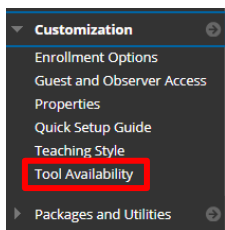


Add a Custom Certificate to your Blackboard Course

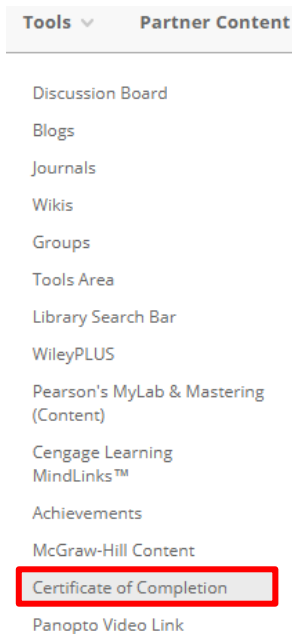
1. In your course/organization Control Panel select the Customization tab and click Tool Availability.



2. Scroll down the list of tools and click the two check boxes for the “Certificate of Completion” and then click Submit.

Certificate of Completion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Navigate to the content area where you would like to deploy the certificate, hover your cursor over the Tools tab and click “Certificate of Completion”.



4. Enter a name for the certificate link.

This name will appear as the link that points to the certificate

* Certificate Link Name

5. Click the “Browse My Computer” button to navigate to the save location of your custom certificate. Select the file and click “Open”.

* Attach File

NOTE: If you have not created your certificate, follow the design instructions to download the custom template and instructions for modifying the template.

This template can be used as a guide for designing your own certificate can be downloaded from [here](#). You will need to open this template in Microsoft PowerPoint to modify/adapt the design to suit your needs. Instructions for customizing the certificate can be found [here](#)

An example of a completed certificate design can be seen [here](#).

6. Select a “Date display format” from the dropdown menu based on your template design and completion criteria.

* Date display format

RELEASE OPTIONS

7. Configure any needed release options and click “Submit”.

NOTE: Using [Blackboard’s Adaptive Release tool](#) you can create a set of rules to control how the certificate is released to students. The rules may be related to availability, date and time, individual usernames, membership in course groups, review status of another item in the course, and Grade Center items such as scores, attempts, and calculated columns.