

**Role:**

Administrator

Objectives:

In this scenario, you will:

- Navigate to the **Manage Certificate Definitions** page
- Select a certificate
- Enter a recipient's name
- Grant an award
- Navigate to the **List Awards** page
- View an award
- Revoke an award

Quick Start Guide: Granting Awards

Certificate AX allows administrators to create end-user printable, customized certificates of achievement. The system normally uses the Awards Scanner to automatically issue an award upon completion of a gradebook requirement. Administrators are also able to grant awards manually.

After a certificate has been awarded, you can view it from the **List Awards** page. You can also revoke and restore the award from the same page.

Navigation:

1. Click the **System Admin** tab.
2. Click the **Manage Certificates AX** link.
3. Click the **Manage Certificate Definitions** link.

Steps:

Grant Awards

1. Click the **Grant Awards** button.
2. On the **Grant Awards** page, select the **Certificate** option.
3. Enter the recipient's name in the **Username** field.
4. Click the **Submit** button to grant the award.

Viewing Awards

After a certificate has been awarded, you can view it from the **List Awards** page.

Navigation:

1. Click the **System Admin** tab.
2. Click the **Manage Certificates AX** link.
3. Click the **List Awards** link.

Steps:

List Awards

1. Click the **View** button for the certificate you want to view.

Revoking Awards

If a certificate is awarded inadvertently, you can revoke it from the recipient.

Navigation:

1. Click the **System Admin** tab.
2. Click the **Manage Certificates AX** link.
3. Click the **List Awards** link.

Steps:

List Awards

1. Click the **Revoke** button for the certificate you want to revoke.

*Once an award has been revoked, the recipient can no longer retrieve the PDF for that award. You can restore the award by clicking the **Restore** button next to the revoked certificate for user.*