



# iLearn: Creating Awards

Center for Innovation in Teaching and Learning

## Creating Awards

Instructors can create awards/certificates for students to receive as they progress through a course.

### Create Award

1. On the purple navigation bar, click **Course Tools**.
2. Select **Awards**.
3. Click the **Course Awards** tab.

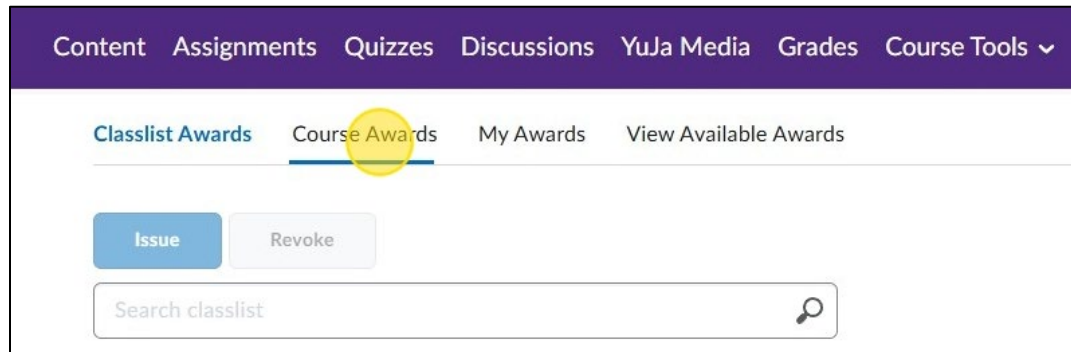


Figure: Course Awards tab

4. Click the **Add Award to Course** button.
5. Click **Create**

*Note: If you have a pre-existing badge/award, check the box next to the desired badge, then click the **Add** button.*

6. Give the award a name, description, and criteria.
7. Choose an award image.
  - **From Existing Library:** Pre-selected icons for awards
  - **Upload a new icon:** Created by the instructor and saved on their device
8. Choose a certificate template.
  - **From Existing Library:** Pre-selected fillable certificates for awards
  - **Upload a new icon:** Created by the instructor and saved on their device

*Note: Setting up a new template requires some use of PowerPoint and Adobe PDF. We recommend faculty watch [this video](#) or [book a consultation](#) with an instructional designer.*

9. Click **Save and Close**.

## Creating Awards

10. Click **Edit Properties**.

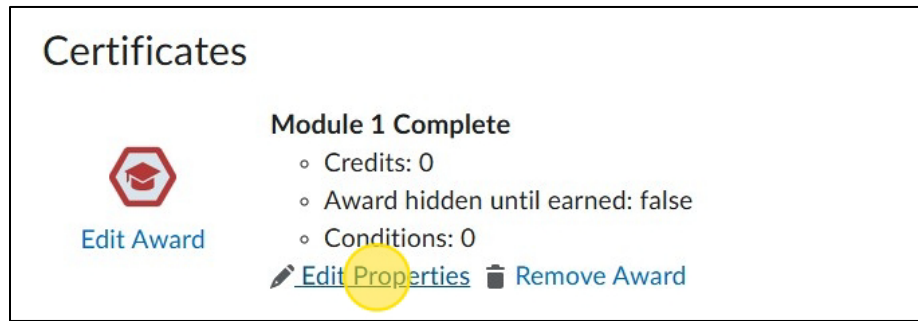


Figure: Edit Properties under the Certificate

11. Under Release Conditions, click **Create**.

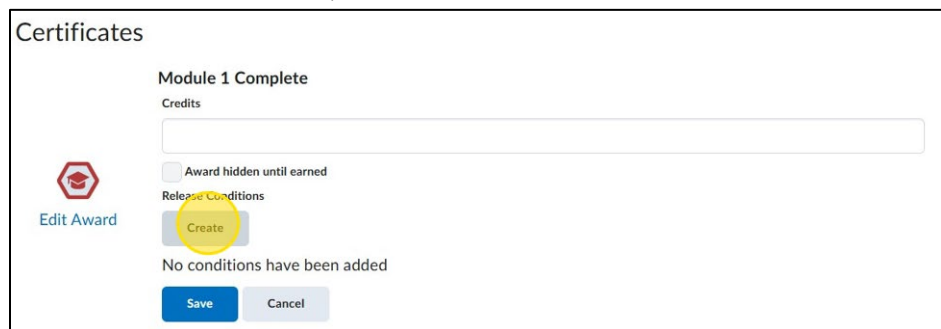


Figure: Create a release condition

12. Select the release condition(s) to add to this certificate.
13. Once all release conditions have been added, select "All conditions must be met" in the drop-down box.

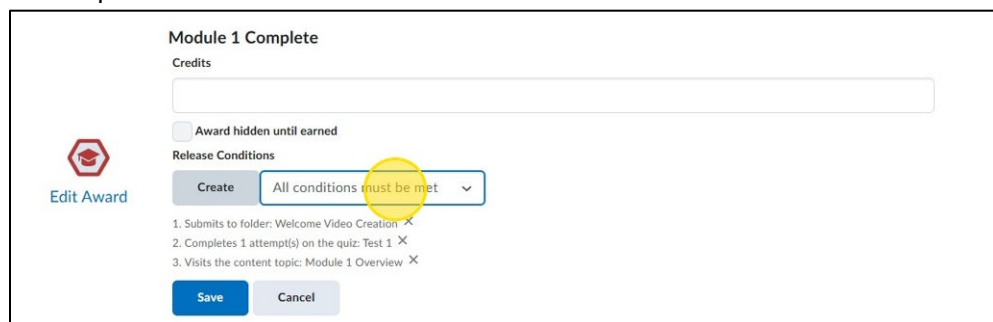


Figure: Select "All conditions must be met"

14. Click **Save**.