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Administrator Topic

Manage Custom Certificate Defaults

The Manage Default Certificates by LO Type page enables administrators to assign a certificate as a default certificate for an LO type. If a default certificate is set for an LO type, then the default certificate is issued to a user when they complete any LO within the LO type (e.g., Online Course, Curriculum), as long as the completed LO is not individually associated with a certificate on the Manage Certificates page. This enables an administrator to create a single certificate for all LOs within an LO type, rather than create a certificate for each specific LO.

If no default certificate is associated to the training type and the specific LO within the LO type does not have a certificate, then when a user completes the LO, no certificate is issued to the user.

Once the user completes the training, the certificate is available on the Training Details page for the LO. Users can view and print the certificate from this page. Managers and administrators can also view and print the certificate when accessing the user's transcript.

To access the Manage Default Certificates by LO Type page, go to Admin > Tools > Learning > Learning Preferences > Custom Certificate Defaults.

🔒 Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Custom Certificate Management	Grants ability to create custom certificates of completion for training. This permission can be constrained by OU and user's OU. This is an administrator permission.	Learning - Administration

Manage Default Certificates by LO Type

Manage certificates that are presented to the user at the completion of training, if no certificate has been specifically associated with that learning object.

Default Certificate Per LO Type

Training Type	Certificate Name	Options
Curriculum	UC205E-Cert	✏️ 🗑️
Event	UC205B-Cert	✏️ 🗑️
Library	UC205C-Cert	✏️ 🗑️
Material		✏️
Online Class	UC205A-Cert	✏️ 🗑️
Quick Course	UC205F-Cert	✏️ 🗑️
Test		✏️

☐ Overwrite custom settings for all child Divisions. To apply new options, you must reset all of the subordinate Divisions' preferences. If this is not checked, the preferences will only apply to new Divisions which are created.

Save   Cancel

A default certificate can be added for each LO type. The available LO types are curriculum, event, library, material, online course, quick course, and test.

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