

Revoke an Award

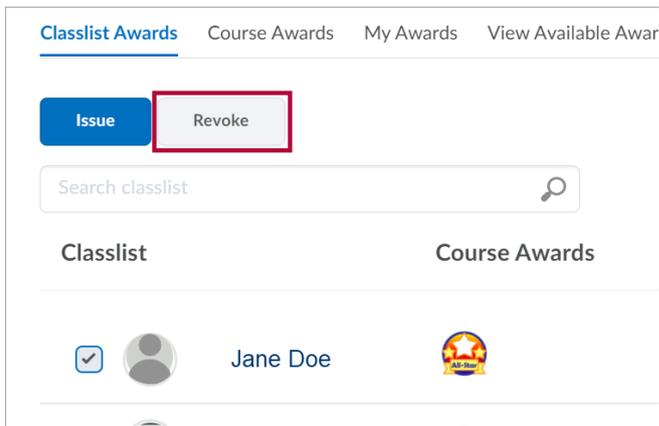
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In some cases, you may want to revoke a previously granted award. You can use the **Search Classlist** function to search for a specific learner.

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



3. Select one or more learners in the **Classlist**.
4. Click the **[Revoke]** button.



5. From the drop-down list, select an award, and in the **Revoke Reason** field, enter a reason for revoking the award.

Revoke Award

Select an Award *

All-Star

Revoke Reason *

Documentation.

Selected users

Jane Doe

Revoke Cancel

7. Click the **[Revoke]** button.