learner can print after successfully completing a curriculum. The ACLP will display a user's name and applicable information in a certificate based on the placeholders used in the certificate template. The following placeholders can be included in a certificate template:

Macro	Definition
%user_name%	Name of the learner.
%activity_name%	Name of the learning activity.
%grade%	Grade awarded to the learner for the learning activity.
%score%	Score recorded by the learner for the learning activity.
%completion_date%	Date when a learner completes an activity.
%today%	Date on which certificate template is awarded.
%completionstatus%	The learner's completion status which can be either Attended or Waived.

After you create an HTML file that defines the text and appearance of a certificate template, you can upload the template on the **Certificate Templates** page of your Administrator Dashboard.



IMPORTANT NOTES

- You must associate your customized certificate template to the applicable curriculum while building your training.
- The .zip file must include a file named index.htm.
- The maximum image size that the Export to PDF option supports for an A-4 page size is 900 pixels wide and 625 pixels high.
- If you specify Landscape as the page orientation, the image will be left aligned when learners export the certificate to PDF.
- To center align the image for a certificate for an A4 size paper, you need to add an additional table tag with width as 1100 and height as 740 in the index.html.
- You cannot delete the system default certificate template. However, with appropriate permissions, you can add, edit, delete custom certificate templates and assign them to learning activities.



HELPFUL INFORMATION

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Creating a Default Completion Certificate

STEP 1: Create custom certificate template

1. Download the [Completion Certificate .zip File](#)
2. Customize and save the index file
3. Format your logo image
 - a. Ensure your logo matches the size requirements noted in the index file
 - b. Save your file as **logo.png**.

STEP 2: Create a zipped certificate folder

1. Download the [certificate template .zip file](#)
2. Extract and save the files onto your desktop
3. Select the three certificate files on your desktop and compress to a zipped folder
 - a. On a PC
 - i. Highlight the three items
 - ii. Right click the mouse
 - iii. Select **Send to > Compressed (zipped) folder** from the popup menu
 - b. On a Mac
 - i. Highlight the three items
 - ii. Press Control-click
 - iii. Select **Compress 3 items**
 - iv. The zipped folder will be named **Archive.zip**
4. Your zipped folder must include:
 - i. index.html
 - ii. serif.png
 - iii. logo.png

STEP 3: Add your custom certificate to your account


1. Open the **Certificate Templates** page under **Configuration**
2. Press to upload your certificate image
3. Complete the Certificate Template Properties
 - a. **Name***: The name of the certificate
 - b. **Description***: Describe the certificate purpose
 - c. **File**: Upload your certificate .zip file
 - i. Press
 - ii. Locate the .zip file that contains your certificate template
 - d. **Export to PDF**: Select **Landscape** to specify the certificate's orientation when it is exported to PDF
 - e. Press

STEP 4: Assign your Completion Certificate






NOTE: You must either [assign your customized Completion Certificate as the default](#) or [apply your customized Completion Certificate to the applicable curriculum](#).

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Make your Customized Certificate as the Default

1. Select the radio button next to your Certificate Template
2. Select **Make selected Template as default** in the Task dropdown menu
3. Press 

Assign your Customized Certificate to a Specific Curriculum

1. Open the **Learning Activities** page under **Training Management**
2. Locate your curriculum and press the  to edit it
NOTE: The curriculum must be in **STAGE** mode to edit. If it is in Production, press the **Send to Stage Button**
3. Press  at the bottom of the curriculum's General Properties window
4. Select **Grading and Completion** under **Properties**
5. Apply your customized certificate in the **Certificate template** section
 - i. Press 
 - ii. Select the name of your customized certificated
 - iii. Press 
6. Press 
7. Your curriculum will now have its own certificate
8. Move the curriculum to production once all curriculum properties are configured