

OpenKGUMSB

**CERTIFICATE MANUAL
FOR TEACHERS**



OpenKGUMSB Teacher Certificate Manual

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|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FougM) |
| Department: | KGUMSB |
| Date: | 09-08-2024 |
| For: | OpenKGUMSB Teachers |

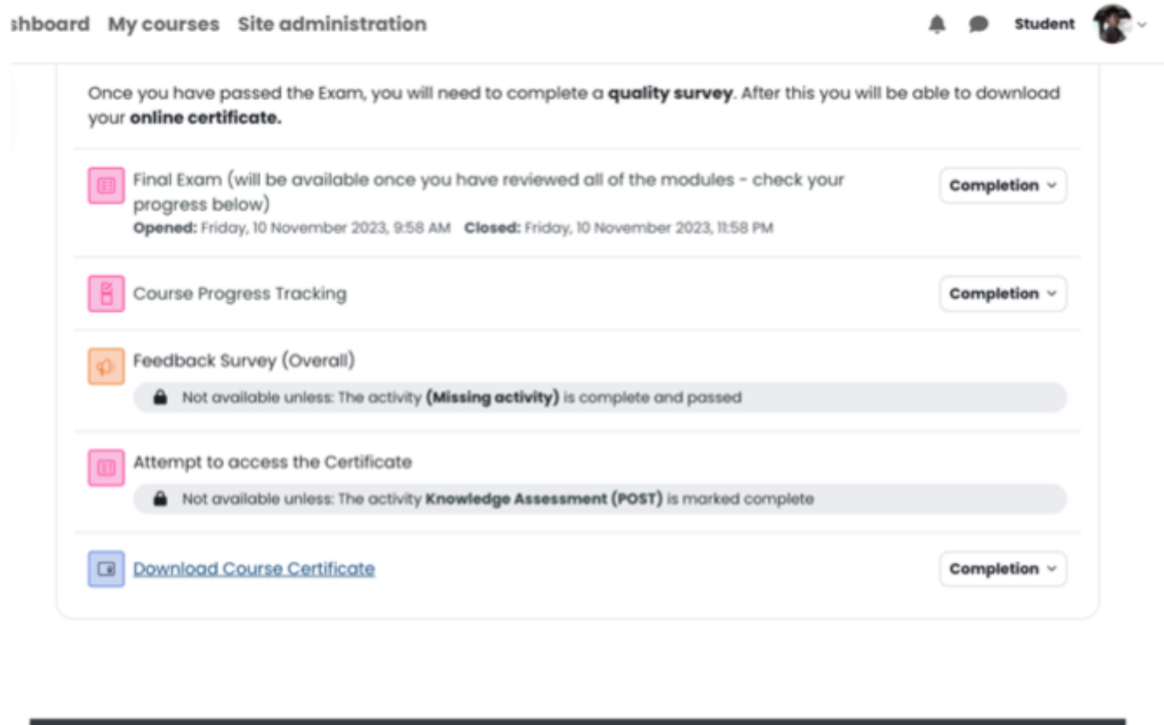
Certificate Generation

There are two ways to generate a certificate for the students

- Auto Generation
- Manual Generation

Auto Generation

1. Once the certificate is created as an activity, a teacher can set the restriction to access the certificate. *Example: the certificate shown in the figure. Is accessible only after attempting the quiz.*



The screenshot shows a Moodle course page with the following elements:

- Navigation: shboard My courses Site administration
- User profile: Student
- Text: Once you have passed the Exam, you will need to complete a **quality survey**. After this you will be able to download your **online certificate**.
- Activity 1: Final Exam (will be available once you have reviewed all of the modules - check your progress below)
Opened: Friday, 10 November 2023, 9:58 AM Closed: Friday, 10 November 2023, 11:58 PM Completion ▾
- Activity 2: Course Progress Tracking Completion ▾
- Activity 3: Feedback Survey (Overall)
Not available unless: The activity (**Missing activity**) is complete and passed
- Activity 4: Attempt to access the Certificate
Not available unless: The activity **Knowledge Assessment (POST)** is marked complete
- Activity 5: Download Course Certificate Completion ▾

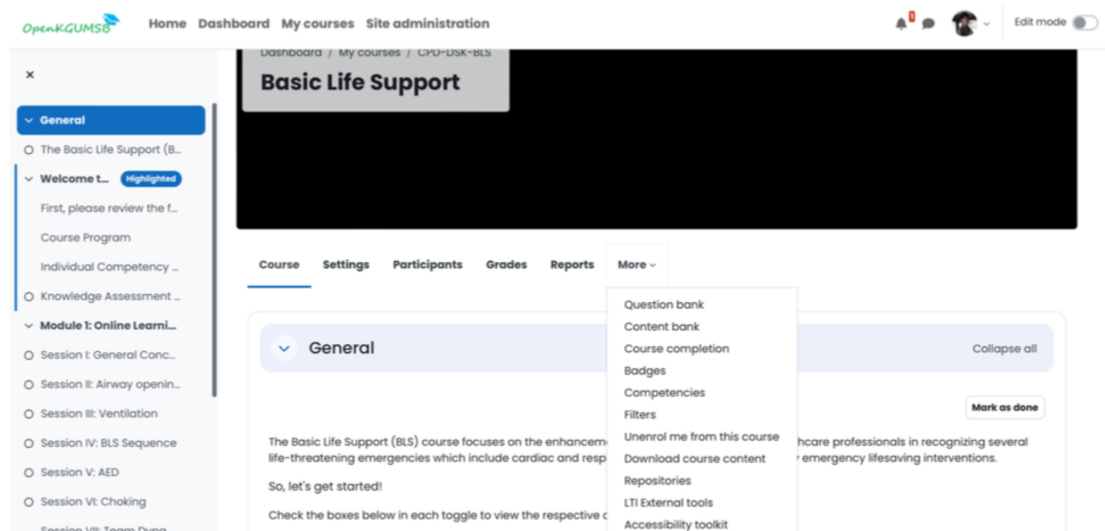
2. The generated certificate is sent to the students email address and is also available in Moodle course page. Below is the example of the certificate auto generated. All the fields such as name, cid, course name and course

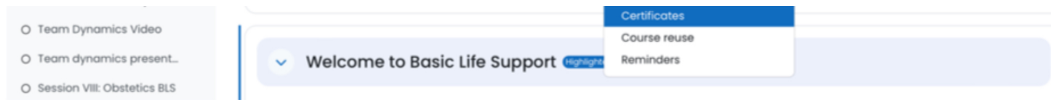
completion date is generated automatically by the system.



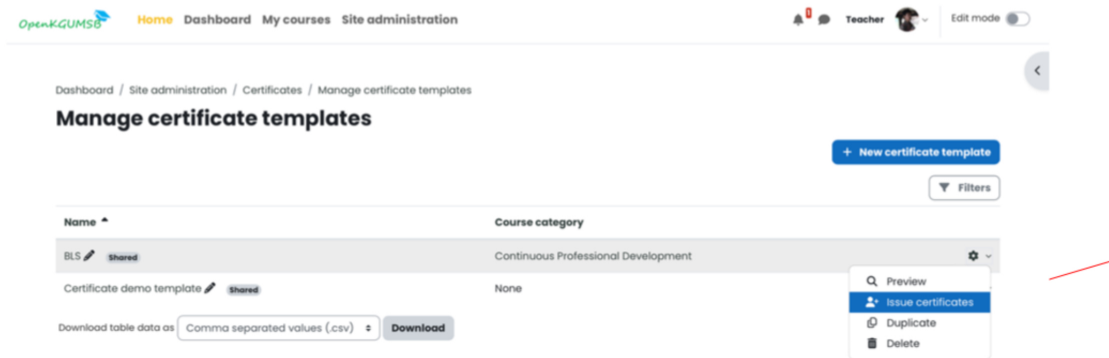
Manual Generation

- On the main course page menu click on "More". Click on Certificates, you will be redirected to the certificate page.

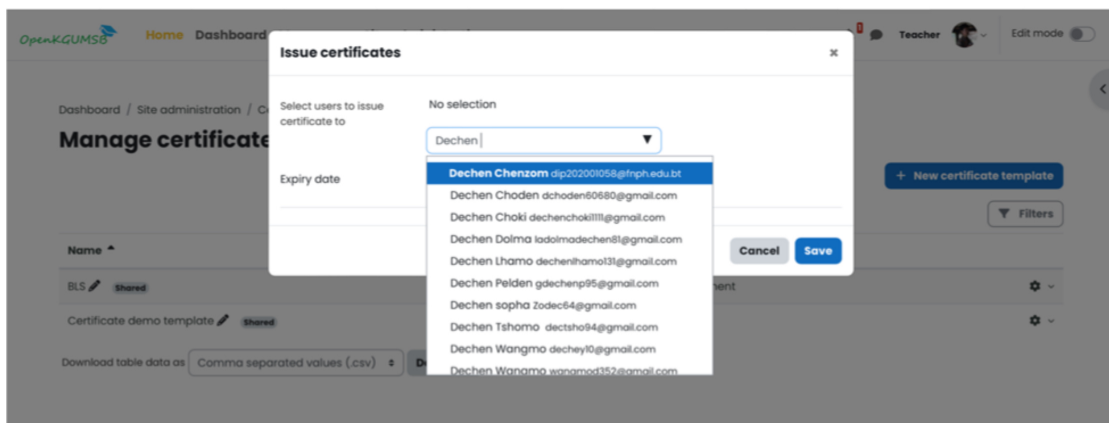




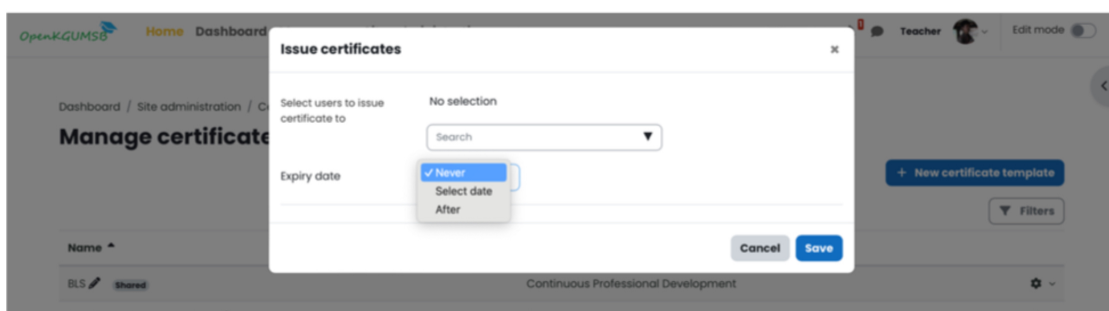
- Once you are on the certificate page, click on the gear icon on the right side of the certificate you want to issue
- From the drop down menu click on “issue certificate”



- Type name or email address of the student you want to issue the certificate in the text field.



- Set an expiry date of the certificate and click on save
- The certificate is sent to the students via email



Sample of certificate issued manually



QR Codes

- The QR code generated to validate the certificate validation.
- To validate a certificate, one can scan the QR code and if the certificate is valid it will redirect you to the Open KGUMSB site and let you verify it.

| Differences between the types of certificate generation | |
|--|--|
| Auto generation | Manual generation |
| Expiry date should be reflected on the certificat | Expiry date is set in the system |
| Course names is generated automatically | Course name have to be reflected on th certificate |

