

# ClassMarker

## Certificate Design Manual










ClassMarker.com custom Certificates can be fully customized to meet your requirements.

Simply select the options to show on the Certificate and ClassMarker will add the Test takers Name, Test name, Test score and Date to the Certificate in real time when Users download it.

### Customize Certificate



**Step 1: Select theme:**

ClassMarker themes Custom theme


[Show More Themes](#)

**Step 2: Default Elements to include on Certificate: ?**


	Main Title <input checked="" type="checkbox"/>	Received For <input checked="" type="checkbox"/>	Organization <input checked="" type="checkbox"/>
	Presented To <input checked="" type="checkbox"/>	Name <input checked="" type="checkbox"/>	Date <input checked="" type="checkbox"/>
	Test Title <input checked="" type="checkbox"/>	Test Name <input checked="" type="checkbox"/>	
	Score Title <input checked="" type="checkbox"/>	Percentage <input checked="" type="checkbox"/>	Points <input checked="" type="checkbox"/>
	ClassMarker Logo <input checked="" type="checkbox"/>		

**Step 3: Add extra Elements:**

 [Add New Text Field](#)

 [Add Image / Logo](#)

**Step 4: Select Orientation and Page size:**

 A4 Landscape 

## The Certificate editor options include:

- Portrait and Landscape Certificates
- Drag and Drop text and images anywhere on the Certificate
- Multiple font styles and sizes
- A4 and letter size
- Adding additional text and images
- Uploading custom backgrounds
- Create Wallet sized Certificates
- Dynamically include Test taker Name, Test name, Test score and Date
- Select from multiple date display formats

## Background Image

ClassMarker Certificates allow you to select from a selection of designed background images, or upload your own custom background image.

### Requirements:

- ▶ Background image size: Under 500KB
- ▶ Background image dimensions and format must be:-

<b>A4 Portrait:</b> Image Width: 760px Image Height: 1075px Format: .jpg or .png	<b>A4 Landscape:</b> Image Width: 1075px Image Height: 760px Format: .jpg or .png
<b>Letter Portrait:</b> Image Width: 760px Image Height: 984px Format: .jpg or .png	<b>Letter Landscape:</b> Image Width: 984px Image Height: 760px Format: .jpg or .png

## Default Elements

You can select from any of the following default elements to appear on your Certificate:

**Orange Elements** indicate ClassMarker will add in the details dynamically when Certificates are being downloaded.

Element	Example Use
Main Title	Certificate of Achievement
Received For	For passing the 'Health and Safety Course'
Organization	Details such as your Organization name and Address
Presented To	Text introducing who the Test is being presented/awarded to
<b>Name</b>	Name of Test taker
<b>Date</b>	Date (Multiple Date formats can be selected)
Test Title	Test title can be placed before Test name
<b>Test Name</b>	Name of the Test that was taken
Score Title	Percentage Achieved - or - Score Received
<b>Percentage</b>	90%
<b>Points</b>	18 / 20
ClassMarker Logo	Use ClassMarker or Select your own

## Adding Extra Elements

You can add extra elements to your Certificate as required.

Add New Text Field	When clicking to add a new text field, you will easily see where this is as it will be highlighted in yellow. Then customize text and drag and drop anywhere on the page.
Add Image / Logo	This will open up the file window, giving the option to add from existing uploaded files or upload a new one from your computer.
Add Horizontal Line	Clicking on this will add the horizontal line, in which you can then drag and drop to where required.

## Using Arabic, Chinese, Korean and Japanese characters

You can select from multiple font in the text editor. However, always use the applicable *Arabic*, *Chinese*, *Korean* and *Japanese* font options when including these characters. Please ensure that you select these fonts for the 'Person' and 'Test' Name fields if these Character Sets will be used. Use the 'Download .Pdf Preview' option to verify that the characters are working correctly.

## Assigning Certificates and Settings

You will assign your certificate (In the settings) when your are Assigning your Test to a Group or Link. See more in [Assigning Tests](#) from our User manual

You can then select to either:

- Always allow Certificate to be downloaded on Completion
- Only Allow certificate to be download when a Passmark is reached.
  - Set the Passmark under the Feedback settings.

Certificates can also be send via email to Test takers and Administrators. (See Email settings when assigning Tests).

ClassMarker Instructors and Assistants can also download Certificates from Individuals Tests result pages at any time after they have completed their Tests.

## Tips

**1: If adding text to your background image**, you can remove some or all of the text appearing in the Certificate when editing. Remove text boxes by clicking on the red 'x' for each one.

**2: Dynamically added text such as Names, Scores and Dates will be added to the Certificate automatically** by ClassMarker. You can however, choose to customize the style of this text when creating/editing the Certificate. Simply click on any of the text and the text editor will open.

**3: Adding a Signature to the Certificate** can be accomplished by adding this to your background image, prior to uploading it.

**4: Wallet Size Certificates** - Upload a business card or other small wallet sized background image. You can then drag the text elements onto the background image. Clicking on the text elements will pop open the text editor in order to then reduce the text size. Test takers can then download, print and cut out their certificate to have on hand. Having the wallet size certificates feature is a great option, for anyone who needs to show proof of certification, regardless of where they are. View our many [Online Testing Features](#).