Download Award Certificate and Add to D2L Profile
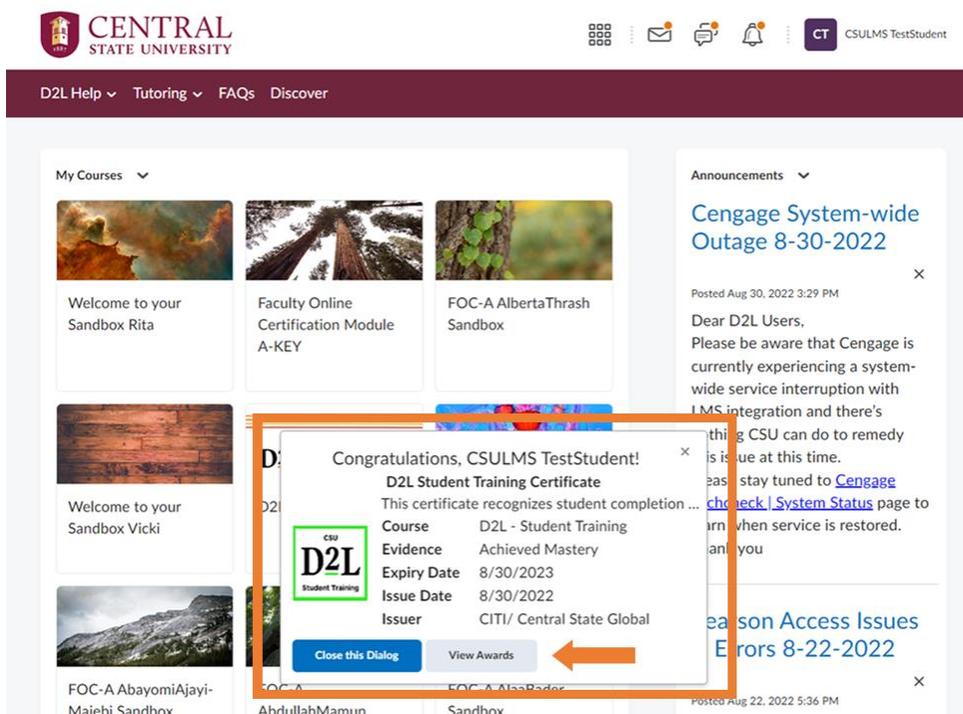
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Introduction/Purpose

This job aid demonstrates how to download an earned award certificate and how to add the award to your D2L profile.

Download Award Certificate

After you have earned an award in a D2L course, you will receive a pop-up message (see *Figure 1*) the next time you log into D2L that will direct you to download your certificate.
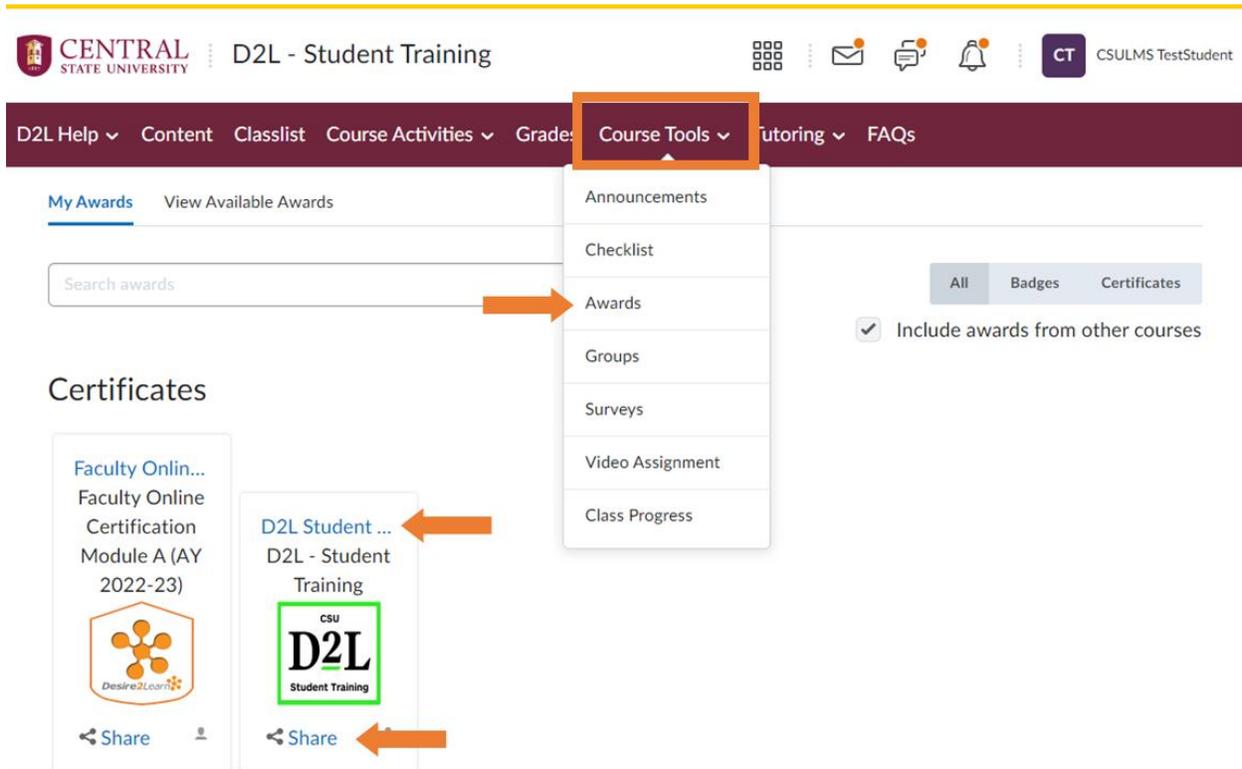
Figure 1

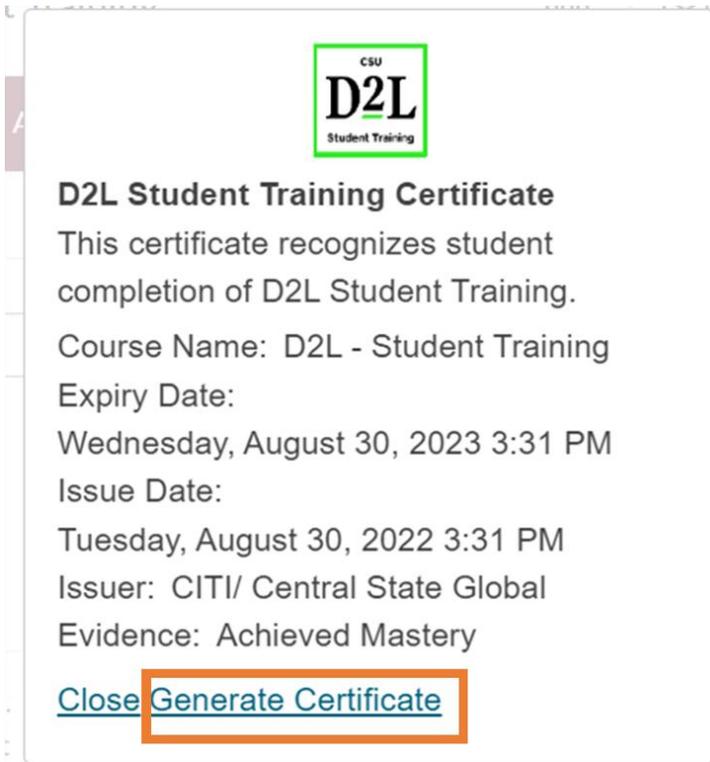However, you can also locate your certificate at any time by going to course in which you earned the award.

1. From the navbar, select Course Tools→Awards. On the Awards page, you see the earned certificate listed with two hyperlinks, at the top and bottom of the certificate (see *Figure 2*).

Figure 2

2. The top hyperlink opens a pop-up to reveal certificate details and provides a hyperlink at the bottom of the pop-up (see *Figure 3*) that allows you to generate your certificate in PDF format to download and save it (see *Figure 4)*.

Figure 3

D2L Student Training Certificate

This certificate recognizes student completion of D2L Student Training.

Course Name: D2L - Student Training

Expiry Date:
Wednesday, August 30, 2023 3:31 PM

Issue Date:
Tuesday, August 30, 2022 3:31 PM

Issuer: CITI/ Central State Global

Evidence: Achieved Mastery

Close Generate Certificate

Figure 4

CENTRAL STATE UNIVERSITY
CERTIFICATE OF MASTERY

THIS CERTIFIES THAT
CSULMS TestStudent

has successfully completed

D2L Student Training.

Tuesday, August 30, 2022

Dr. F. Erik Brook
Provost & Vice President,
Academic Affairs

Dr. Arletha McSwain
Chief Online Learning Officer

CSU
D2L
Student Training

Download Award Certificate and Add to D2L Profile | Rita Thomas | 8/29/2022

Add Award to D2L Profile

1. The bottom hyperlink button on the certificate icon shown in *Figure 2* above, opens another pop-up that allows you to share your certificate credential to Badgr Backback and to your D2L Profile (see *Figure 5*).

Figure 5

Share My Award

D2L Student Training Certificate

Share to Profile

Please provide the email address you use to login to Badgr Backpack. If you do not have a Badgr Backpack account, enter the email address you would like to use and follow the steps to register.

☐ By checking this box you are certifying that you are 13 years of age or older.

Email *

Confirm Email *

Share to Badgr Backpack

Close

2. To share the award on your Awards Showcase on your D2L Profile, you only have to click the Share to Profile button (see *Figure 5*). Note: you don't have to put in email information unless you want to share to Badgr Backback.

3. Once you share your certificate on your D2L Profile, the badge of the certificate will appear under Awards Showcase on your D2L Profile as shown in *Figure 6*.

Figure 6

4. If you want to remove the award from your Awards Showcase, simply return to the Share My Awards page, select the Share button for the award you want to remove, and click the Remove from Profile button (see *Figure 7*).

Figure 7

Share My Award

D2L Student Training Certificate

Remove from Profile

Please provide the email address you use to login to Badgr Backpack. If you do not have a Badgr Backpack account, enter the email address you would like to use and follow the steps to register.

☐ By checking this box you are certifying that you are 13 years of age or older.

Email *

Confirm Email *

Share to Badgr Backpack

Close