## Sharing Link to Award via Assignment Folder – D2L Tutorial

This tutorial provides step-by-step instructions for sharing an award earned in one course with an instructor in another course by submitting the Public URL to an assignment folder in D2L. **Note**: There are two types of Awards in D2L (Badges & Certificates) and both can be shared using the steps outlined below.

For further information or assistance, please visit our <u>Team Dynamix Support portal</u> and select the appropriate Category to submit a ticket.

## Steps

- 1. Navigate to the course where you received the award.
- 2. Click Awards from the course navigation bar.



3. To see the awards you've already earned, select the My Awards tab.

Course Home	Content	Glossary	Quizzes	Awards					
My Awards	View Avai	lable Awards							
Search awa	ards				Q		All	Badges	Certificates
	Include awards from other courses								

4. On the My Awards page, find the award you want to share and click the Share link beneath it.

My Awards View Av	ailable Awards						
Search awards		 ç			All	Badges	Certificates
				<ul> <li>Inc</li> </ul>	lude aw	ards from	other courses
Badges							
Academic Int Academic Integrity at Camosun							

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5. In the Share My Award window, click **Create Link** to generate a public link for your award.

Share My Award						
Academic Integrity						
Internally: More Info						
Share to Profile						
Externally: More Info	to Bader Backback					
Export Digital Credential Share	to Baugr Backpack					
Share to LinkedIn						
Share this award with a public link: More	Info					
Create Link						
Close						

6. In the Share my Award window, click **Copy Link** to copy the URL for your personalized award webpage.

Internally: More Info	
Share to Profile	
Externally: More Info	
Export Digital Credential	Share to Badgr Backpack
Share to LinkedIn	,
Share this award with a public	link: More Info
https://bip.brightspace.com/19	/59dc: Copy Link
Close	

- 7. In a new internet browser tab/window, navigate to the course where you need to submit the award.
- 8. Click on the **My Tools** menu for your course and select **Assignments**. **Note**: Assignments may also be in the course navigation bar.

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9. Click on the name of the assignment folder where you want to submit the award.

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Course Home Content Assignments Discussions Quizzes Surveys Calendar My Tools - TextAid								
Assignments View History			Help					
Folde Course Completion - Award Submission	Completion Status	Score	Evaluation Status					
Academic Integrity Course Completion - Award Submission	Not Submitted	- / 10						
Information Literacy Course Completion - Award Submission	Not Submitted	- / 10						

10. Paste the public award link (URL) in the text submission textbox and click Submit.

Course Home Content Assignments Discussions Quizzes Surveys Calendar My Tools 🗸 TextAid	
Assignments > Academic Integrity Course Completion - Award Submission Academic Integrity Course Completion - Award Submission	
Listen     Hide Folder Information	
Submit	
Text submission	
Text Submission	
Paragraph $\vee$ $B$ $I$ $\bigcup$ $\land$ $\equiv$ $\diamond$ $\boxtimes$ $\Sigma$ $\blacksquare$ $\vee$ $\downarrow$	53
Award link: https://bip.brightspace.com/1959dc27 /view	
	1.
Submit Cancel	

11. Click Done.

## Things to Remember

- You can paste this Public URL into a web browser to view your award. Additionally, you can share the Public URL with others on your personal website, resume, or any other platform to showcase your achievement.
- For additional information, see Introducing Sharing Awards with a Public Link

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