

Awards and Certificates Tip Sheet

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Introduction

The awards tool in Western Online allows you to create badges and certificates to share with others in other courses or restrict them to a specific course. Recipients can add their awards and badges to their WIU Profile and share them to their LinkedIn Profile. D2L password protects all certificates earned and downloaded from the Awards tool to prevent anyone from editing it in Adobe Acrobat or Adobe Acrobat Reader.

NOTE: *If in the future WIU no longer contracts Brightspace as our LMS **public awards pages shared from our instance will become unavailable**. Additionally, if the institution requests a **data purge, any data purged from Brightspace (eg. a user's name) will no longer appear on publicly shared awards pages**. Learn more at: <https://community.d2l.com/brightspace/kb/articles/17238-introducing-sharing-awards-with-a-public-link>*

Creating a New Award:

1. From the course navigation bar, select **Assessments > Awards**, or **Course Admin > Awards**.
2. Click on the **Course Awards** tab.
3. Set the sharing options for your award, noting that by default all are selected, and are on.
 - a. **Allow users in this course to share earned awards to an external badge repository/backpack** to enable the export and sharing of course awards to an external badge repository or as digital credentials.
 - b. **Allow users in this course to make earned awards public** to enable the sharing of course awards as a public link.
 - c. **Allow users in this course to share awards to LinkedIn** to enable the sharing of course awards to learners' LinkedIn profiles.
4. Click the **Add Award To Course** button.
5. Click the **Create** button.
6. From the **New Award** page, do the following:
 - a. Enter a **Name** in the **Name Field**.
 - b. Enter a **Description** in the **Description Field**.
 - c. Enter the **Criteria** by explaining what a learner must do to achieve this award.
 - d. From the **Award Type** drop-down list, select **Badge** or **Certificate**.
 - e. Under **Availability**, select the appropriate option listed below:
 - **Make this award available to all of my courses**
 - **Make this award available to other award creators**
 - **Restrict award to {CourseName} and its child org units**

to indicate if you want the award to be available to other award managers, and where it is available within the org structure. As the award creator, you will always have access to your awards for use in other courses.

- f. In **Expiry**, select one of the following options:
 - To prevent the award from expiring, select **Never**. (Examples of these awards are certificates of merit for passing a course or badges for perfect attendance.
 - To set the award to expire on a specific date, select **Fixed date**. Examples of awards that will expire on a specific date are certifications for a skill that must be renewed, such as first aid training.
 - To set the award to expire on a day relative to the day the award was granted, select **Relative Day of the Month**. Examples of awards that expire on a relative date are badges for Learner of the Week or for having achieved 100% on a test or assignment.
 - To notify the award recipient before an award expires, select **Notify Before Expiry** and indicate the number of days of lead time.
- g. In **Choose Award Image**, do one of the following:
 - If the image already exists in the image library, click **From Existing Library**.
 - If you want to add a new icon to the image library, click **Upload New Icon**. The only supported format in Brightspace is .png., and the pixel size should be no smaller than 200px by 200px.
 - If you would like to create a new badge by creating custom icons, you can use the free [Accredible Badge Designer Tool](#).
- h. If you are creating a new certificate, in the **Choose Certificate Template** area, do one of the following:
 - If the PDF template already exists in the image library, click **From Existing Library**.
 - If you want to add a new template to the image library, click **Upload New Template**.
- i. Verify that the **Issuer Information** is correct.
- j. Ensure that the **Use this award in <current course> now** check box is correctly set.
- k. Click **Save**.
- l. The award is added to your course awards list.

Add an existing award to a course:

1. From the navigation bar, select **Assessments > Awards**.
2. From the Course Awards tab, click **Add Award to Course**.
 - a. To *find an award*, click the **Badges, Certificates, or All** buttons to filter the list of available awards. If you are searching for a specific award, use the **Search awards** function. If you want to filter the list of your own awards, click **Show only Awards I Created**.
3. Select the award(s) you want to add from the list and click **Add**.

Issue an award:

You can issue awards (Badges or Certificates) from the **Classlist Awards** tab.

1. Click the **Classlist Awards** tab.
2. Select a user, and click **Issue**.
3. From the **Issue Award** dialog, do the following:
 - a. Select an Award.
 - b. Enter the reason why you are issuing the award.
4. Click **Issue**.

Share awards with other courses:

After you create an award you can share it with any of the courses. New awards are available to all of your courses by default, but you can also share your awards with other award creators (nistinstructors) in your system.

1. From the navigation bar, select **Assessments > Awards**.
2. From the **Course Awards** tab, do one of the following:
 - a. If you have not created an award, click **Create** to open the **New Award** page and fill in the required fields.
 - b. If you have already created an award for your course, but you haven't added the award to your course, click **Add Award to Course** and click **Edit Award**.
 - c. Click **Edit Award** to update an existing award.
 - d. If you have **already created and added an award for your course**, click **Edit Award**.
3. Under **Availability**, do one of the following:
 - a. Select **Make this award available to all of my courses** if you only want to share it within your own classes.
 - b. Select **Make this award available to other award creators and their courses** if you want to share the award with others.
4. Click **Save and Close**.

Hide an award from users until it is earned:

There may be some instances in which you would like to hide an award from a learner until they have earned it. If you hide an award it does not appear on the **Available Awards** tab in the Awards page. After the learner earns the award, it appears in the Available Awards and My Awards page.

1. From the navigation bar, select **Assessments > Awards**.
2. From the **Course Awards** tab, click **Edit Properties** for the award you want to edit.
3. Select the **Award hidden until earned** checkbox.
4. Click **Save**.

Add release conditions to an award:

You can add release conditions to an award and release other content or another award to learners when they achieve the award requirement.

1. From the navigation bar, select **Assessments > Awards**.
2. From the **Course Awards** tab, click **Edit Properties** for the award you want to edit.
3. Under **Release Conditions**, click **Create**.
4. From the **Condition Type** drop-down list, select a release condition type.
5. Under **Condition Details**, configure the release conditions based on the Condition Type you selected in the previous step.
6. Click **Create** and **Save**.

Copy an award from another course:

When you copy an award from another course it will include all release conditions originally set to release the award.

1. Within the course that you want to copy the award into, select **Course Admin** from the navigation bar.
2. Click **Import/Export/Copy Components**.
3. Select **Copy Components from another Org Unit** and click **Search for offering**.
4. Search for and select the course that you want to copy an award from and click **Add Selected**.
5. At the bottom of the page, select **Select Components**.
6. Select **Awards**, then do one of the following:
 - a. To include all items, select **Copy All Items**, then click **Continue**.
 - b. To include only some items, select **Select individual items to copy**, then click **Continue**. On the Select Items to copy page, select the items you want to copy. Click **Continue**.
 - c. Click **Finish**. *(You will receive a notification from Western Online when copying is complete.)*

View all issued awards:

View all of the awards that you've issued to your learners by following the following instructions.

1. From the navigation bar, choose **Assessments > Awards**.
2. Click on the **Classlist Awards** tab. All learners that are part of your Classlist are listed. Course Awards are displayed next to each learner.
3. To filter the awards that appear in the list, click **All**, **Badges**, or **Certificates**.
4. Select the sort order.
5. Review the **Classlist** and associated **Course Awards**.

Revoke an Award:

1. From the navigation bar, choose **Assessments > Awards**.
2. Click the **Classlist Awards** tab and select one or more learners in the Classlist.
3. Click **Revoke**.
4. From the **Revoke Award** dialog box, **Select an Award** drop-down menu, select the reward you want to revoke.
5. In the **Revoke Reason** field, enter a reason for revoking the award.
6. Click **Revoke**.

Student instructions for accessing awards:

When you earn a new award, Western Online will send you a notification. Depending on how your instructor set up the award you may also receive an email notification. Additionally, when you login to a course where you have received an award, a congratulatory pop-up will appear. You can also use the steps below to access your awards.

1. From the navigation bar within a course, select **Assessments > Awards**.
2. The **My Awards** tab that appears will include all previously-earned Badges and Certificates.
3. Click on the **View Available Awards** tab to see a complete list of awards you could earn. Note: some awards remain hidden by the instructor until they are earned.
4. Use the search bar to find a specific award.
5. Use the filter to show **Badges** only, **Certificates** only, or **all types** of awards.
6. Add awards from other courses to your **My Awards** page by selecting **Include Awards from other courses**.

Share your awards:

1. From the navigation bar within a course, select **Assessments > Awards**.
2. On the **My Awards** page, find the award(s) you want to share.

3. Click the **Share** link below the award you want to share.
4. Select the location where you want to share the award.
 - a. **Internally: Share to Profile** allows you to share your badge to your Western Online profile.
 - b. **Externally: Share to Bdgr Backpack** allows you to share it to Badgr Backpack which is a central place where a learner can curate digital badges they have earned from multiple sources.
 - c. **Externally: Share to LinkedIn** allows you to share your award to your **LinkedIn Profile**. Ensure that **Include public link to award** is selected. Once you have shared your award to LinkedIn, login and view your profile, then scroll down to **Licenses & certifications** to see your award listing.
5. You can also share your award as a **public link**, that can be copied into any desired location.
 - a. Click on the **Share** link under the award you want to create the public link for.
 - b. Click on the **Create Link** button at the bottom of the page.
 - c. Once the link is generated and appears in the field provided, click the **Copy Link** button, and paste the link wherever you would like to share it.

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