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| Corporate & Commercial  **Learner and Discovery Services** |  |
| **OpenLearn Create – Completion tracking,**  **Statement of Participation or Custom Moodle certificate setup form**  **OLC2** | |

This form should be used for submitting information to set up course completion tracking and an optional Statement of Participation or Custom Moodle Certificate on OpenLearn Create courses.

If a course has badge(s) the separate Badge setup form should be completed.

A Statement of Participation or Custom Certificate demonstrate successful completion of a free online course, the learner’s interest in the subject and can be used to demonstrate learner commitment to their ongoing continuing professional development. It does not usually carry any formal credit towards a qualification as it is not subject to the same rigour as formal assessment.

Once complete please email to: [openlearncreate@open.ac.uk](mailto:openlearncreate@open.ac.uk) with the project name in the subject line.

Please complete all details as the Course Completion tracking, Statement of Participation or   
Custom Moodle Certificate cannot be set up without this information.

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| **Date** |  |
| **Contact Name** |  |
| **Contact Details** |  |
| **Project Title**  (If this course is part of a project) |  |
| **Course Title** |  |
| **Course go live date** |  |
| **Life of course** |  |
| **Course URL** |  |
| **What does the learner need to do to complete the course?**  Please list all sections and activities such as quizzes which require completion tracking (a completion tick box will appear alongside each item on the Activity record) |  |
| **Course completion requirement**  (Please delete one of these options) | Course is complete when ALL conditions are met  Course is complete when ANY of the conditions are met |
| **If course quizzes require a pass mark grade, please give details** |  |
| **Does this course have a badge(s)?**  (Please delete one of these options) | Yes (please complete the badge form)  No |

# Statement of Participation

A Statement of Participation can be set up to be issued to a learner via email when they have completed the course. The learner can also download it from their profile once the course is completed. The Statement of Participation is based on the course completion criteria, and this can be the same or different from the completion criteria for badge(s) in the course. There is a standard template for the Statement of Participation, however you can add logos to it (all logos to be included should be in one image file, laid out side by side).

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| **Set up a Statement of Participation**  (Please delete one of these options) | | Yes  No |
| **Provider Name** | |  |
| **Provider Logo**  (Please insert the logo here and send the image file with this form)  A logo image can be supplied to the follow criteria:  File format: .PNG  Maximum size: 252px x 126px | |  |
| **Include the course badge(s) on the Statement of Participation**  (Please delete one of these options) | | Yes  No |
| **Content, for Statement of Participation email that is sent on completion to the learner:**  ***Default text included - this can be replaced as appropriate for the project. The text in RED enables the email to be personalised dynamically by using information about the c*ourse *in the system.*** | | |
| **Subject line:** | **Congratulations! You just completed a course** | |
| **Your email message:**  (Please amend the default message text in the box with your message for learners) | Dear %%username%%,  Congratulations! You have achieved your Statement of participation for completing a free non-accredited course %%coursename%% which is hosted on OpenLearn Create.  When you sign in to OpenLearn Create, you can download and print your %%link-statement%%. | |

***Example email message:***

Congratulations! You just completed a course

Dear %%username%%,

Congratulations! You have achieved your Statement of participation for completing a free non-accredited course %%coursename%% which is hosted on OpenLearn Create.

When you sign in to OpenLearn Create, you can download and print your %%link-statement%%.

Next steps

If this free course has inspired you to take your learning further, you might like to explore all our [**Free Courses**](http://www.open.edu/openlearn/free-courses) on OpenLearn or find out about studying with [**The Open University**](http://www.open.ac.uk/courses).

Best wishes

The ***[Project]*** course team

*This free course was brought to you by The Open University, dedicated to delivering open educational resources to all.*

# Custom Moodle Certificate

Instead of the standard Statement of Participation which has a specific template (portrait only), you can request a Custom Moodle Certificate which can have a background layout of your design (portrait or landscape). The Custom Moodle Certificate works slightly differently from the SOP in how it is issued to learners and is based on restricting access to it until all the required criteria are complete, then it appears in the course and the learner can view it. Unlike the SoP, there can be more than one Custom Moodle Certificate for a course.

It is possible to set up the custom certificate without a background layout, however a background template design can save a lot of time when trying to produce a certificate with a consistent and professional appearance. The background layout design can show all the static text, logos, branding, and design you want to appear on the certificate. Ideally you need three versions of the certificate background design which can help when setting up the certificate, though the most important is Version 2. The background image for Version 2 needs to be a .png file with colours set to RGB not CMYK:

* Version 1 shows everything including all the dynamic text which you set up the system to add to the certificate
* Version 2 shows the background design excluding the dynamic text, instead it has spaces for all the dynamic text
* Version 3 indicates the font sizes and colours for all the dynamic text

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| **Set up a Custom Moodle Certificate**  (Please delete one of these options) | Yes  No | |
| **Provider Name** |  | |
| **Provider Logo**  (Please insert the logo here and send the image file with this form)  File format: .PNG |  | |
| **Provider background layout file**  (Please delete one of these options) | I will supply the layout for the certificate  Please design the layout of the certificate for me | |
| **Dynamic elements on the certificate**  (Please select all elements which you intend to include on the certificate)  Some of these elements are for the layout, some are dynamic fields.  The following are the commonly used dynamic fields which can be placed on the background layout design:   * Student name * Grade * Date |  | Background image |
|  | Border |
|  | Category name |
|  | Code |
|  | Course field |
|  | Course name |
|  | Date |
|  | Date range |
|  | Digital signature |
|  | Grade |
|  | Grade item name |
|  | Image |
|  | QR code |
|  | Student name |
|  | Teacher name |
|  | Text |
|  | User field |