# 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).



7. Select **Save and Close.**



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



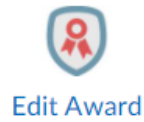9. Under Release Conditions, select **Create**, and **choose a condition type** and condition details from the drop-down list. Select **Create**.

## Badges

### Getting Started

Credits

[                                        ]

☐ Award hidden until earned

Release Conditions

**( Create )**

No conditions have been added

**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!