

REVOKE AN AWARD

Revoke an award if it has been issued in error or if an award recipient no longer meets the award criteria. This tutorial shows how to revoke an award that has been issued to a learner.

Step 1.

To begin, from the **Awards** tool, select the users who have received an award that you would like to revoke. Then, click **Revoke**.

Step 2.

Click the **Select an Award** dropdown list and select an award.

Step 3.

Next, enter your reason for revoking the award. Then, click **Revoke**. The revoked awards no longer display on the **Classlist Awards** page.

Revoke an award if it has been issued in error or if an award recipient no longer meets the award criteria.

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/>