

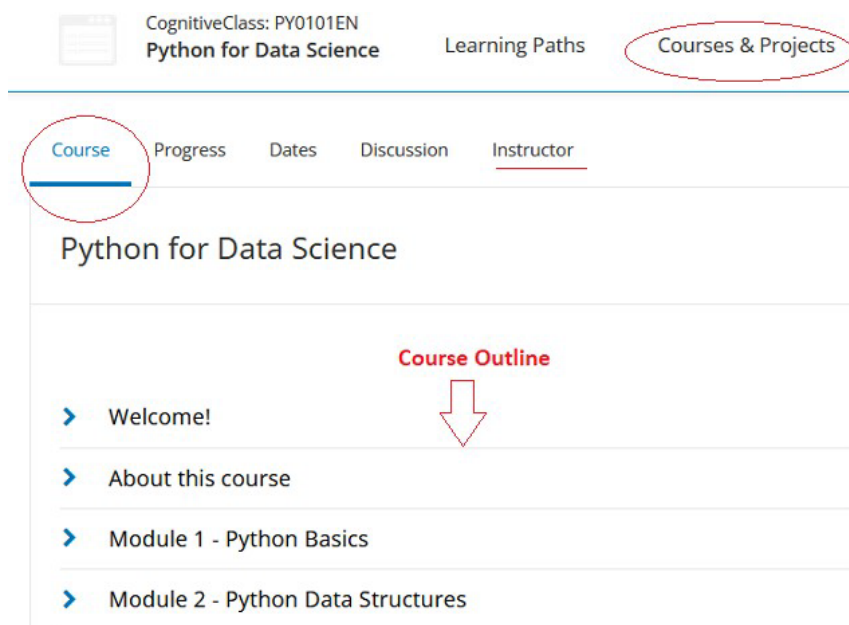
Course Certificate Exception

Here we can disburse a course certificate to students in Bulk without asking them to pass the exam. This special feature is called **certificate exception**. This feature allows admin to add students email id into an exception List and then generate certificate for those students. Once generated, students can **view** that course certificate in their dashboard / my learning.

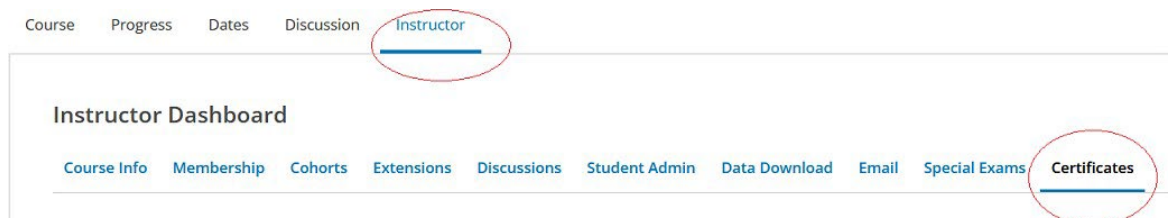
Only Portal admin will have access to certificate exception feature & will require prior approval from IBM.

Steps to generate course certificate exception:

- a) Open a course go to **course outline**. Click **Instructor** link which will take you to instructor dashboard as shown below in sample course.



Click on **Instructor**



Click on **Certificates**

- b) On certificate page, go to **SET CERTIFICATE EXCEPTIONS** section.

there will be two options

Individual: to generate an exception certificate for a **single student** at a time.



Bulk: to generate certificate **for bulk of students** by uploading a .csv file.

Individual Exceptions

Individual Exceptions

Enter the username or email address of each learner that you want to add as an exception.

dipankar@gmail.com	completed the project
Add to Exception List	

 **Click this button add student into the List**  **small standard note on why admin is giving exception to this student**

Bulk Exceptions

Bulk Exceptions

Upload a comma separated values (.csv) file that contains the usernames or email include an optional note describing the reason for the exception in the second cor

Upload a CSV file

0 file selected.	Browse	Add to Exception List
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In bulk exception, upload a comma separated values (.csv) file that contains the usernames or email addresses of learners who have been given exceptions. Include the username or email address in the first comma separated field. You can include an optional note describing the reason for the exception in the second comma separated field.

In both cases **click** on [Add to Exception List](#) button to add email ids into a list before it goes for certificate generation process.

[Add to Exception List](#)

Once mail ids are added into list, following message will be displayed.

dipankar@gmail.com has been successfully added to the exception list. Click Generate Exception Certificate below to send the certificate.

If mail id doesn't exist in portal backend records, then certificate can't be generated.

C) Generate Exception Certificates

Now go to **Generate Exception Certificates** section. You will see the List of students mail ids for whom admin wants to generate course certificate.

Generate Exception Certificates

Certificate exceptions group selection

☒ All users on the Exception list who do not yet have a certificate

☐ All users on the Exception list

Generate Exception Certificates

Name	User Email	Exception Granted	Certificate Generated	Notes
dichak78	dipankar@gmail.com	Tuesday, November 22, 2022		completed the project

Action

Remove from List

Admin can remove any student from this List at any time but if you remove it after certificate generation for that student then that student can't see View button on his/her dashboard.

Click on below button to **start the generation process**

Generate Exception Certificates

Wait for **5 mins** for the process to complete.

Once process is complete, refresh the page and you will see certificate generated date updated in the List.

Name	User Email	Exception Granted	Certificate Generated	Notes
dichak78	dipankar@gmail.com	November 22, 2022	November 22, 2022	completed the project

Now when students who are in this List open their dashboard, they will see **View certificate** button beside that course / project.

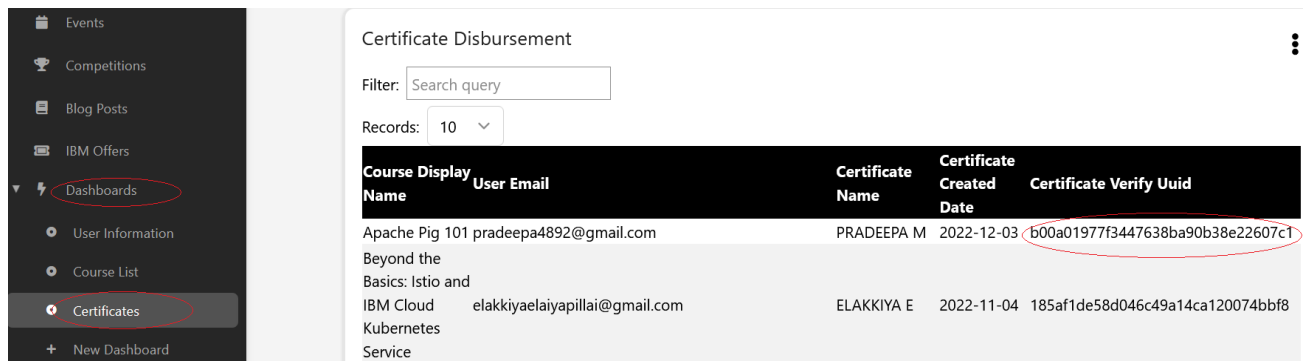
As an admin View student's Certificate

As an admin you can view any student's course certificate. Below is the link of a certificate, in this link


courses.ictacademy.skillsnetwork.site/certificates is common for all course certificate only the last authenticity code (2aa49035d84d426c802b24f2d7558ea4) will differ.

<https://courses.ictacademy.skillsnetwork.site/certificates/2aa49035d84d426c802b24f2d7558ea4>

Step 1. Go to admin portal & open “Dashboards” > “certificates” > certificate disbursement - report.



Course Display Name	User Email	Certificate Name	Certificate Created Date	Certificate Verify Uuid
Apache Pig 101	pradeepa4892@gmail.com	PRADEEPA M	2022-12-03	b00a01977f3447638ba90b38e22607c1
Beyond the Basics: Istio and IBM Cloud Kubernetes Service	elakkiyaelaiyapillai@gmail.com	ELAKKIYA E	2022-11-04	185af1de58d046c49a14ca120074bbf8

Just download this report as csv by click on  you will see “download as csv option”. This report shows list of students whose certificates are already generated by exception, or they pass course & request certificate.

Copy that “certificate verify Uuid” value for example just copy the value of **PRADEEPA M** which is **b00a01977f3447638ba90b38e22607c1** and add it in above url

<https://courses.ictacademy.skillsnetwork.site/certificates/b00a01977f3447638ba90b38e22607c1>

Just run above URL on browser, you can see the certificate of Learner **PRADEEPA M** for Apache pig 101 course. **Ctrl + P** under print dialog box it can be downloaded as PDF file.