

Add an Award to Your Course

Last Modified on 04/18/2026 4:45 pm CDT

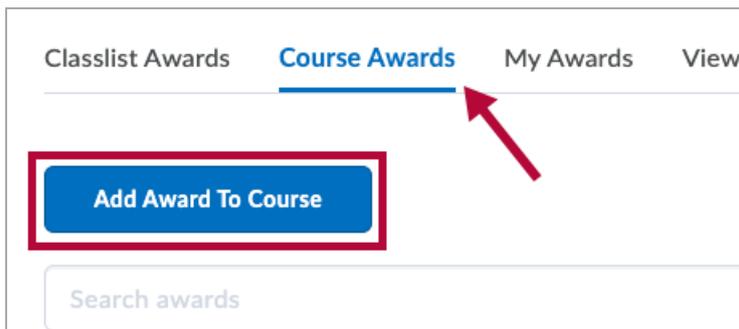
The **Awards** tool enables instructors to issue badges and certificates to recognize student achievements. Use this tool to reward students and introduce an element of gamification to your course (e.g., reward obtaining a high score, submitting a discussion post, helping classmates). Students are able to share the awards they've received with others outside of D2L using **LinkedIn**.

A library of awards will be available for faculty to use in their courses (Contact an [Instructional Designer](https://vtac.lonestar.edu/help/meet-your-designers) (<https://vtac.lonestar.edu/help/meet-your-designers>) if you'd like to create a new award). The awards can be issued manually or distributed automatically based on release conditions.

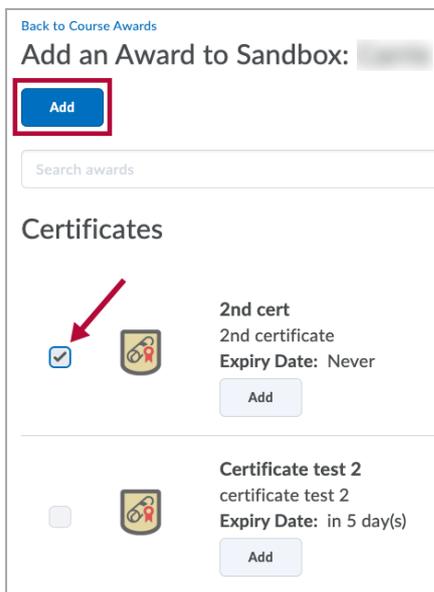
▶ Show Video Walkthrough

Add an Award to Your Course

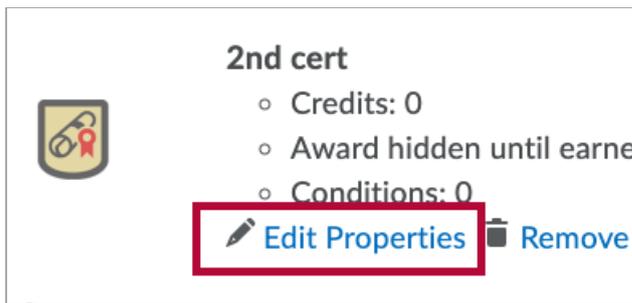
1. On the **navbar**, click **[Collaboration] > [Awards]**.
2. Click the **[Course Awards]** tab and then click the **[Add Award to Course]** button.



3. Select the award(s) that you want to use, then click the **[Add]** button.



4. Click the **[Edit Properties]** link to add or edit release criteria or credits. If you would like to automate the distribution of the Award, you must add release criteria.



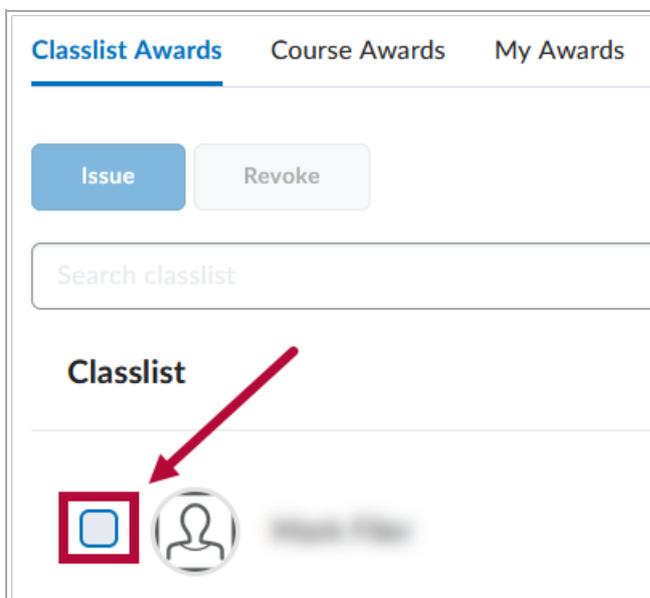
Manually Issue an Award

In situations when you wish to issue an award but the release criteria do not apply, you can manually issue awards.

1. From within a course, on the navbar click **[Collaboration]** → **[Awards]**.
2. Click on the **[Classlist Awards]** tab.



3. Select one or more students in the **Classlist** using the **[checkboxes]**.



4. Click **[Issue]**.

Classlist Awards Course Awards My Awards

Issue Revoke

Search classlist

Classlist

5. This will open the **Issue Award** page. Choose an Award from the **Select an Award** drop-down list.

Issue Award

Select an Award*

Perfect Score

Perfect Score

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

Selected users

Issue Cancel

6. Under **Issue Date**, check **[Choose Issue Date]** to pick a date on when this award is to be issued. You can also **backdate** it to a past date if needed.

Select an Award *

Perfect Score

Issue Date:

Choose Issue Date

10/22/2025 9:00 AM

Criteria

No criteria specified for award

7. In the **Criteria** field, enter a reason for granting the award.

Issue Award

Select an Award *

Perfect Score

Criteria *

Received a 100% on an Exam!

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

Selected users

Issue Cancel

8. Verify that the correct students are listed under **Selected users**.

Issue Award

Select an Award *

Perfect Score

Criteria *

Received a 100% on an Exam!

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

Selected users

Larry

Issue Cancel

9. Click **[Issue]**.

Issue Award

Select an Award *

Perfect Score

Criteria *

Received a 100% on an Exam!

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

Selected users

Issue Cancel

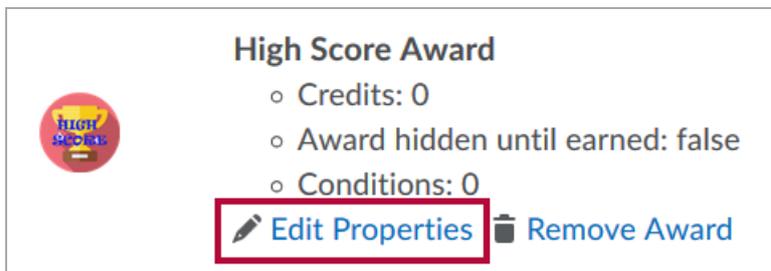
View the Brightspace Tutorial video: [Manually Issue an Award \(https://youtu.be/meiVC7bEbZY\)](https://youtu.be/meiVC7bEbZY).

Add Release Conditions to an Award

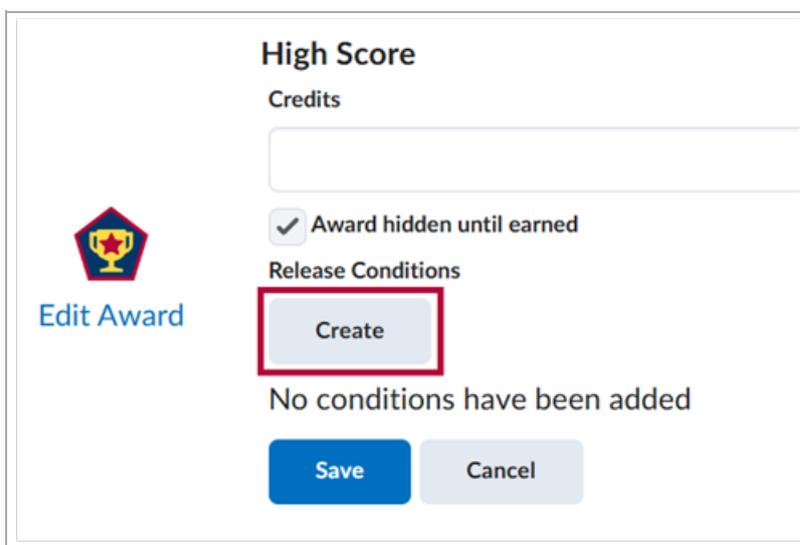
You can add release conditions to an award. This will allow you to automate the distribution of awards as well as release other content to students when they achieve the condition you attached to the original award.

1. Within the course, on the **Navbar** click **[Collaboration]** → **[Awards]**.
2. Click on the **[Course Awards]** tab.

3. On the award, click **[Edit Properties]**.



4. Under Release Conditions, click **[Create]**.



5. From the Condition Type drop-down list, select the release condition.
 - See [Release Conditions \(\)](#) for specific help or watch the Brightspace Tutorial: [Add a Release Condition to an Award \(https://youtu.be/fZtsndztlaU\)](https://youtu.be/fZtsndztlaU).
6. Complete the associated **Condition Details**.
7. Click **[Create]**.
8. Click **[Save]**.