

# Manually Issue an Award

Last Modified on 04/08/2026 4:05 pm CDT

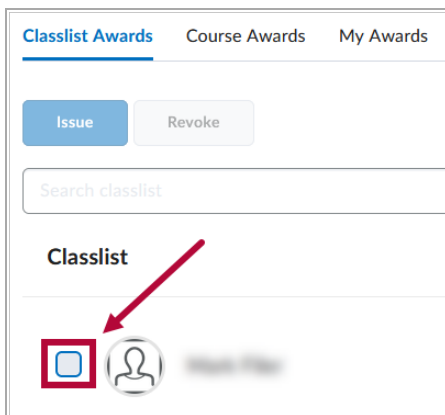
In situations when you wish to issue an award but the release criteria do not apply, you can manually issue awards.

▶ [Show Video Demo](#)

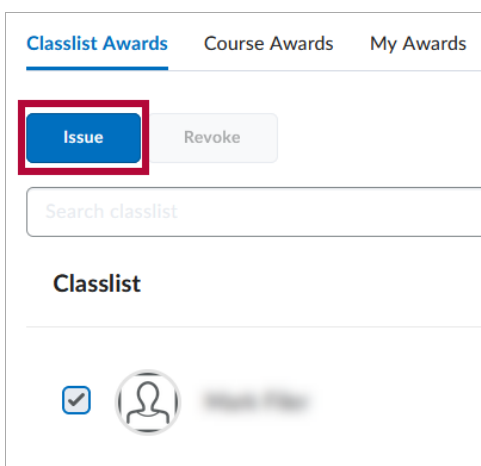
1. From within a course, on the navbar click **[Collaboration]** → **[Awards]**.
2. Click on the **[Classlist Awards]** tab.



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.

**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.

**Issue Award**

Select an Award \*

Dragon

**Issue Date:**

Choose Issue Date

3/24/2025 9:00 AM

**Criteria**

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 \*

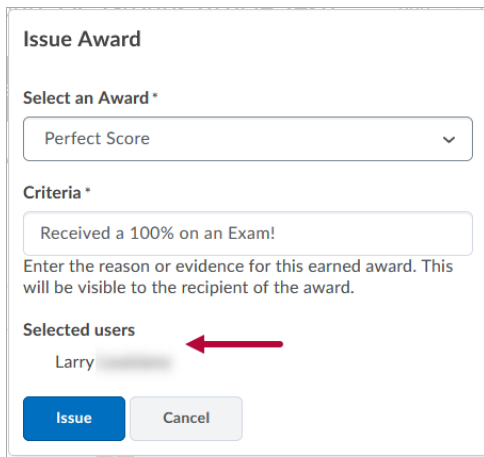
Received a 100% on an Exam!

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 \*

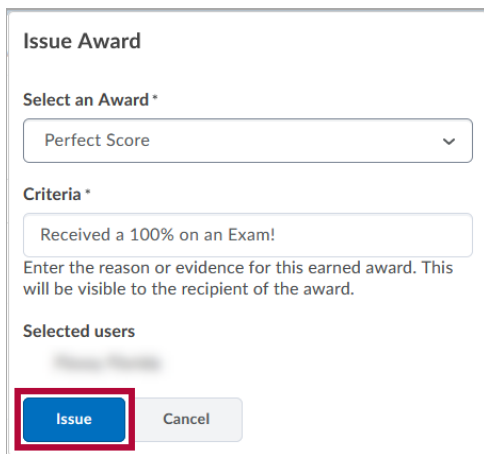
Received a 100% on an Exam!

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

Selected users

Larry

Issue Cancel



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