

Course Awards: Badges and Certificates

Badges and certificates are awarded upon completion of specific course criteria. The awards may be downloaded and saved as PDF files, printed, and/or shared on social media platforms.

What awards are available in my course?

Answer: The [Your Course Awards](#) page has a list of awards available in the course. Some courses may also have an [Awards](#) link in the toolbar. If so, select the link and [View Available Awards](#).

When will I receive an award?

Answer: Awards are issued when specific criteria are met. The [Your Course Awards page](#) identifies which tasks must be completed to earn an award. Some awards may also require multiple tasks to be completed.

How will I know when I receive an award?

Answer: It may not be immediately apparent to you when an award is earned — especially because it may take the system a few minutes to process the award. There are a few ways you can check to determine if a badge or certificate have been awarded:

1. **Awards link:** If your course has an [Awards](#) link in the tool bar, select the link and [My Awards](#) to display awards earned in the course.
2. **Profile link:** Select your avatar or username in the upper right-hand part of the screen. Select [Profile](#) and locate the profile section, [Awards Showcase](#). Select [View My Awards](#) for the awards you have earned in all courses.
3. **Log out and log in:** When you log out and back in after earning an award, the system will display a pop-up window recognizing your achievement.

What should I do if I do not receive an award?

Answer: If an award you should have earned does not show up after a few minutes, log out and back in. If it still does not appear, check the criteria for the award as listed in the [My Course Awards](#) page to be sure you have met the requirements. If you are uncertain, contact the instructor or follow course instructions for technical support.

How can I print or download and save my awards?

Answer: There are few steps needed to download and save your awards. See the instructions and illustrations below. If your course has an [Awards link](#) in the toolbar, this is the most convenient process. Otherwise, you can use the same process but from your [Profile link](#).

Awards Toolbar Link

Illustrations

1. Select **Awards** from the course toolbar.

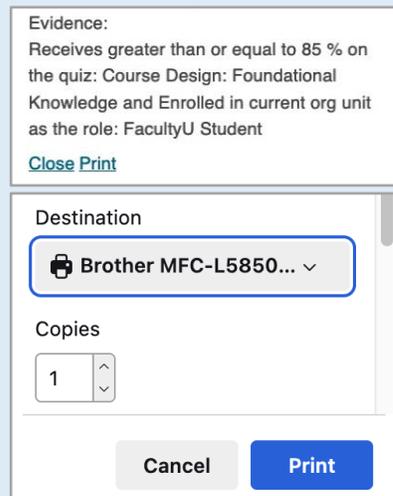


1. Select **My Awards** from the Awards menu.
2. Click on **the graphic** for the award you wish to download.



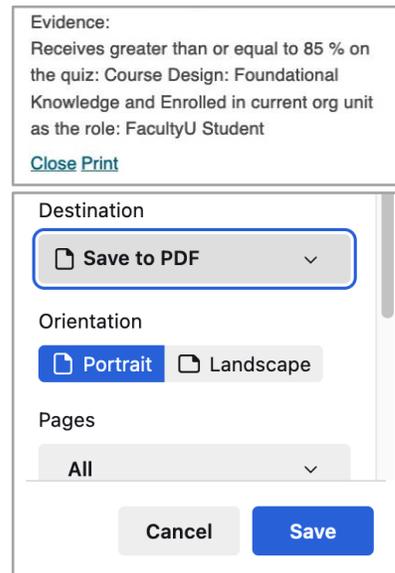
Printing the Award

3. Starting At the bottom of the award description, select **Print**.
4. From the **Destination** dropdown menu, choose the printer.
5. **Print** the award.



Downloading and Saving the Award

3. At the bottom of the award description, select **Print**.
4. From the Destination dropdown menu, choose **Save to PDF**.
5. **Save** the file.



Profile Link

Select your avatar or username in the upper right-hand part of the screen. Select [Profile](#) and locate the section, [Awards Showcase](#). Select [View My Awards](#) and follow the same steps.