

How to View and Share Awards

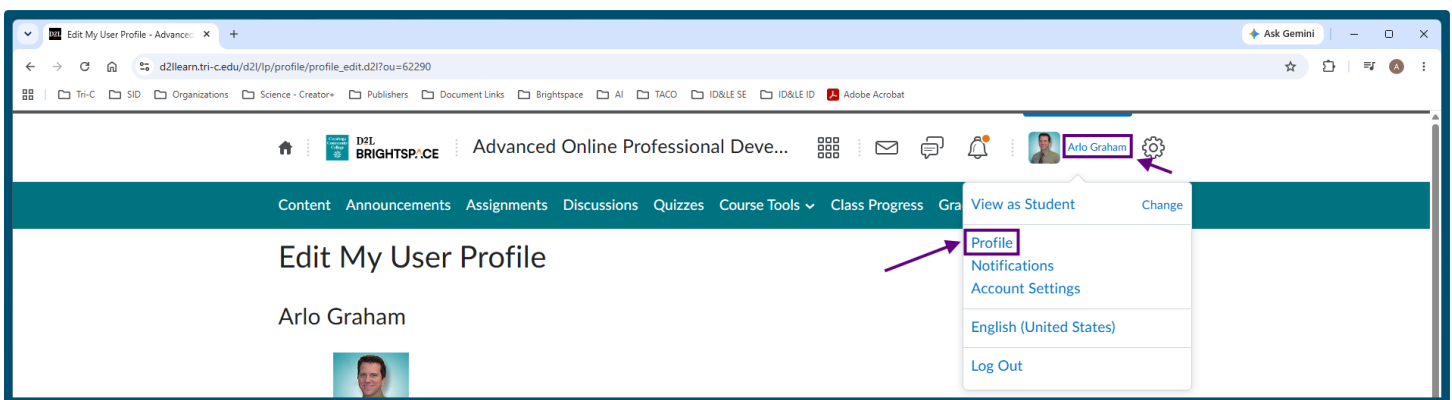
Quick Summary

Many users find that earning course Awards is a great accomplishment. There are two types of Awards: Badges and Certificates. To showcase these achievements, you can share your Awards with others internally in Brightspace. For Certificates, you can also download a PDF file.

View Your Awards

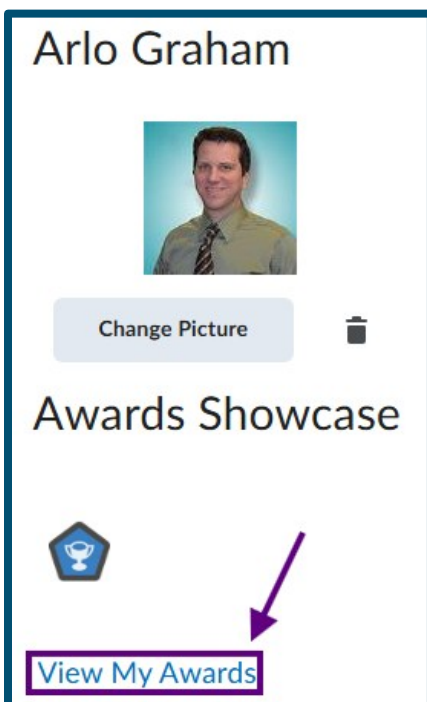
Step 1: Navigate to Your Profile

Select your name from the top right corner of the page to reveal the drop down menu and select “Profile”.



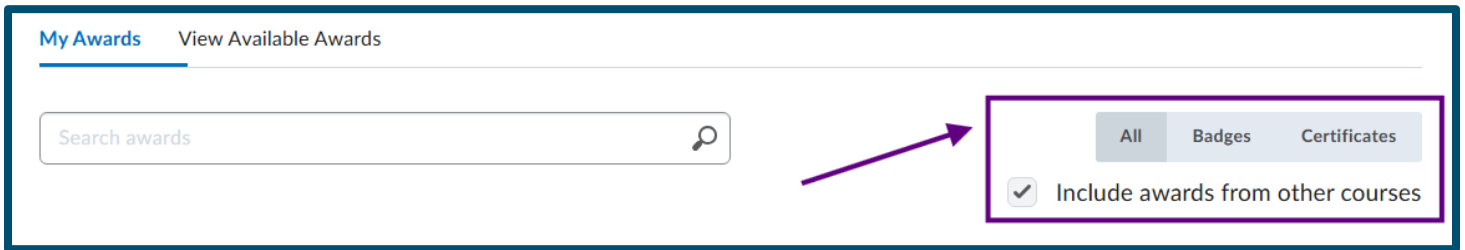
Step 2: Select View My Awards

This will take you to the “My Awards” page.



Step 3: Filter the Awards that Appear

You can choose to see all of your Awards, just Badges, or just Certificates. You can also choose to see Awards earned in other courses.

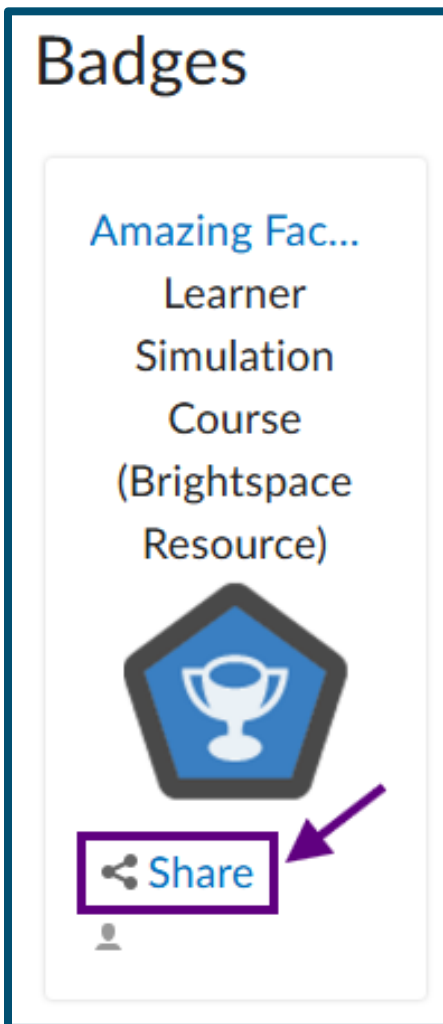


Share Your Awards Internally in Brightspace

Follow the steps in the “View Your Awards” section to navigate to the My Awards page.

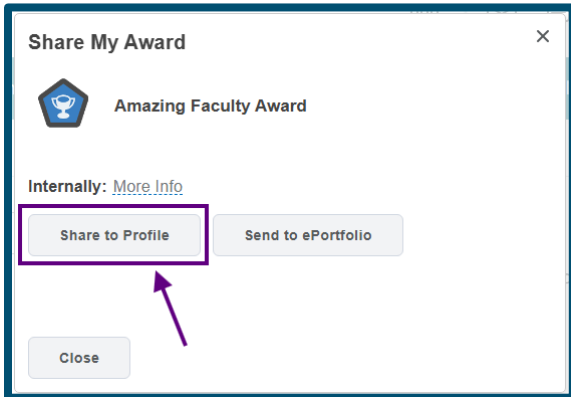
Step 1: Select the Share Option

Under each Award is the option to share that specific Award.



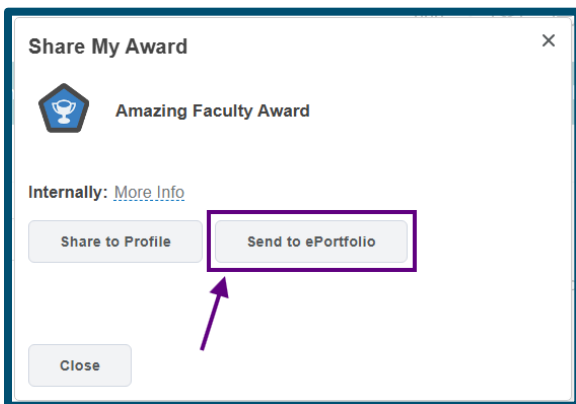
Step 2: Share the Award to Your Brightspace Profile

Select the “Share to Profile” option.



Step 3: Share the Award to Your ePortfolio

Select the “Send to ePortfolio” option.



Download Your Certificate

Follow the steps in the “View Your Awards Section” to navigate to the My Awards page.

Step 1: Select the Certificate Name



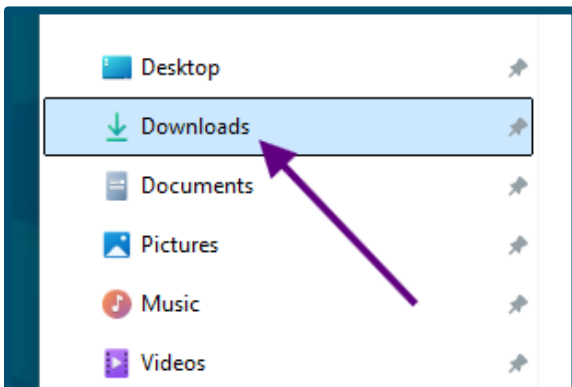
Step 2: Select Generate Certificate

Selecting “Generate Certificate” will download a PDF file to your computer’s Downloads folder.



Step 3: Navigate to your Computer’s Downloads folder

Once in your Downloads folder, you can open the Certificate PDF.



Need Help?

If you need help with Awards, please email OLAT@tri-c.edu or call (216) 987-4357 to get assistance from the Help Desk.