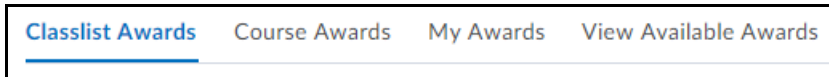


Revoke an Award

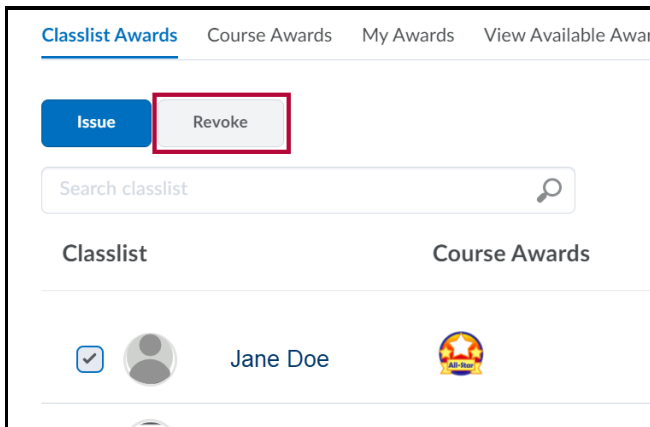
Last Modified on 03/09/2021 3:24 pm CST

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.

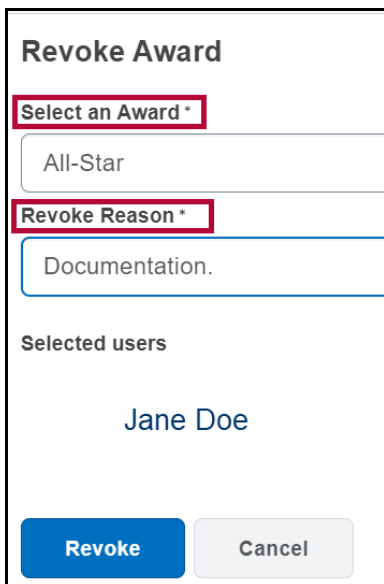
1. From within a course, on the navbar click **Collaboration > Awards**.
2. Click **Classlist Awards**.



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.

A screenshot of the 'Revoke Award' form. The title 'Revoke Award' is at the top. Below the title, there's a dropdown menu labeled 'Select an Award *' (highlighted with a red box) with 'All-Star' selected. Below that is a text input field labeled 'Revoke Reason *' (highlighted with a red box) containing the text 'Documentation.'. Below the text input field, there's a section titled 'Selected users' with 'Jane Doe' listed. At the bottom, there are two buttons: 'Revoke' (blue) and 'Cancel' (grey).

7. Click the **Revoke** button.