

How to provide your students with a certificate of completion



Giving a certificate of completion is a great way to reward your students, increase perceived value, and encourage them to finish the course. On systeme.io you can enable this feature in just a few clicks and even add your own branding.

Here is a complete and detailed guide.

1. Open the course settings

Log in to your systeme.io account.

Go to **Assets** → **Courses**.

Find the course you want to equip with a certificate, click the three dots (...) next to it, and select **Settings**.

2. Enable the certificate of completion

In the course settings page, scroll down until you find the certification section.

Check the box labeled **Issue certificate upon completion**.

This single checkbox activates the feature for the entire course.

3. Add your branding (optional but recommended)

You can make the certificate more professional and on-brand by uploading two elements:

- **Certificate logo** – your company or school logo that will appear on the certificate
- **Signature** – an image of your signature (or the instructor's signature) to make the document look official

Upload the images in the corresponding fields.

Note: Apart from the logo and the signature, the rest of the certificate design is generated automatically by systeme.io and cannot be further customized.

Once everything is set, click **Save** in the upper-right corner.

4. How students receive and download the certificate

From the student's side, the process is automatic:

1. The student must mark every lecture in the course as complete.
2. When their progress reaches 100%, a new section called **Certificate of completion** appears in their student dashboard.
3. They click the button and then **Download Certificate of Completion**.

The certificate is generated instantly with their name, the course title, the completion date, your logo (if uploaded) and your signature (if uploaded).

Students can download it as a professional PDF and share it on LinkedIn or print it.

Best practices

- Always enable the certificate on high-value or flagship courses.
- Use a clear and high-quality logo and a clean signature image.

- Remind students in the last lecture that they need to mark all lessons as complete to unlock the certificate.
- You can also trigger automations when a course is completed (for example to send a congratulatory email or add a tag).

This feature works with all access types (Full access, Drip content, Partial access, etc.). For more details on access types, see [How are the different course access types different?](#).

If you still need to create the course itself, start here: [How to create a course using systeme.io](#).

Conclusion

Providing a certificate of completion on [systeme.io](#) is simple, professional and highly motivating for students. With one checkbox and optional branding images, you can automatically reward every student who finishes your course.

Enable the certificate on your most important courses today and give your students a tangible proof of their achievement.

It is one of the easiest ways to increase completion rates and make your courses look more premium on [systeme.io](#).

Related articles

- [How to create a course using systeme.io](#)
- [How to modify a course's information](#)
- [How to edit the course instructor's information](#)
- [How are the different course access types different?](#)
- [How to sell an online course](#)

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