Manually Issue an Award

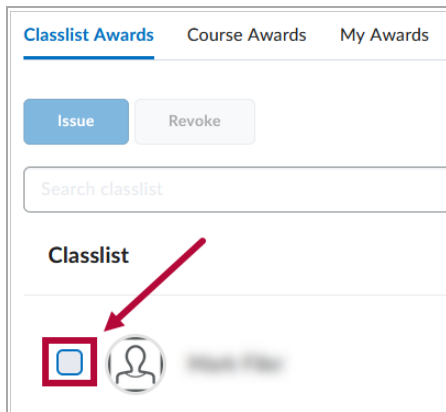Last Modified on 03/24/2025 2:45 pm CDT

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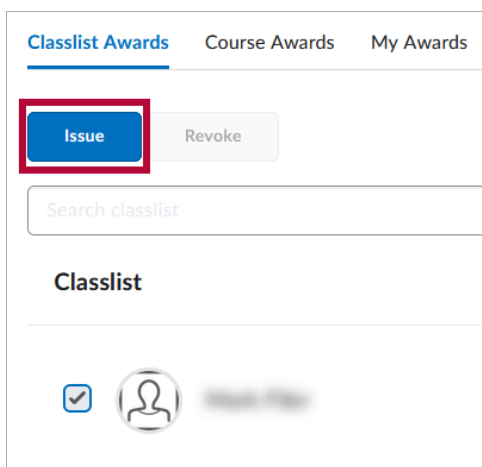
Show Video Walkthrough

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]**.

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

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.

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

8. Verify that the correct students are listed under **Selected users**.
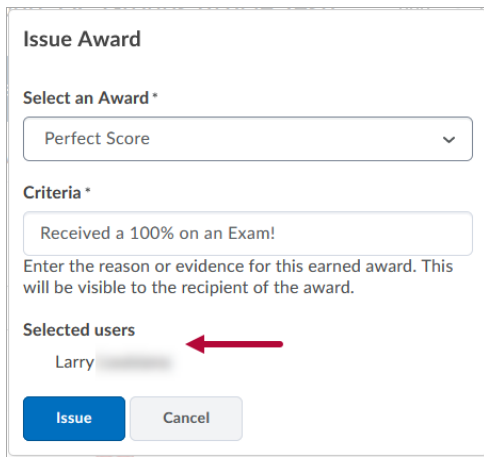
9. Click **[Issue]**.
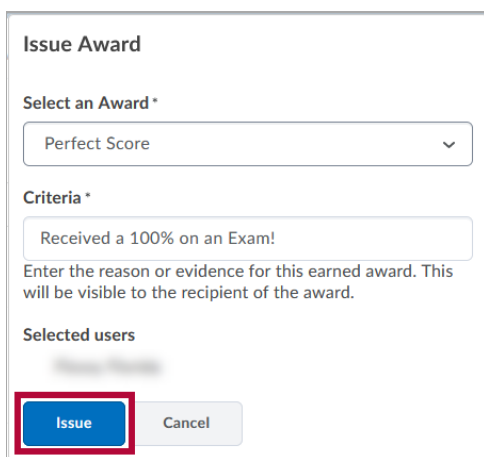
View the Brightspace Tutorial video: Manually Issue an Award (https://youtu.be/meiVC7bEbZY).