Authorized Issuers: Issuing Credentials in Canvas

Authorized Issuers can issue credentials from Canvas (if the credential was requested to be available in Canvas) or through the Acclaim website. The following documentation outlines issuing in Canvas.

When a credential is initially requested to be created, please indicate if the credential will be issued in Canvas and provide the official name of the Canvas course. Additionally, Authorized Issuers must have a ‘teacher’ role in a course to be able issue credentials from that course.

Accessing Credentials in Canvas

1. Navigate to the necessary course in Canvas.
2. Select the ‘My Credentials’ tab on the course navigation menu.
3. If there is a prompt to Authorize your account, select ‘Authorize.’
4. Then, sign in using your UMMC Email Address and Acclaim account password. This should only happen the first time. Remember: Password might not be the same as the UMMC password and does not change when UMMC password resets.
Issuing Credentials from Canvas

From the ‘My Credentials’ tab within the appropriate course, Authorized Issuers can search credentials to locate the credential to be issued.

The Authorized Issuer has two options for issuing credentials within Canvas:

1. ‘Manage Rules’ provides the opportunity to add requirements such as completing assignments and earning certain grades for the credential to be auto-issued.

2. ‘Issue’ allows the Authorized Issuer to issue the credential to individual, multiple, or all students within a course.

Managing Rules for Credentials

First Select ‘Manage Rules.’

Then ‘Add Rule.’
Complete the details and create requirements for the credential to be auto-issued through Canvas.

1. Add a ‘Name’ for the rule.
2. Choose between ‘Any’ and ‘All’ for the list of requirements to be completed.
3. Choose between ‘Assignment’ or ‘Module’ for ‘Resource Type.’
4. Select from published ‘Assignments’ or ‘Modules.’
   Note: Only published items will appear; allow 10 minutes after item is published to be an option.
5. Add a minimum grade requirement (percentage).
6. Use the ‘+’ or ‘-’ buttons to add or delete requirements from a rule.
7. ‘Save’ all rule selections.

Issuing Credentials to an Individual or Group of Students from a Course

First select ‘Issue.’

Then choose the student(s) to receive the credential.
1. Enter a student name or choose from the list of students in the course to add a single student; continue to enter/add students if issuing a credential to multiple students.

2. To issue a credential to all students in a course, select ‘All Students.’

3. A student can be removed from the issue list by hovering over the student name and selecting the ‘x.’

4. When the list of students is finalized select ‘Issue.’

Before completing the issuance, address the following options:

5. Add an issue date (*required*).

6. Choose an expiration date, if applicable.

7. Add a link for ‘Evidence’ to give additional validation or context to what an individual has done to earn the credential (*optional*).

8. Select ‘Issue to # student(s)’ to finalize.