**Quick Guide: How to Set up the Certificate Tool in a Sakai Site**

Before following the steps below, make sure you have [unstealthed the Certificate tool](http://wiki.durhamtech.edu/wiki/images/9/9b/For_Sakai_Admin_-_Unstealthing_a_Tool_in_a_Sakai_Site.docx) and have a PDF of the workshop/course certificate available.

1. As an admin, go to the **course site** containing the Certificate tool.
2. From the course menu, click **Certification**.
3. A new page appears. Click the **Add tab**.
4. In the **Name field**, type a name for the certificate, such as **Certificate of Completion**. The Description field is optional. Click **Choose File** and select the **PDF file** that represents the workshop/course certificate.
5. A new page appears to set the certificate’s requirements (set the parameters/requirements for releasing the certificate). Click Add to create multiple requirements:

Example/Note: In FunDAI course site, participants must earn a specified score on a specified grade item…for all gradebook items:

* Create a new requirement like… *Must earn a specified score on a specified grade item*
* Using these parameters…Gradebook Item: *(select an item)*
* Score… Enter the required score (if participants must receive at least an 80, type 80)
* If you want to show the certificate’s requirements to participants, check the box below the Add button.
1. A new page appears. Assign **values** to the **Fields in the PDF** by selecting the appropriate value from the *unassigned* drop-down menu.
2. A summary appears. If everything looks good, click the **Activate Certificate** button.
3. The certificate is active and ready!