Creating Awards and Badges

Why Do I Need This Workflow?

Awards can do many things: they can help motivate learners, track learner progress, and add an element of gamification to your course. Awards can be created all at once at the start of your course and can be released manually by instructors/course facilitators or automatically issued using release conditions. This workflow takes you through the steps for creating an award. You can use this workflow anytime you want create a badge or certificate.

How: Workflow Steps

1. Select **Awards** from your navbar. If it is not there, check under **More**.

Progress ⌄   Edit Course   Awards   More ⌄

2. Once in the tool, you will see several tabs across the top; choose **Course Awards.**

Classlist Awards   Course Awards   My Awards   View Available Awards   Award Icon Library   Certificate Templates

3. Select **Add Award to Course,** and choose **Create**.

Add Award To Course

Add an Award to

Add   Create

4. **Name** the award or badge and give a **description**. For this workflow, choose the **Badge** option as the **Award Type**. **Note:** If you make this award available to other award creators in their courses, any edits that are made in other course offerings may affect your award.

New Award

Name *

Description *

Award Type   Badge ⌄

Select the type of award you want to create. Certificates are similar to badges and additionally include a PDF printout of the actual certification upon award.

5. You can give your badge an expiry date and set up notifications for expiry if you choose.

Expiry

◉ Never

◯ Fixed Date

[   ]

◯ Relative Time Period After Earning The Award

[   ] [Days   ⌄]

◯ Relative Day Of Month

Relative expiry after the date the award is initially achieved.

Day: [   ]

Month: [   ]

☐ Notify Before Expiry

[   ] [Days   ⌄]

6. Give your badge an image. Under the **Choose Award Image** heading, you can choose from the following options for adding an award icon: **From Existing Library**, **Upload New Icon**, or **Create your own award image** (using Badge Designer).

┌─ Choose Award Image *─────────────────────────────┐
│   │
│ Create your own award image   │
│   │
│ [From Existing Library]   [Upload New Icon]   │
│   │
└──┘

7. Select **Save and Close.**

[**Save and Close**]   [Save]   [Cancel]

8. Back on the **Course Awards** screen, locate your award, and select **Edit Properties.**

Badges

Getting Started
- Credits: 0
- Award hidden until earned: false
- Conditions: 0

Edit Award

✏️ Edit Properties 🗑️ Remove Award

9. Under Release Conditions, select **Create**, and **choose a condition type** and condition details from the drop-down list. Select **Create**.

Badges

Getting Started

Credits

[   ]

☐ Award hidden until earned

Release Conditions

Create

No conditions have been added

Edit Award

Save   Cancel

Create a Release Condition

Release this item when the following condition is met:

Condition Type

-- Select Condition Type -- ⌄

Condition Details

-- Select Condition Type --

[Create]   [Cancel]

10. Select **Save.** You've created an award!

Check for Success: If you are able to see your award or badge in the Course Awards tab in your course, you have completed this workflow successfully!