

# Using the Brightspace Awards Exporter Tool

## Overview

The Brightspace Awards Exporter tool enables Instructors to export Award data for their courses. Award data provided is in real time and includes all enrolled and unenrolled learners.

## Objectives

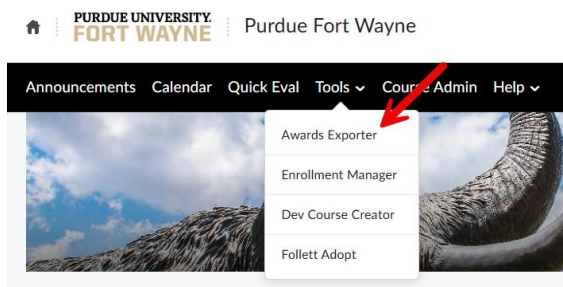
By following this guide, you will be able to:

- Part 1: Access the Awards Exporter Tool
- Part 2: Obtain Award Data from a Course

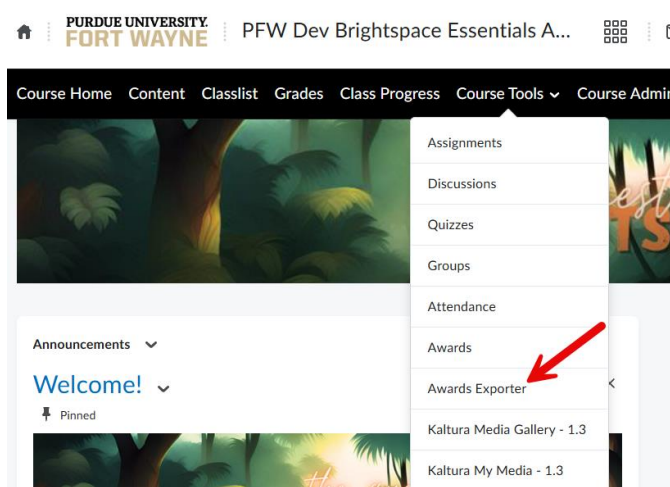
## Part 1: Access the Awards Exporter Tool

The Awards Exporter tool can be accessed from two separate locations. It will populate data for all courses regardless of where it is accessed.

1. Locate the **Awards Exporter** tool from one of the menu options below:
  - Click **Tools** in the black navigation bar from the Brightspace landing page.



- Click **Course Tools** in the black navigation bar from within a course.



## 2. Click Awards Exporter

- All active and inactive courses for which the User is enrolled as an Instructor, Instructor EM, or Instructor LTI, where an Award is configured will be listed alphabetically by Org Unit Name.

## Part 2: Obtain Award Data from a Course

### 1. Select the desired course to view Awards data. A progress page will appear while it loads.

- Note: When complete, a table will populate with all Learners who were ever enrolled in the course, even if they are no longer enrolled, listing all data earned by each Learner in the course in real time.

Awards Exporter

Export

You are the instructor of 3 Brightspace courses (Active and Inactive) with awards. Please select a course to display the awards.

AY25-26 CELT Certificate

PFW Dev Brightspace Essentials AY 25-26

Loaded 23 learner records with 43 awards issued.

Org Unit ID	Org Unit Name	Org Unit Code	User ID	Username	Org Defined ID	First Name	Last Name	Award Name	Award Type	Credits	Issue Date	Expiration Date	Evidence	Certificate ID
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26												
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26												
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26												
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						Brightspace Essentials Certificate	Certificate		7/23/2025 7:21:25 AM		Award Earned: The Communication Conclave and Award Earned: The Course Design Expedition and Award Earned: The Assessment Arena and Award Earned: The Adventure Begins!	624650475628
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						The Communication Conclave	Badge		7/23/2025 7:20:53 AM		Receives feedback for submission folder: Complete: The Communication Challenge	
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						The Assessment Arena	Badge		7/22/2025 1:47:55 PM		Receives feedback for submission folder: Complete: Conquer the Assessment Arena	
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						The Course Design Expedition	Badge		7/16/2025 8:29:56 AM		Receives feedback for submission folder: Complete: Content Creation Challenge	
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						The Adventure Begins!	Badge		7/3/2025 5:30:22 PM		Submits to folder: Complete: Request a Sandbox	
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26												
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						Brightspace Essentials Certificate	Certificate		8/1/2025 7:51:04 AM		Award Earned: The Communication Conclave and Award Earned: The Course Design Expedition and Award Earned: The Assessment Arena and Award Earned: The Adventure Begins!	542780479009
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						The Communication Conclave	Badge		8/1/2025 7:50:31 AM		Receives feedback for submission folder: Complete: The Communication Challenge	
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						The Assessment Arena	Badge		8/1/2025 7:48:52 AM		Receives feedback for submission folder: Complete: Conquer the Assessment Arena	
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						The Course Design Expedition	Badge		8/1/2025 7:47:16 AM		Receives feedback for submission folder: Complete: Content Creation Challenge	
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						The Adventure Begins!	Badge		7/31/2025 11:40:35 AM		Submits to folder: Complete: Request a Sandbox	

### 2. Click the **Export** button in the top left corner of the tool to download the data to a CSV file.

- Note: Most computers save downloaded CSV files to the **Downloads** folder. If you do not see it there, check your browser's download settings, as the location may be customized.

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1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26												
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1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26												
1425739	PFW Dev Brightspace Essentials AY 25-26	fw.dev.brightspace.essentials.ay.25.26						Brightspace	Certificate		7/23/2025		Award Earned: The Communication Conclave and Award Earned: The Course Design Expedition and Award Earned: The	62465047562