

1) Installing Certify'em:

We need to install it from their website and we are good to go.

We'll be asked to authorize Certify'em to run in your Google account. Certify'em needs these permissions to be able to email certificates, read your certificate templates, and keep certification records in your Google account.

2) Opening the Certify'em Menu:

Click "Certify'em" from the puzzle piece menu at the top of the Google Form editor, and then click "Show Certify'em Controls".

3) Adding Identifier Questions:

Once we have Certify'em installed or enabled, we can begin by adding questions to the exam. We'll start with those that identify the student.

EMAIL ADDRESS (First Question): Certify'em will always insert a first question that collects the email address of the exam taker.

This is required so that Certify'em can email them a certificate if they pass.

This question must always appear first, and cannot be moved or left out.

FULL NAME (Second Question): Certify'em expects that after collecting the email address, the next question will always collect the exam-taker's Full Name.

This name is what will appear on their certificate, and in the records kept by Certify'em. This will generally be a "short answer" type question.

We'll Ensure to not make this question worth any point.

4) Adding Exam Content and Questions:

We can do this as per our needs. Click on the (+) icon on the right to insert a new question, or use the icons below it to insert text, an image, or a video.

5) Choosing a Passing Percent:

Use the Certify'em pop-up menu to select a passing percentage from the "Passing" drop-down menu. If exam-takers score this percent or higher, they will be emailed a certificate.

By default, the passing percentage is set to 80%.

6) Selecting a Certificate Template:

Use the Certify'em pop-up menu to select a Certificate Template by clicking "Change Template".

We can also design our own template from scratch. To do so, we'll need to create it in our Google Drive account and then select it in the template selector using the "Select Existing" option.

If we wish to see how a certificate will look for our exam, we can choose a template and then click the "Email Me Sample" link. We will receive a sample PDF certificate by email.

7) Turning ON Certification:

Once we have selected a passing percent and certificate template, click "Turn ON" at the top of the Certify'em pop-up menu to turn on certification.

Once certification is ON, we'll be presented with an option to turn it OFF, as well as a link to the exam. We should use that link to direct exam-takers to your exam.

We can email it directly to exam-takers, post or embed it in a website, etc.

If certification is OFF, exam-takers accessing that link will see a message that the exam is not currently accepting submissions.

8) Adjust Google Form / Exam Settings:

We can review and adjust the settings to our needs before sharing the link to the exam with anyone.

9) Google Form Records:

Google Form keeps their own records for each submission (whether Certification is ON or OFF). We can view these from the "RESPONSES" tab in the form.

10) Certificate Records:

To access these records, we just have to click the "Certificate Records" link in the pop-up menu.