Attaching a certificate to an education credit

⚠️ A note for Site Admins: Full access to Das admin is coming soon! Check back later for updates.

Admins can add certificates to courses using the Education Credit (EC) section of Das admin. As long as a certificate is attached to an EC, depending on how many pieces of content are attached to that EC, learners can view and download the Certificate after completing the course or when they claim the EC.

ℹ️ To attach a Certificate to an Education Credit you must first have built a certificate template to attach. Learn more about creating certificates.

Access the education credit section in das admin

1. Navigate to the **Education Credits** section from the Das admin dashboard.
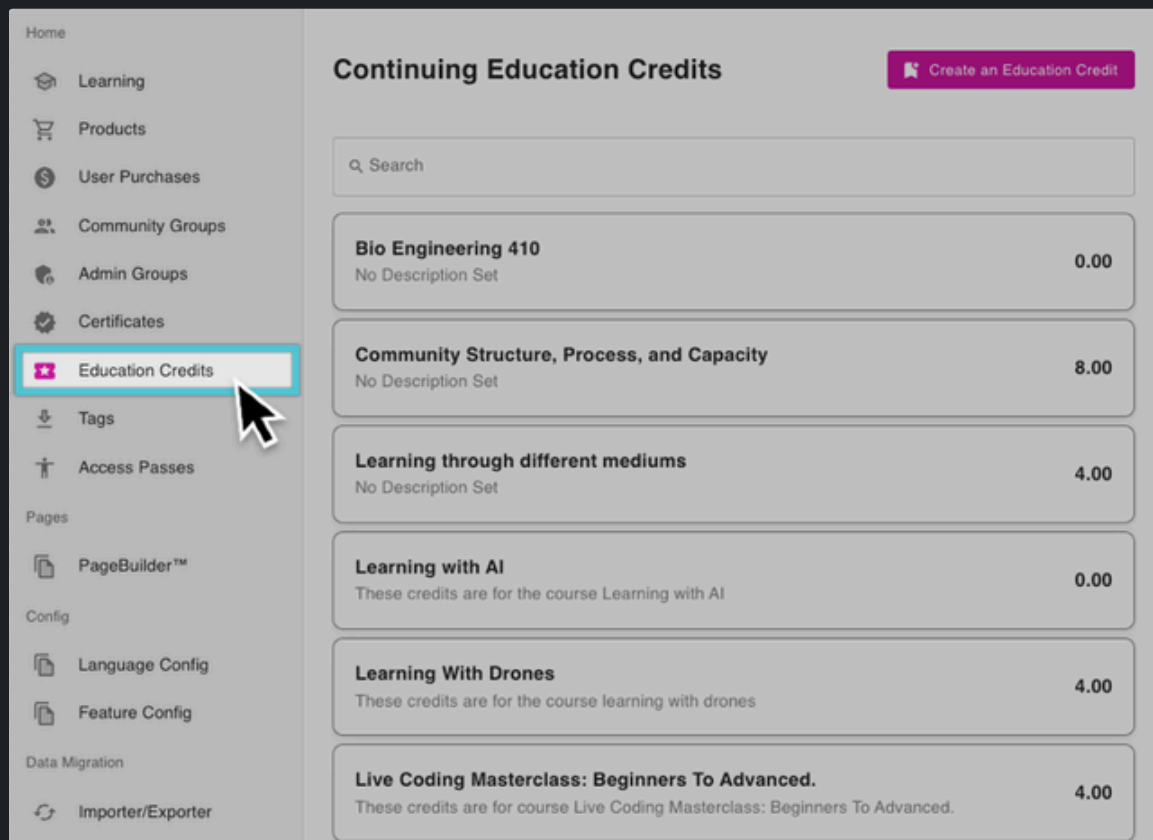
Navigating to the education credit(s) page in das admin.

Locate the education credit

1. You can create a new education credit or search for the existing one you want to attach a certificate to. Learn more about creating education credits.

Continuing Education Credits

Create an Education Credit

Search

Community Structure, Process, and Capacity
No Description Set
8.00

Learning through different mediums
No Description Set
4.00

Learning with AI
These credits are for the course Learning with AI
0.00

Learning With Drones
These credits are for the course learning with drones
4.00

Live Coding Masterclass: Beginners To Advanced.
These credits are for course Live Coding Masterclass: Beginners To Advanced.
4.00

Principles of Local Economic Development
These credits are for the course Principles of Local Economic Development
8.00

Highlighting the Create, Scroll, and Search functionality on the education credit page.

Granting a certificate

1. Once inside the Education Credit information page, find the **Rules** section and check the **Reward Certificate Upon Completion** box.

Select a certificate

1. After checking the box, a dropdown labeled **Certificate** will appear. Select the dropdown and choose the certificate template you want to attach to the education credit.
   a. Alternatively, you can create a new certificate or edit an existing one by selecting the **Edit with Certificate Builder** link directly under the certificate selection dropdown. Learn more about creating certificates.
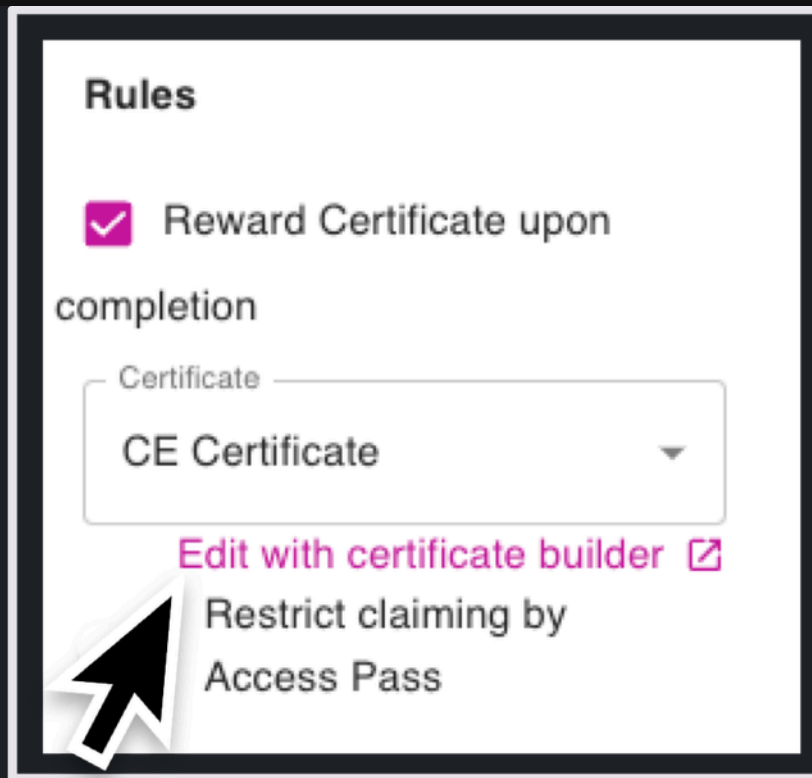
Selecting the Edit with Certificate Builder link

Confirmation and completion

1. Check that you have selected the correct **certificate** from the dropdown.

The Save or Discard buttons.

ℹ Ensure you select the Save button that will populate in the right-hand corner once any changes have been made to save them.

📄 Edit course resources (Client Guidebook)
📄 User types and permissions for learning management (Client Guidebook)
📄 Edit course grading settings (Client Guidebook)
📄 Education credits and course information pages (Client Guidebook)
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📄 Add instructors to a course (Client Guidebook)
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