

**Role:**

Administrator

**Objectives:**

In this scenario, you will:

- Navigate to the **Manage Certificates** page
- Name and describe a certificate
- Define gradebook requirements
- Define award requirements
- Enter award ID numbering options and notifications
- Enter date restrictions and expiration options

**Quick Start Guide:****Managing Certificate Definitions**

Certificate AX allows administrators to create end-user printable, customized certificates of achievement. Requirements can be integrated with the online gradebook and can be issued when a learning milestone has been achieved.

**Navigation:**

1. Click the **System Admin** tab.
2. Click the **Manage Certificates AX** link.
3. Click the **Manage Certificate Definitions** link.

**Steps:**

## Certificate Information

1. Click the **Create Certificate** button.
2. On the **Create Certificate** page, select the **Is Available** option.
3. Enter the name of the certificate in the **Name** field.
4. Enter a description in the **Description** field.

## Certificate Requirements

1. If the certificate requires completion of a gradebook item:
  - a. Click the **Add Gradebook Requirement** button.
  - b. Enter the course ID in the **Course ID** field.
  - c. Click the adjacent **Reload** button.
  - d. Select the **Gradebook Item** option (e.g., class paper, exam).
  - e. Select either the **Minimum Score Required** option and enter a score, or select the **Any Score Required** option.
2. If the certificate requires completion of an award item:
  - a. Click the **Add Award Requirement** button.
  - b. Select the **Award** option.
3. If done, click the **Submit** button.

## Options

1. If the certificate should start with a specific number, select the **First ID Number** checkbox and enter the number in the field.
2. If the number of certificates to be awarded is limited, select the **Last ID Number** checkbox and enter the number in the field.
3. If you want to be notified that the number of certificates is reaching capacity:
  - a. Select the **Enable Email Notification** option.
  - b. Enter an email address in the **Email Address to Receive Notification** field.
  - c. Enter the Award ID to trigger the notification in the **Specify Award ID range to Trigger Notification** field.
4. If you want to grant awards during a specific timeframe, select the appropriate **Award After** and **Award Until** options.
5. If you want the award to expire, select the option and enter the number of days in the **days after being granted** field.
6. Click the **Submit** button.