

Awards

Ester Andersson - 2025-06-19 - The library

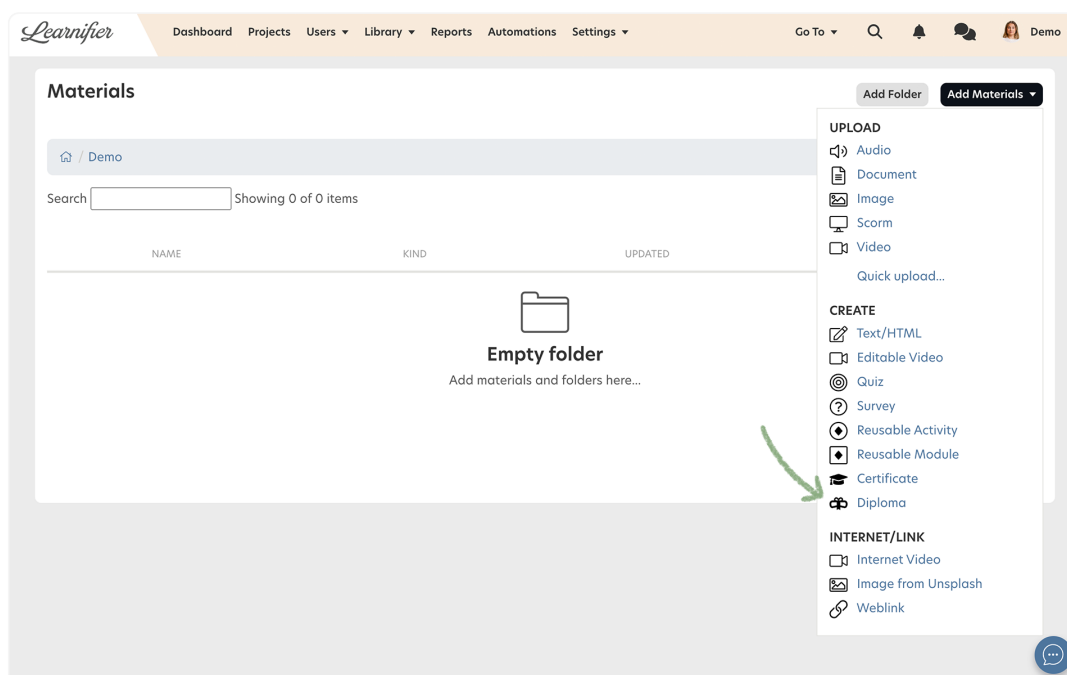
Make the learning experiences even more fun for participants with interactive diplomas or certificates!

Note

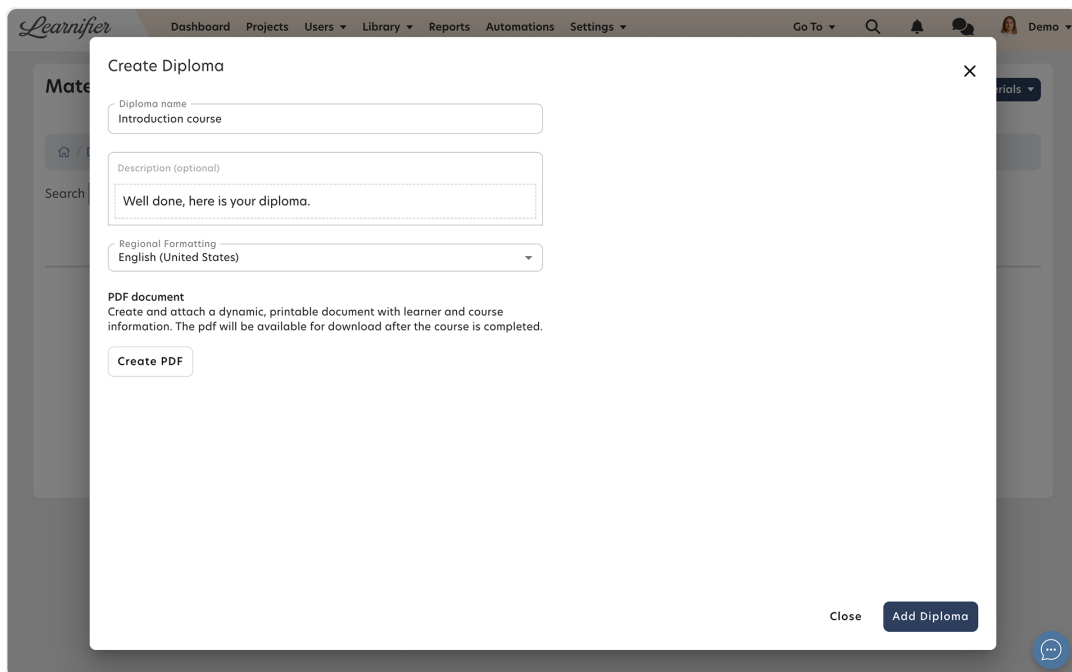
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Creating a diploma

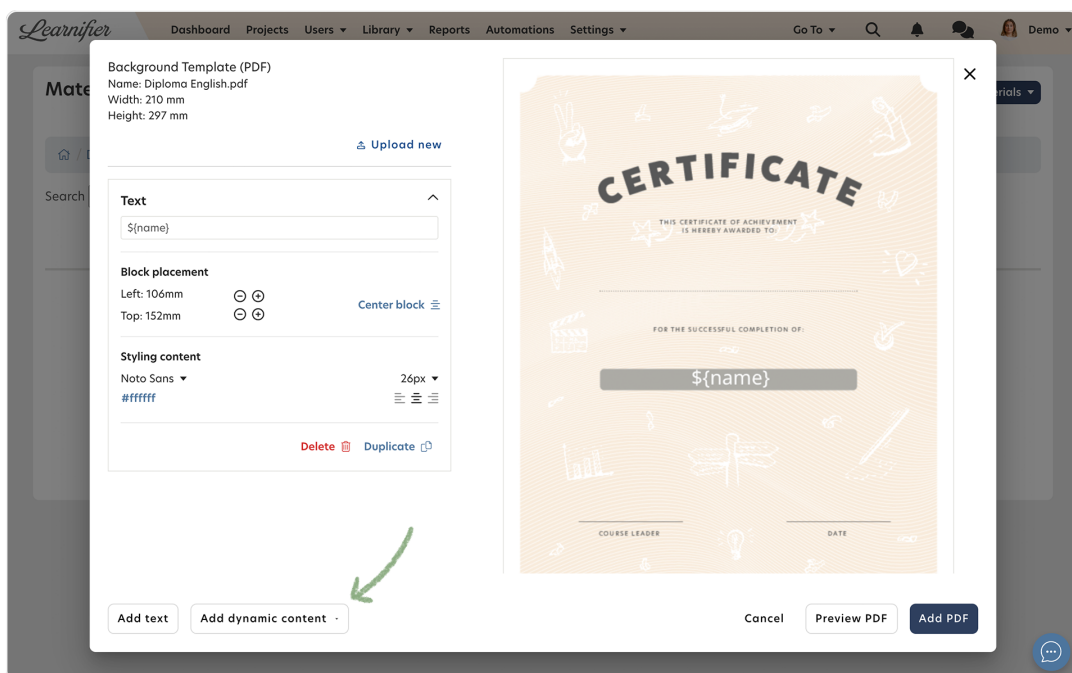
1. To create a personalized diploma, go to the Library → Materials and click on "Add Materials" → Diploma".



1. Name your diploma, add a description, and select regional formatting.



1. Click on "Create PDF" and add the PDF file.
2. Make your diploma personalized by adding dynamic content. For example, add the variable "Name" and place it wherever you want. This will automatically generate the name of the receiving participant. You can also add, for example, "Project name" as well as the date and instructor name. Furthermore, you can brand the diploma content by changing font, size, and color. Note: it is also possible to add a static text block (content that will not change depending on who receives the diploma).



1. Preview the diploma by clicking "Preview PDF"

2. All done!

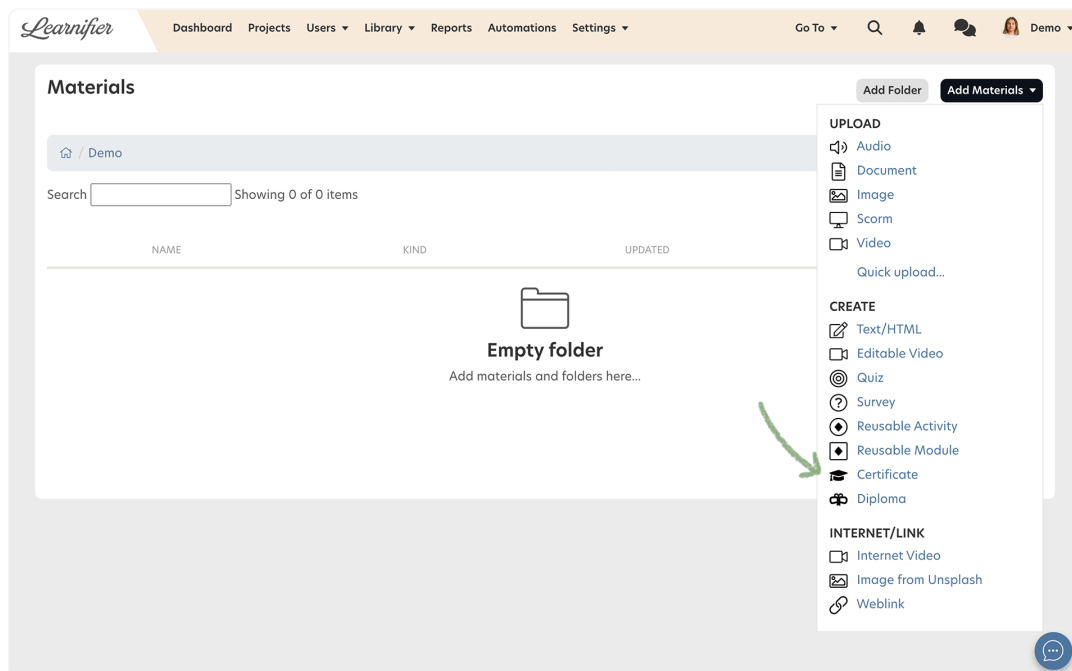
Attaching the diploma

- Go to the course and the tab "Overview".
- Under "Awards", click "Attach" and choose your diploma.

When a participant has completed the course, a banner that says "**Congratulations, you have completed this course. View your award.**" will be shown which they can click on to view their award. They can always return to "Awards" to find all their diplomas and certificates.

Creating a certificate

1. Go to the library → Materials and click "Add Materials" → Certificate.



1. Name your certificate and active "Expiration of certificate" if you wish the certificate to be valid for a specific number of months. If "Expiration of certificate" is activated, enter when you wish a notification should be sent to the learner. Select regional formatting and add a PDF file with personalized content (not mandatory).

The screenshot shows the 'Create Certificate' modal in the Learnifier interface. The modal has a sidebar with four tabs: 1. Certificate Info (selected), 2. Auto re-enrollment, 3. Communication, and 4. Summary. The main content area for 'Certificate Info' includes:

- Certificate Name:** A text input field containing 'Introduction course'.
- Expiration of certificate:** A toggle switch set to 'ON'.
- Certificate will expire in:** A dropdown menu set to '12 months'.
- A notification will be sent:** A dropdown menu set to '30 days' before the certificate expires.
- Notify:** Checkboxes for 'Learner' (checked), 'Admin', 'Team Manager', and 'Project Team'.
- Regional Formatting:** A dropdown menu set to 'English (United States)'.
- Create PDF:** A button to generate a PDF document.
- Description (optional):** A large text area for an optional description.

At the bottom right of the modal are 'Close' and 'Next' buttons.

1. Go to the tab “Auto re-enrollment” and switch it to ON if you wish the participant to be automatically re-enrolled to a course upon certificate expiration (expiration of certificate must be turned on for this to work). Choose which course the learner should be enrolled in and how many days prior to the certificate expiration the enrollment should occur. You can also attach the certificate you are creating to the selected course directly in this view to work more efficiently.

The screenshot shows the 'Create Certificate' modal in the Learnifier interface, with the 'Auto re-enrollment' tab selected. The sidebar now highlights tab 2. The main content area for 'Auto re-enrollment' includes:

- Auto re-enroll:** A toggle switch set to 'ON'.
- Auto re-enroll OFF:** Text explaining that the administrator needs to manually re-enroll learners.
- Auto re-enroll ON:** Text explaining that re-enrollment will be automatic upon expiration, with instructions to select a course and activate the 'Attach this certificate to the selected course' option.
- Re-enroll learner to:** A dropdown menu set to 'Introduction to Learnifier'.
- Re-enroll learner to:** A dropdown menu set to '30 days' before certificate expires.
- Attach this certificate to the selected course:** A checked checkbox.

At the bottom right of the modal are 'Close', 'Back', and 'Next' buttons.

1. Lastly, you can create automated communication with personalized variables, if you wish to engage the learner, team manager, or administrator in the learning journey.

Learnifier Dashboard Projects Users Library Reports Automations Settings Go To Search

Create Certificate

1 Certificate Info
2 Auto re-enrollment
3 **Communication**
4 Summary

Create custom notifications with dynamic content.

Your certificate is expiring

Notification Name: Your certificate is expiring

Send notification: 30 days before certificate expires.

Send notification to: ☒ Learner ☐ Team Manager ☐ Admin ☐ Project Team

Send by: ☐ Mail ☒ Notification in Learnifier

Message: Hi {{name}}, your certificate {{certificate.name}} will expire on {{award.expiration}}. Please remember to renew it.

Add dynamic content

Delete Duplicate

Create new notification

Close Back Next

1. Click next to Review your settings and thereafter click Add Certificate.

Learnifier Dashboard Projects Users Library Reports Automations Settings Go To Search

Create Certificate

1 Certificate Info
2 Auto re-enrollment
3 Communication
4 **Summary**

Certificate name: Introduction course

Certificate expiration: 12 months

Regional date format: en-US

Notify: 30 days before expiration

Notify to: user

Auto enroll: ON

Reenroll to: Introduction to Learnifier 30 days before certificate expires.

Attach certificate to selected course: Yes

Communications

Your certificate is expiring. Send notification to user 30 days before certification expires.

Close Back Add Certificate

Attaching the certificate

1. Go to the course and the tab "Overview".

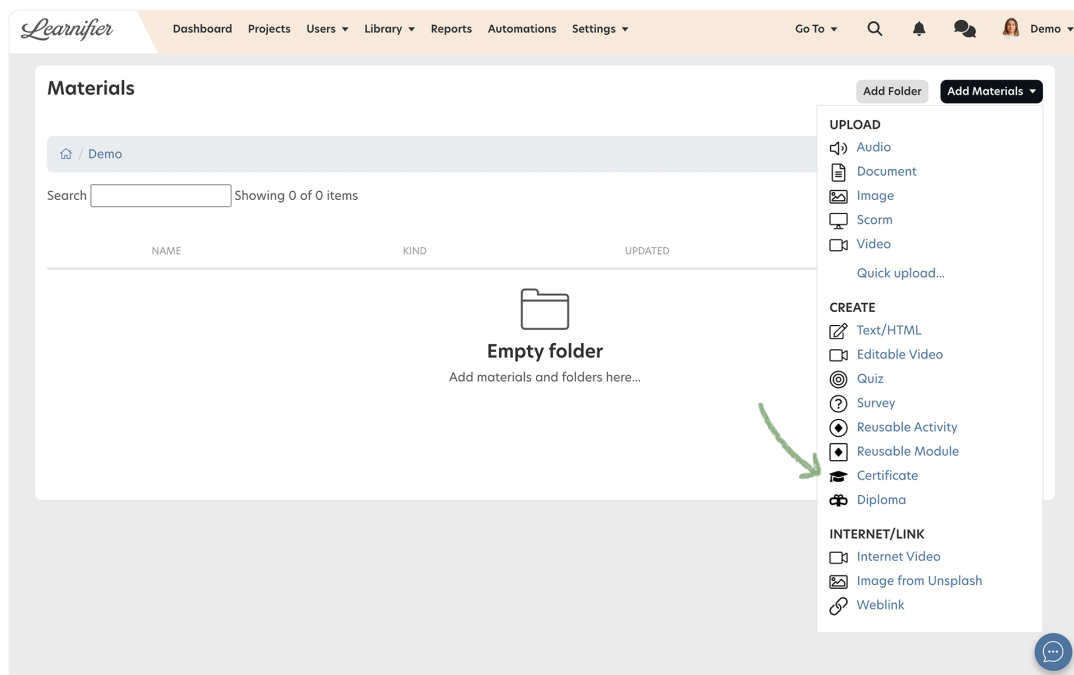
2. Under "Awards", click "Attach" and choose your certificate.

When a participant has completed the course, a banner that says "**Congratulations, you have completed this course. View your award.**" will be shown which they can click on to view their award. They can always go back to "Awards" to find all their diplomas and certificates.

Automation of certificate renewal

Automation of certificate renewal is a function where the system automatically enrolls learners in a new course (or the same) a set amount of days before the certificate expires.

1. Go to the tab "Library" → "Materials".
2. Click on "Add material" → "Certificate".



1. Set a title and activate "Expiration of certificate". Choose the duration of the certificate and when a notification should be sent to the learner, and if you also wish to notify the administrator or team manager.

The screenshot shows the 'Create Certificate' dialog with the 'Certificate Info' tab selected. The 'Certificate Name' is 'Introduction course'. The 'Expiration of certificate' toggle is turned ON. The certificate will expire in 12 months. A notification will be sent 30 days before the certificate expires. The 'Notify' section has checkboxes for 'Learner' (checked), 'Admin', 'Team Manager', and 'Project Team'. The 'Regional Formatting' is set to 'English (United States)'. There is a 'Create PDF' button and a 'Description (optional)' text area. The 'Next' button is highlighted.

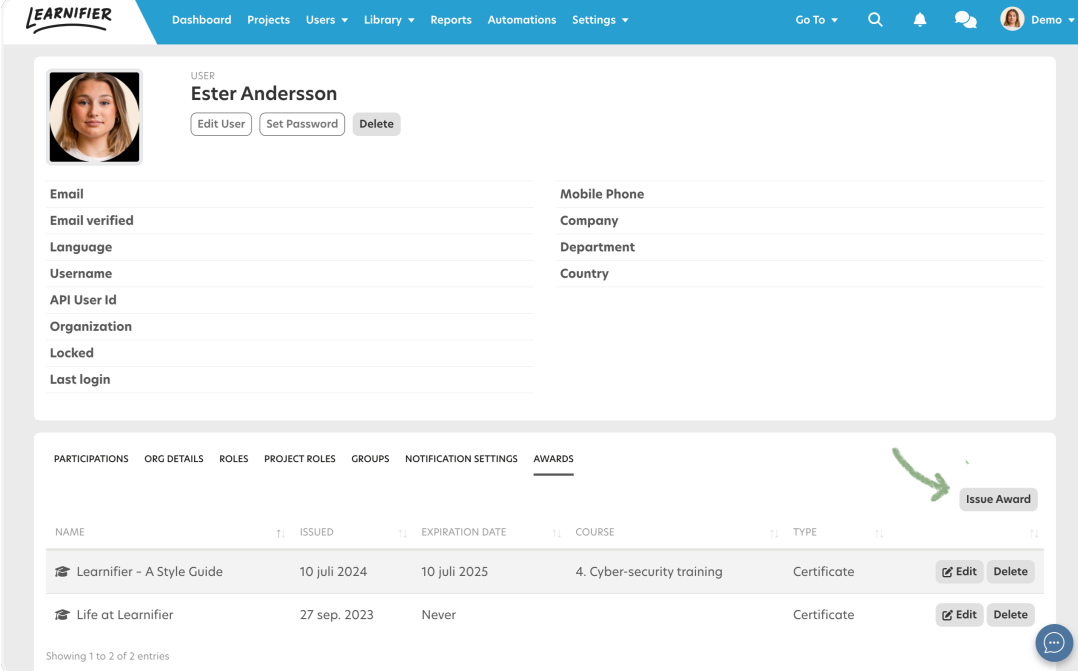
1. Go to the "Auto re-enrollment" tab and switch to ON. Select the course you wish to re-enroll the learner in when the certificate is expiring in x days.

The screenshot shows the 'Create Certificate' dialog with the 'Auto re-enrollment' tab selected. The 'Auto re-enroll' toggle is turned ON. The 'Auto re-enroll OFF' section states that the administrator needs to manually re-enroll learners. The 'Auto re-enroll ON' section explains that the re-enrollment will be triggered automatically when the certificate is about to expire, and the user should select which course the learner will be enrolled to. The 'Re-enroll learner to' section has a dropdown menu set to 'Introduction to Learnifier' and a text field set to '30 days before certificate expires'. The 'Attach this certificate to the selected course' checkbox is checked. The 'Next' button is highlighted.



1. Go to the "Communication" tab in the project menu if you wish to personalize communication relating to the certificate expiration, in addition to the general notification.
2. All done!

Issue an award to a learner manually

1. Go to the “Users” tab and click on a user.
2. Go to the “Awards” tab and click “Issue award”.
3. Choose the award you wish to issue.



The screenshot shows the Learnifier user profile for Ester Andersson. The 'Awards' tab is selected, and the 'Issue Award' button is highlighted with a green arrow. The table below lists the awards issued to the user.

NAME	ISSUED	EXPIRATION DATE	COURSE	TYPE	
 Learnifier - A Style Guide	10 juli 2024	10 juli 2025	4. Cyber-security training	Certificate	Edit Delete
 Life at Learnifier	27 sep. 2023	Never		Certificate	Edit Delete

Showing 1 to 2 of 2 entries