

MANUALLY ISSUE AN AWARD

Issue awards to learners in recognition of their accomplishments. This tutorial shows how to manually issue an award.

Step 1.

To begin, from the **Awards** tool, select the users you would like to issue an award to.

Step 2.

Then, click **Issue**. Click the **Select an Award** dropdown list and select an award.

Step 3.

Next, enter the rationale you have for issuing the award. Then, click **Issue**.

The newly awarded badges or certificates now display for each award recipient. Users will get both popup and minibar notifications when they receive awards.

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If you still require assistance on the matter, CITL offers support for your online course issues. Please contact our Support Centre at <https://citl.mun.ca/support/>