# How to use the Awards Tool

## Step 1 – Open a course in D2L and click on “Awards”

Step 2 - Click “Course Awards” to see all awards available in the course. 

Step 3 - Click “Add Award to Course” 

Step 4 - Click “Create Award” 

## Step 5 - Enter name and short description for award

Step 6 – For Award Type select “Badge or Certificate” 

## Step 7 – Set up Availability by choosing one or both

## Step 8 - When award will expire

Note: If you want to set an expiration date your options are listed below. By default, the award does not expire



## Step 9 – For Badge Select a **badge** from D2L’s **library** or use your own.

## Step 10 - For Certificate select from D2L’s library or use your own



### Here is an example of D2L’s certificatehttp://d2lhelp.mghihp.edu/sites/d2lhelp.mghihp.edu/files/styles/large/public/cert_0.png?itok=gwaEHu3F

Step 11 – Verify the information below is in the fields


## Step 12 – Issue Award



## Step 13 – Click Create to set up release conditions



## Step 14 – Select the release condition you want

