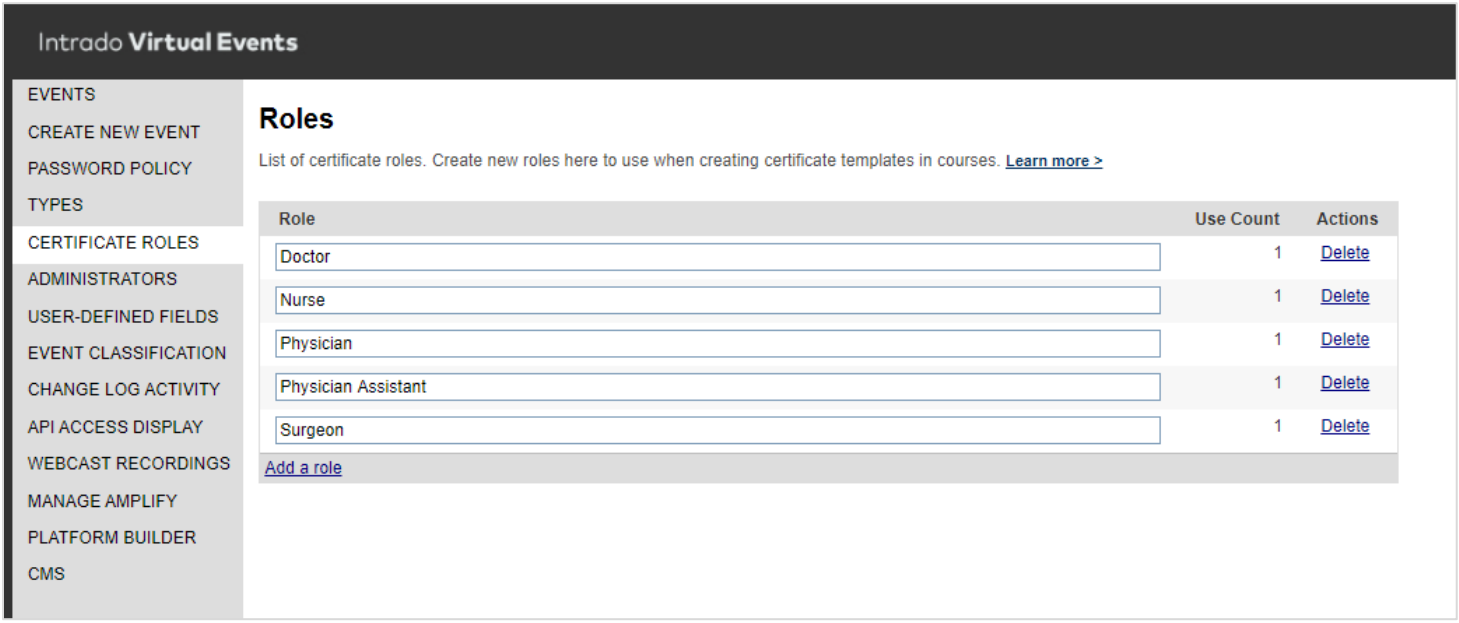
Multi Certificate Setup

Now when using certificates within Studio Webcasting, Virtual Events or Video Portals, event owners have the option of setting up multiple certificates for a single course. Viewers can then choose their role to receive the proper certificate.

Virtual Events - VX

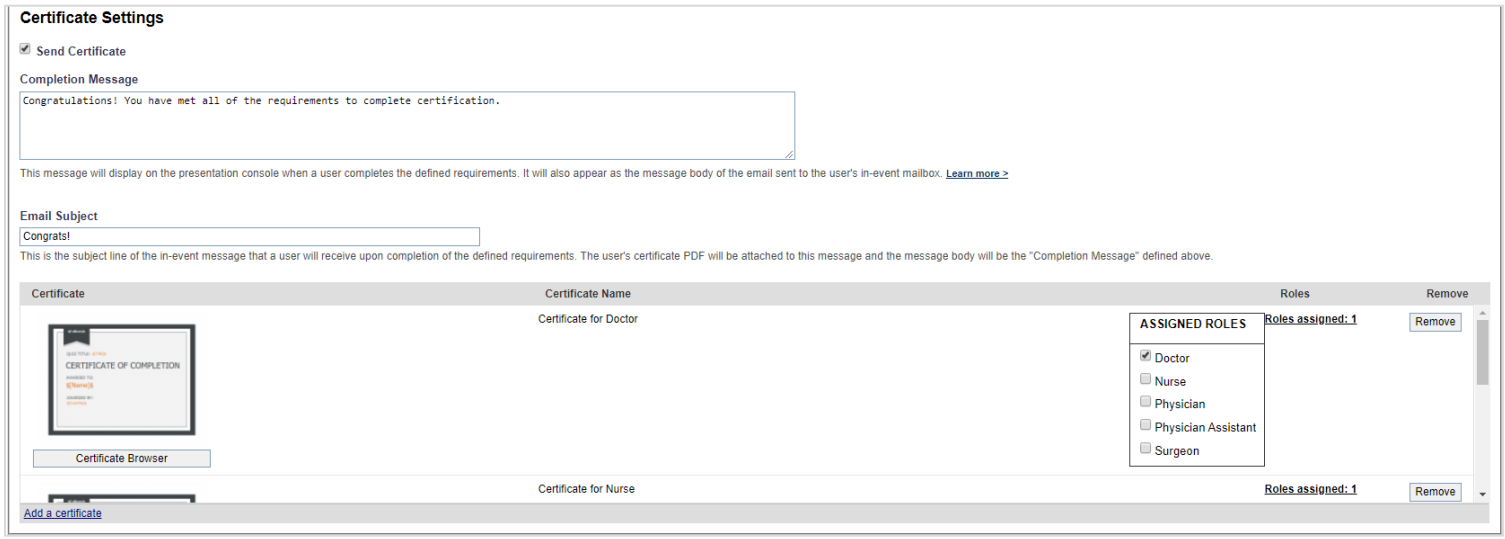
Roles
The roles are setup at the tenant level within Virtual Events under Types on the main listing page.

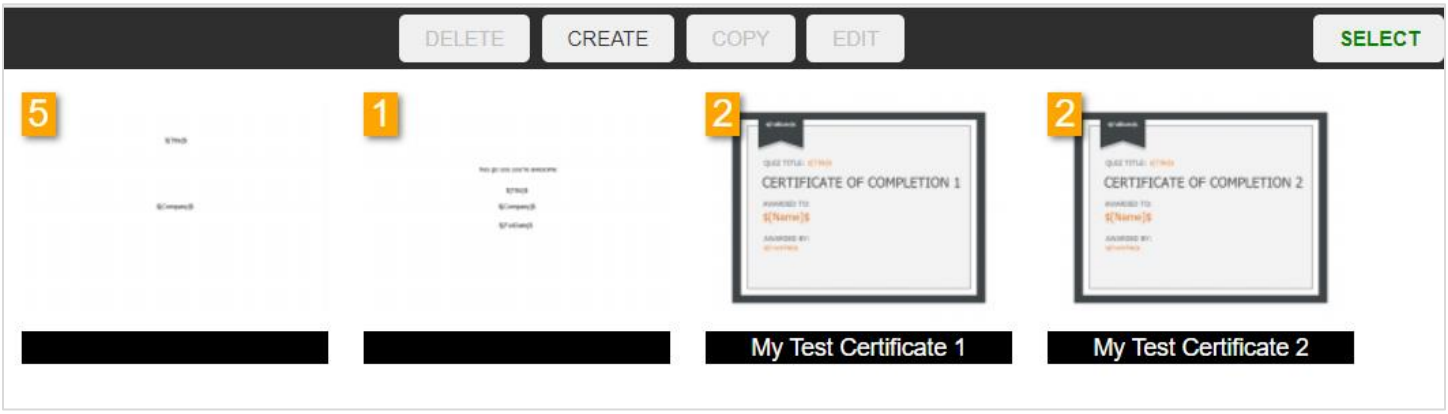


Setting Up Multiple Certificates

VX > Content Structure > Presentation Setup > Certificate Settings

1. Check "Send Certificate"
2. Enter a Completion Message
3. Enter an Email Subject
4. Click "Add Certificate" and open the Certificate Browser
5. Create, Copy or Edit a certificate.
6. Make sure to clearly title your certificate (New feature with the 14.6 release)
7. Under Roles click "Role assigned"
8. Select which Roles will receive the certificate (Note: While multiple roles can be assigned to a certificate, a role cannot be assigned to multiple certificates.)

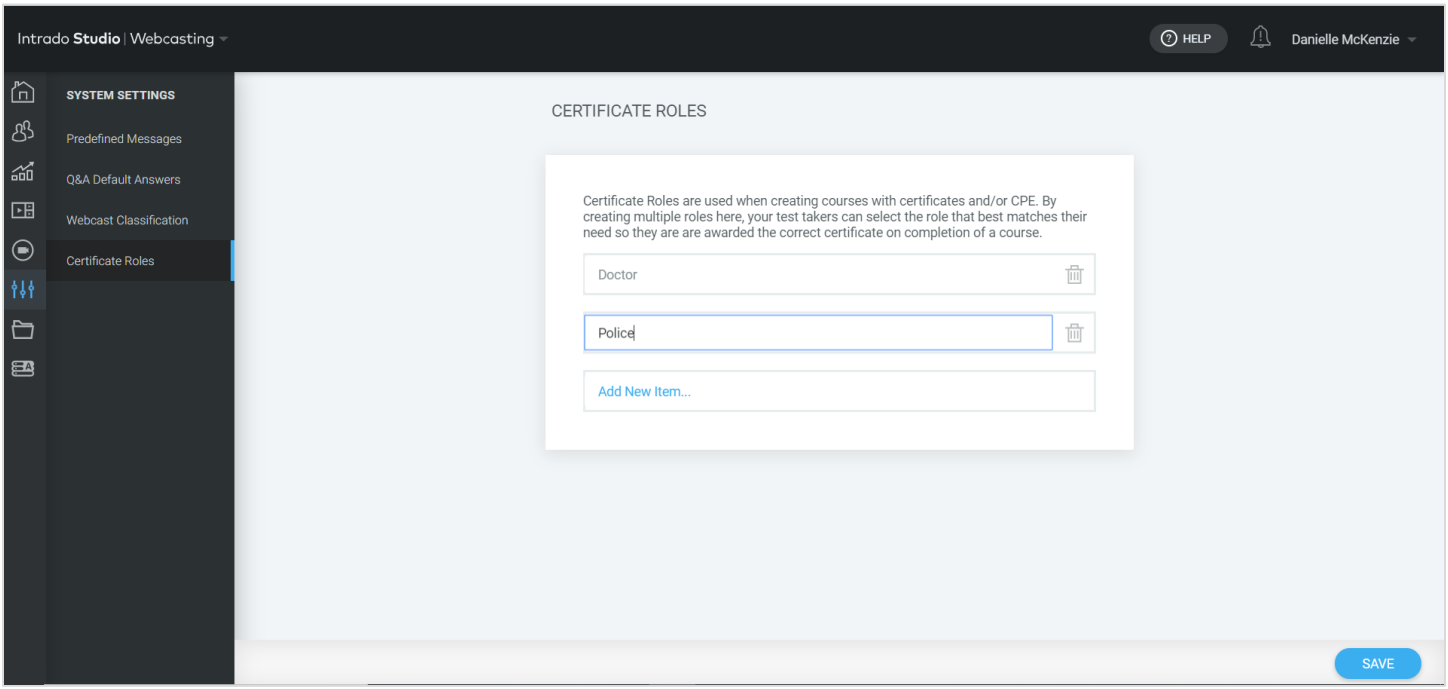




Studio Webcasting

Certificate Roles

The roles are setup at the tenant level within Studio Webcasting under System Settings > Certificate Roles on the main listing page. These roles are global to the tenant and will be displayed when configuring a certificate within all webcasts in the tenant.

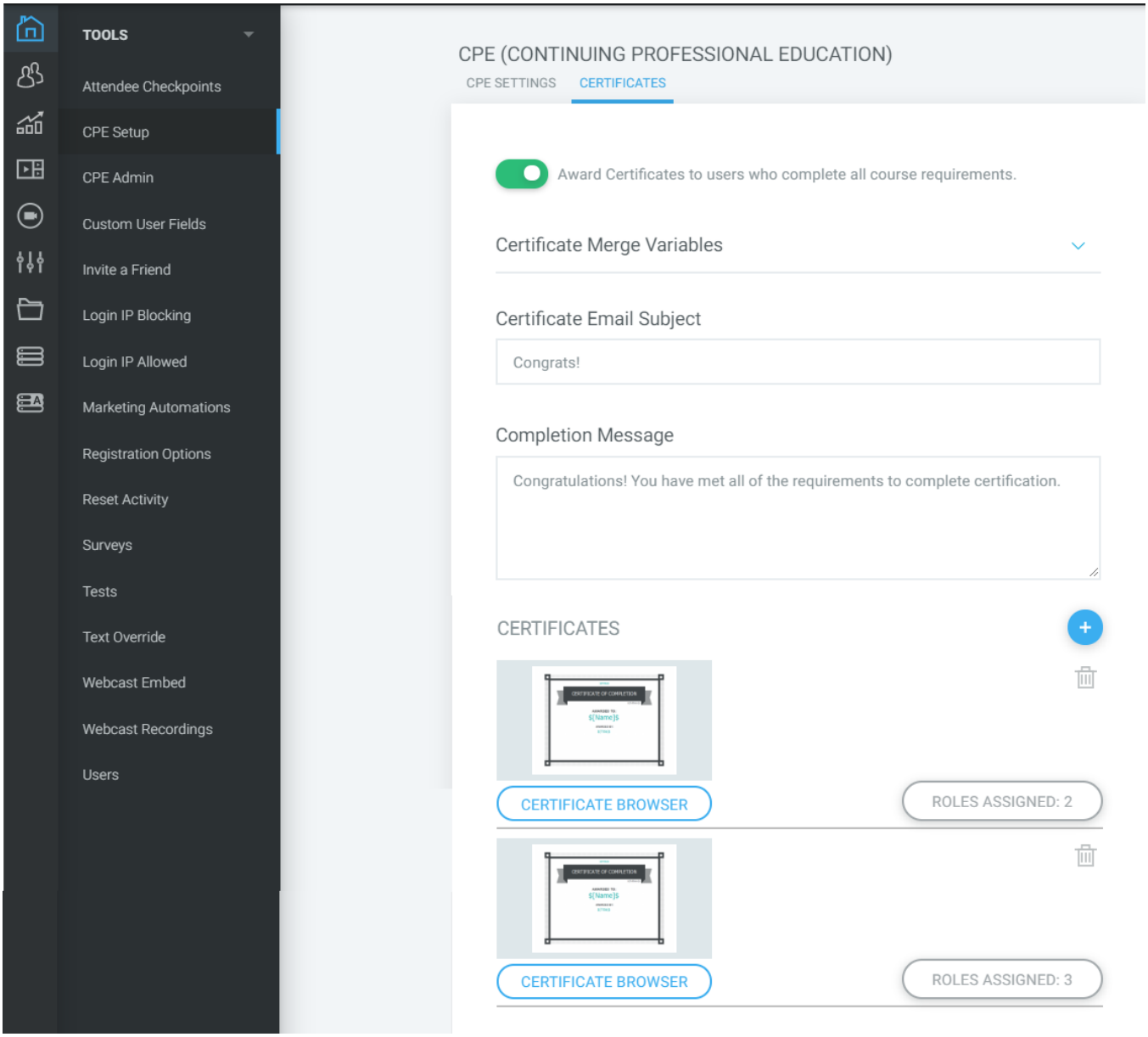


Setting Up Multiple Certificates

Studio Webcasting > Tools > CPE Setup > Certificates

1. Check "Award Certificates to users who complete all course requirements"
2. Add values for the “Certificate Merge Variables” (if applicable)
3. Enter an Email Subject
4. Enter a Completion Message
5. Select the + sign to add a Certificate and open the Certificate Browser
6. Create, Copy or Edit a certificate.
7. Make sure to clearly title your certificate (New Feature)
8. Under Roles click "Role assigned"
9. Select which Roles will receive the certificate (Note: While multiple roles can be assigned to a certificate, a role cannot be assigned to multiple certificates.)
10. Select the + sign to create additional certificates and assign roles.

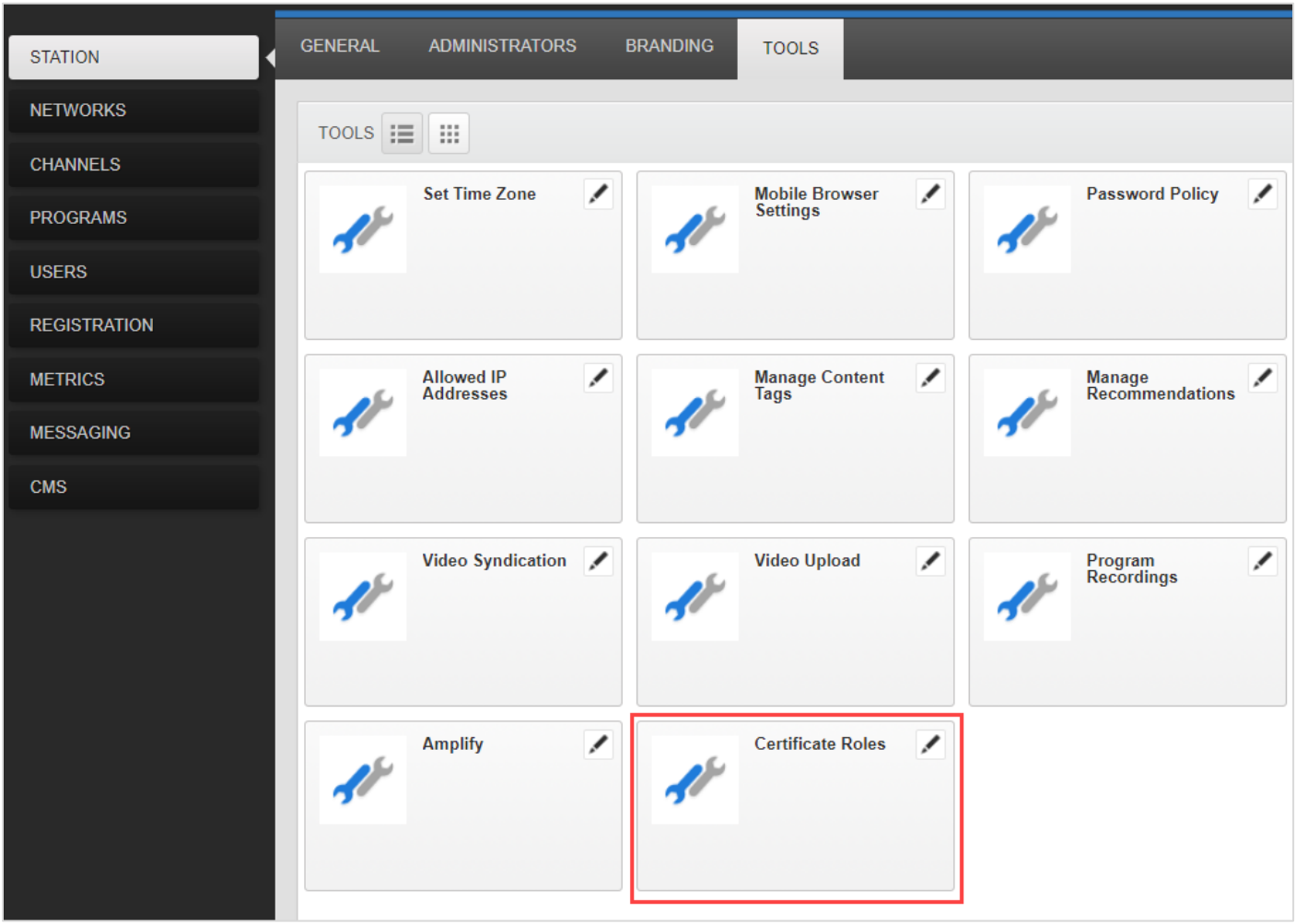
Note: The certificate email subject and completion message will be used across all certificates configured in the webcast.



Video Portals

Certificate Roles

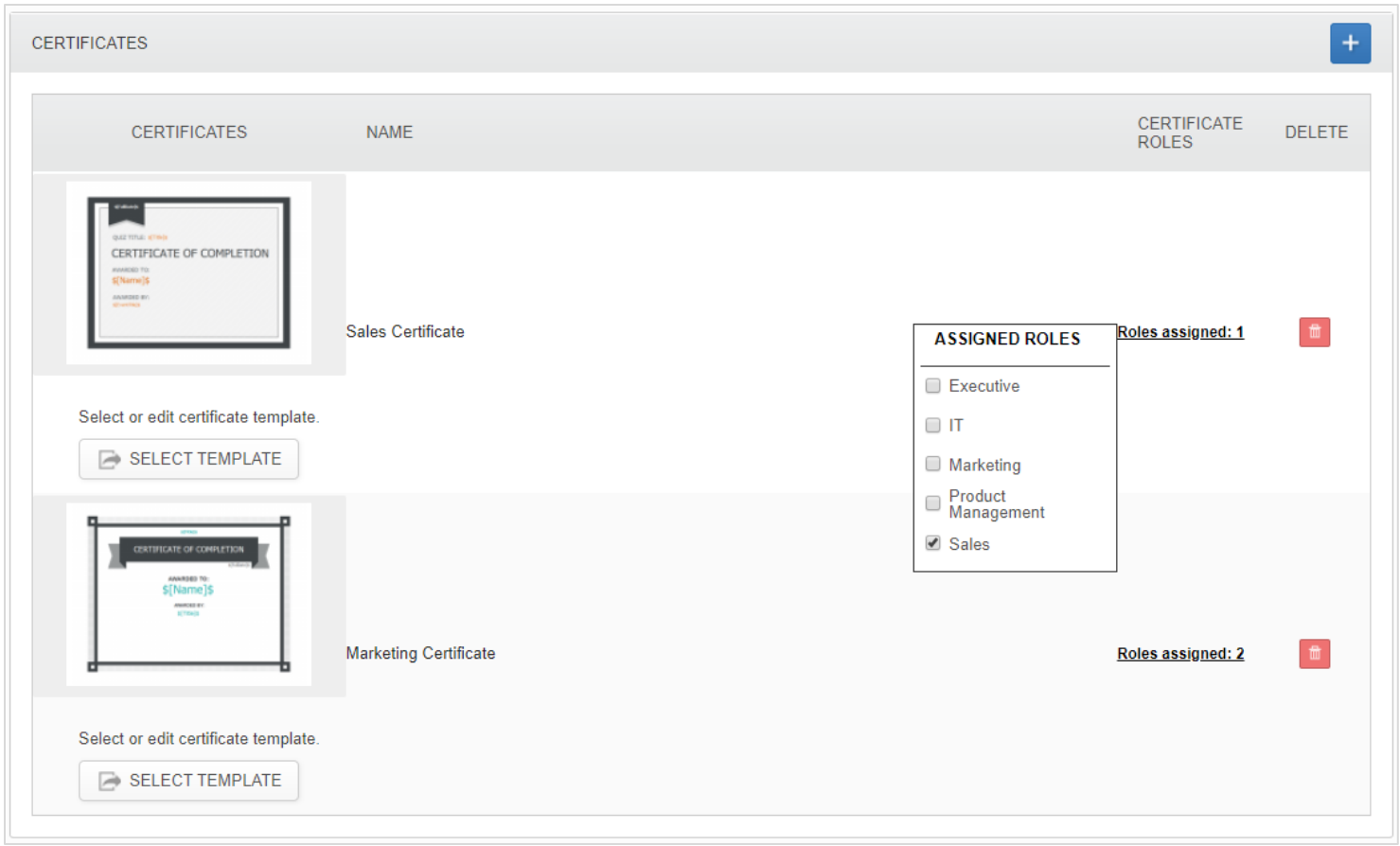
The roles are setup at the tenant level within Video Portals under Station > Tools > Certificate Roles. These roles are global to the tenant and will be displayed when configuring a certificate within all webcasts in the tenant.



Setting Up Multiple Certificates
Video Portals > Programs > Tools > Continuing Professional Education > Certificates

1. Check "Award Certificates to users who complete the course"
2. Enter an Email Subject
3. Enter a Completion Message
4. Select the + sign to add a certificate and open the certificate browser
5. Create, Copy or Edit a certificate.
6. Make sure to clearly title your certificate (New Feature with the 14.6 release)
7. Under Roles click "Role assigned"
8. Select which Roles will receive the certificate (Note: While multiple roles can be assigned to a certificate, a role cannot be assigned to multiple certificates.)
9. Select the + sign to create additional certificates and assign roles.

Note: The certificate email subject and completion message will be used across all certificates configured in the webcast.

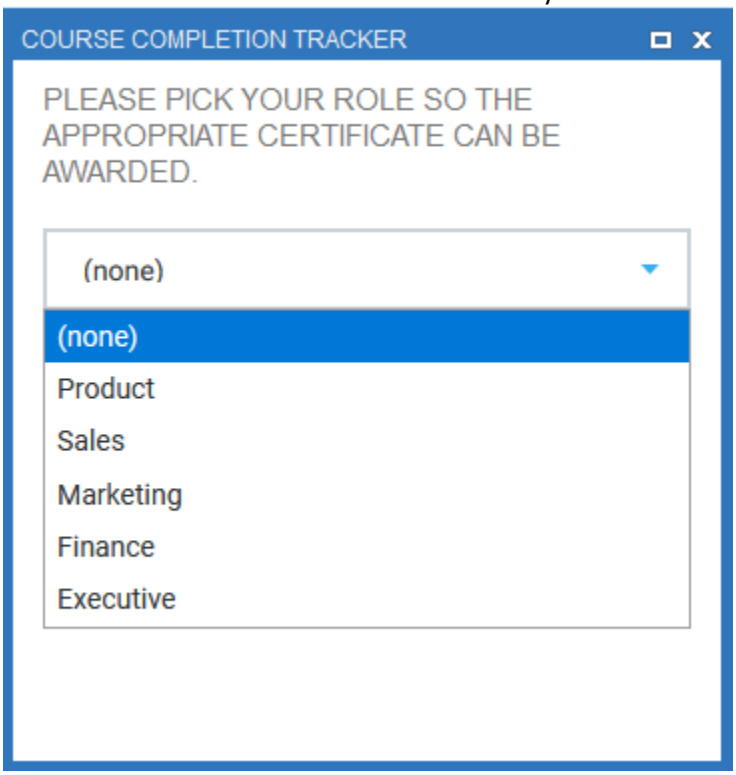


Studio Attendee View

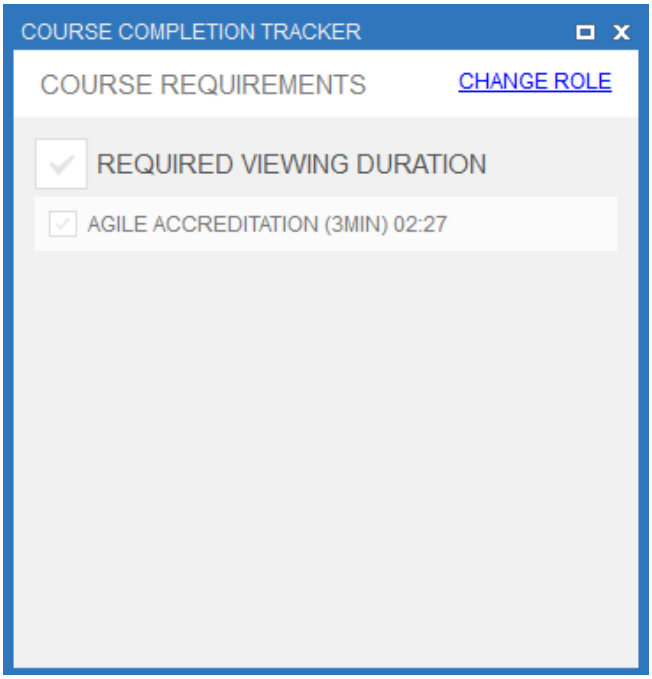
Viewer Role Selection

The “Course Completion Tracker” has been updated to allow viewers to select their Role which will send the viewer a certificate specific to their Role once they complete the course requirements. The role selection will only appear if the certificate has assigned roles to it.

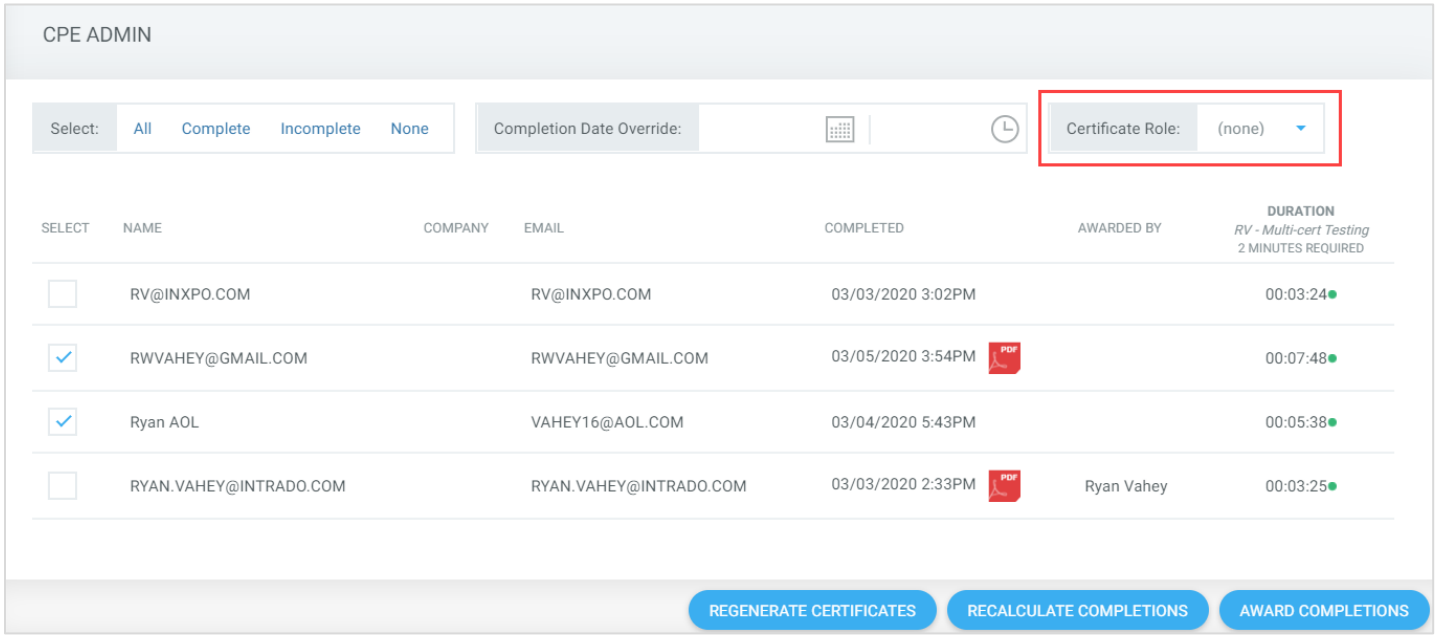
Note: A viewer must select a Role before they can earn a certificate.



Once the viewer selects their role, they can change their role by selecting “Change Role”. This role can only be changed prior to the certificate being awarded.



CPE Admin Tool

Updating a Viewer's Role & Certificate

The CPE Admin Tool has been updated to allow an administrator to change a user's role and send the user a different certificate that correlates to their updated role. When regenerating a certificate for a viewer, you must select a Role for the viewer before you can deliver the new certificate.