

Awards & Certifications

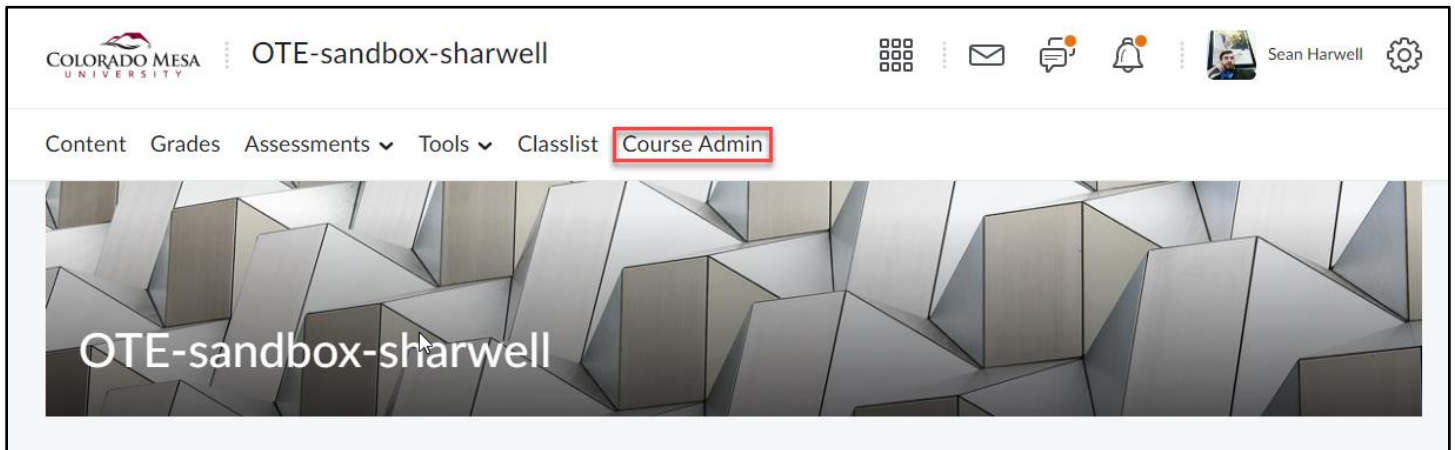
Awards & Certification is a tool that can use to reward students for their progress/achievements in the course. This is a dynamic tool that students can obtain by completing an assignment, an entire module, and/or after completion of a course.

Contents

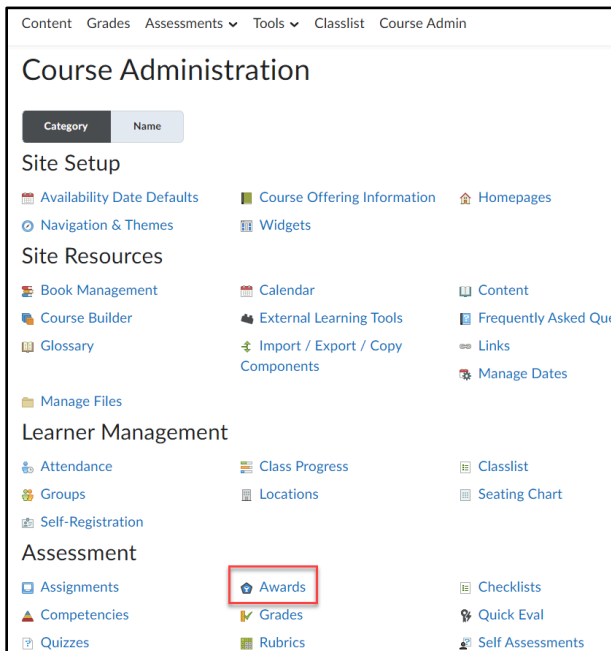
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Creating an Award

1. To find the awards section, go to the Course Admin tab in your D2L shell.



2. Click on the Awards link in the Assessment section.



3. Now you will want to go to the Course Awards tab and click Add award To Course.

Content Grades Assessments ▾ Tools ▾ Classlist Course Admin

Classlist Awards **Course Awards** My Awards View Available Awards Award Icon Library Certificate Templates

☒ Allow users in this course to share awards to LinkedIn.

Add Award To Course All

Search awards 🔍

4. Now click the Create button.

[Back to Course Awards](#)

Add an Award to OTE-sandbox-sharwell

Add **Create**

Search awards 🔍

All Badges Certificates

☐ Show Only Awards I Created

5. Add a name and description for your award.

6. I like to change the Availability to Make this award available to other award creators and their courses so that my awards are available for anyone to use.

New Award

Name *

Module 2: Part 1

Description *

You have completed the first part of module 2!

Award Type Badge ▾

Select the type of award you want to create. Certificates are similar to badges and additionally include a PDF printout of the actual certification upon award.

Availability

☐ Make this award available to all of my courses.

☒ **Make this award available to other award creators and their courses.**

☐ Restrict award to OTE-sandbox-sharwell and its child org units.


As the award creator, you will always have access to your awards for use in other courses. The settings above will allow others to easily reuse your awards in their courses if you choose to allow it.

7. This section is where you will choose an image for you award. There are some stock images available in From Existing Library or you can upload an image of your choosing to use.
8. Now click Save and Close

Choose Award Image *

[Create your own award image](#)


9. Now we can edit the award properties to assign a condition(s). Click on Edit Properties


[Edit Award](#)

Module 2: Part 1

- Credits: 0
- Award hidden until earned: false
- Conditions: 0

10. Then select Create under Release Conditions.


[Edit Award](#)

Module 2: Part 1

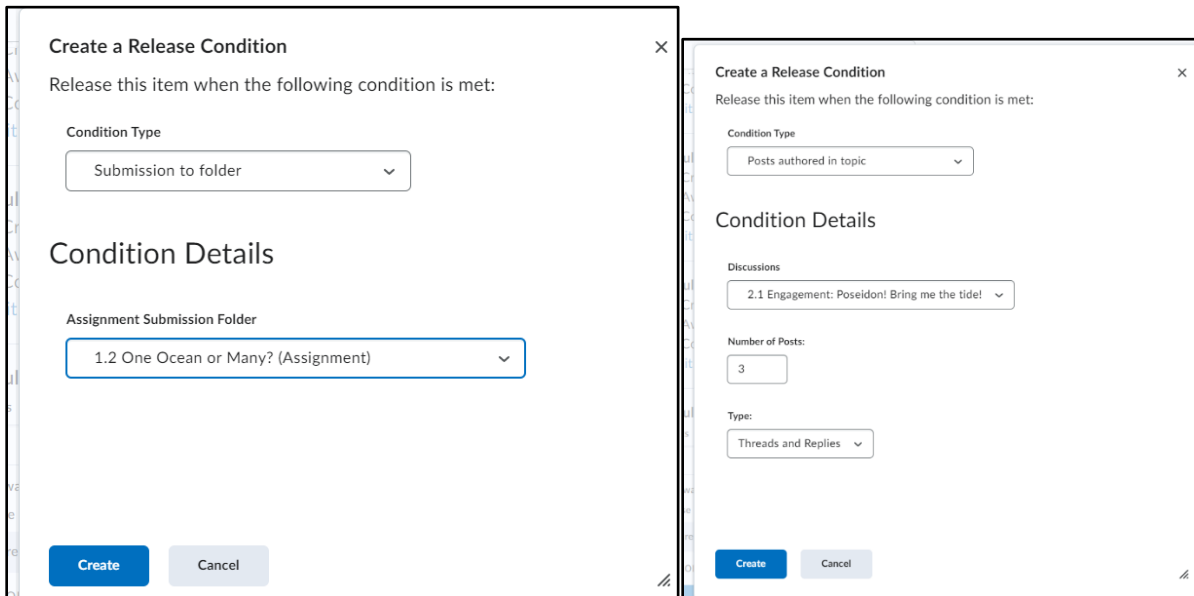
Credits

☐ Award hidden until earned

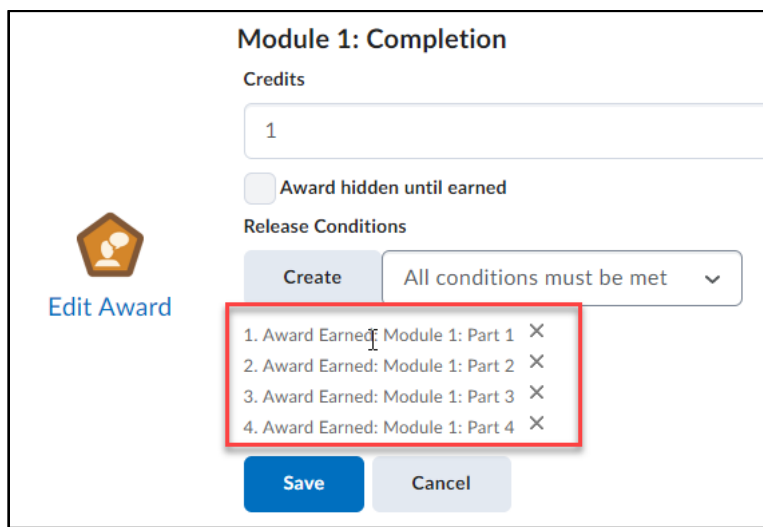
Release Conditions

No conditions have been added

11. The Condition Type contains a lot of options for every kind of action in D2L. These can be things from submitting an assignment, completing a quiz, view content, or even earning other awards. The first image below I selected Submission to folder for Assignments, then the condition details will populate and I chose assignment 1.2 as the one I wanted to give the award for. The image on the right is for a discussion board. Click Create to finish the process.

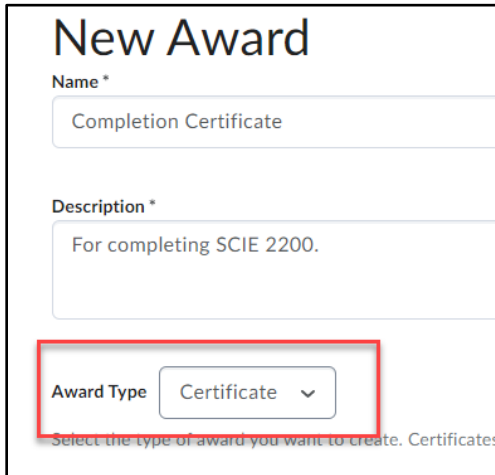


12. You can now save the award or add more conditions to the award. Below is an example of an award that a student needs to complete multiple assignments to obtain.



Creating a Certificate

- The process for creating a certificate is exactly the same as creating an award. The one difference is selecting the award type in the creation process.



New Award

Name *

Completion Certificate

Description *

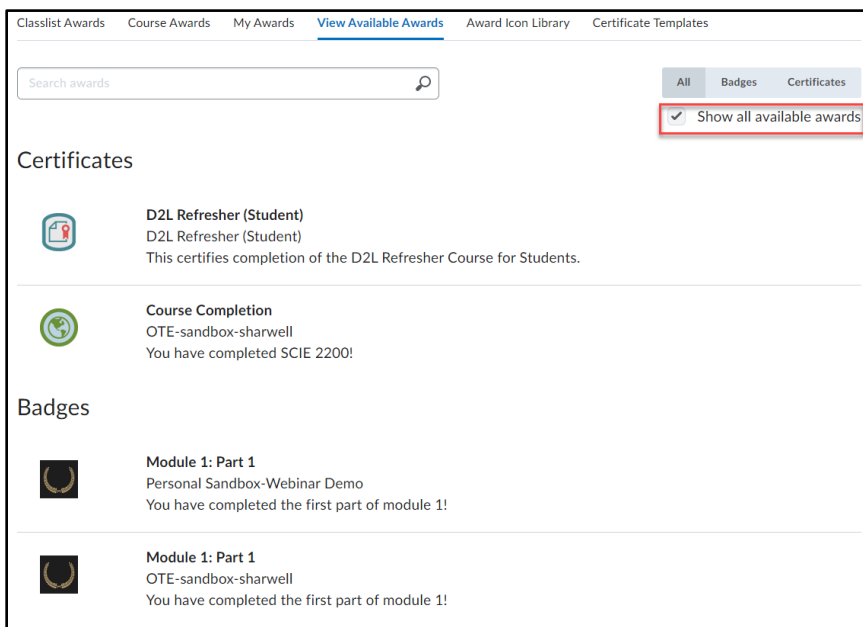
For completing SCIE 2200.

Award Type Certificate ▾

Select the type of award you want to create. Certificates

Finding Awards

- As seen previously, anyone that creates an award can share it to the institution. This can save you a lot of time if there are similar awards to what you want to create. These awards can be found in the View Available Awards tab. Be sure to check the Include awards from other courses box to view all the available awards.




Classlist Awards Course Awards My Awards **View Available Awards** Award Icon Library Certificate Templates


Search awards 🔍

All Badges Certificates


☒ Show all available awards


Certificates

 **D2L Refresher (Student)**
D2L Refresher (Student)
This certifies completion of the D2L Refresher Course for Students.

 **Course Completion**
OTE-sandbox-sharwell
You have completed SCIE 2200!

Badges

 **Module 1: Part 1**
Personal Sandbox-Webinar Demo
You have completed the first part of module 1!

 **Module 1: Part 1**
OTE-sandbox-sharwell
You have completed the first part of module 1!


Adding Available Awards to Your Course

- Once you find some awards you would like to add, go to the Course Awards tab, click Add Award To Course, then select the awards you want to add.

Classlist Awards **Course Awards** My Awards View Available Awards

☒ Allow users in this course to share awards to LinkedIn.

Add Award To Course


Search awards 

Classlist Awards **Course Awards** My Awards View Available Awards Awards


[Back to Course Awards](#)

Add an Award to Personal Sandbox-Webinar D


Add **Create**


Search awards 

Certificates

☒  **Course Completion**
You have completed SCIE 2200!
Expiry Date: Never
Edit Award
Delete Award **Add**

Badges

☐  **Module 1: Completion**
For completing Module 1
Expiry Date: Never
Edit Award
Delete Award **Add**

☐  **Module 1: Part 1**
You have completed the first part of module 1!
Expiry Date: Never
Edit Award
Delete Award **Add**

Manually Issuing Awards

- Sometimes we want to issue an award for things done in class, which means we will have issue an award manually. To do this, go to the Classlist Awards tab, select the student(s) you want to give the award to, then click issue. Now select the award you would like to give and the reasoning for giving it manually.

Classlist Awards Course Awards My Awards View Available Awards Aw

Issue Revoke

Search classlist

Classlist	Course Awards
<input checked="" type="checkbox"/>	Edward Danahey Danahey This user has no awards
<input type="checkbox"/>	Jessica Evans This user has no awards
<input type="checkbox"/>	Blair Kratzer This user has no awards

Issue Award

Select an Award *

Module 1: Part 1

Criteria *

Completed in class

Enter the reason or evidence for this earned award. This will be visible to the recipient of the award.

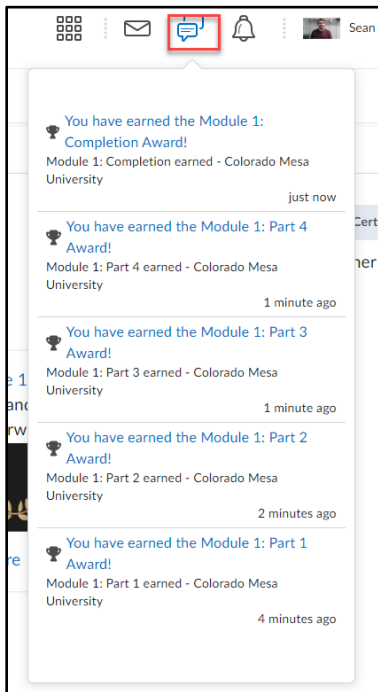
Selected users

Edward Danahey Danahey

Issue Cancel

Notifications and Viewing Awards

- When an award is received by a student, it will appear as a notification on their screen and can be found in the notifications drop-down.



- Awards that have been obtained by students can also be viewed through going to Course Admin, Awards, and then My Awards.

