



Creating Awards and Badges

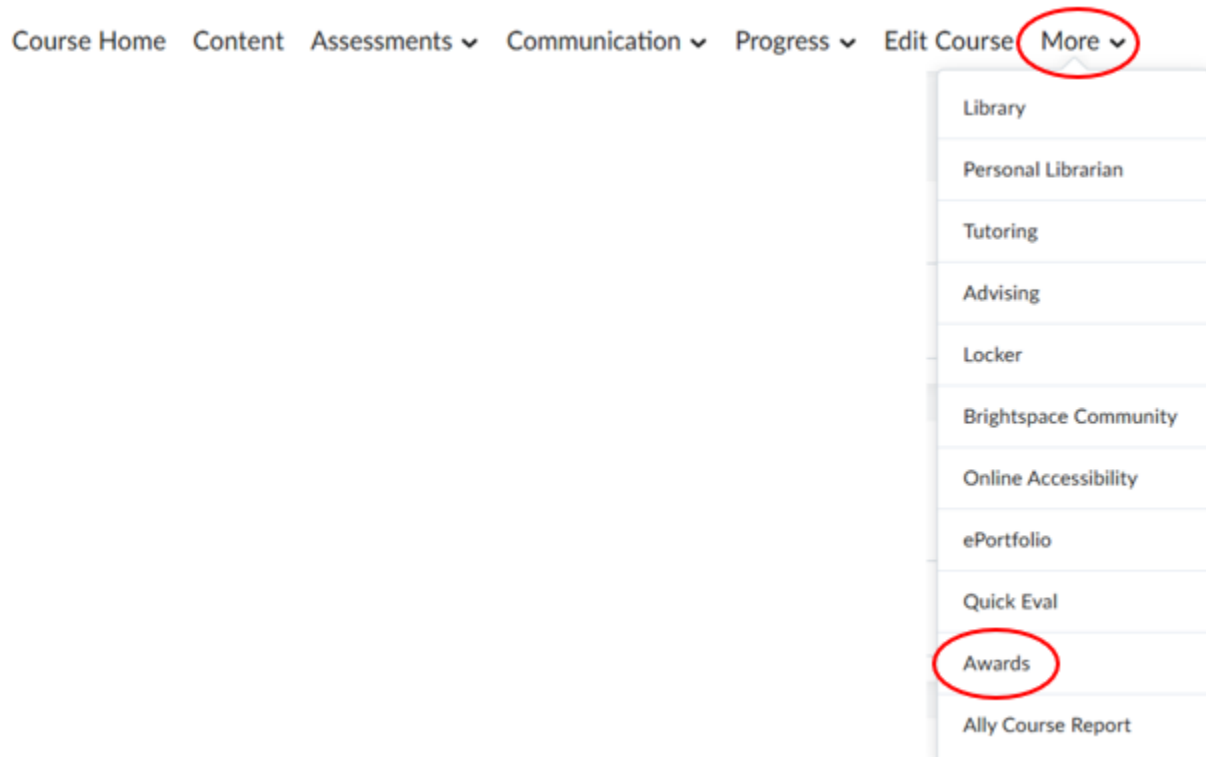
Why Do I Need This Workflow?

Awards can serve multiple purposes: they help motivate learners and track progress. Awards can be created at the beginning of a course and issued either manually by instructors or automatically based on release conditions. This workflow will guide you through the steps for creating an award. You can use it anytime you want to create a badge or certificate.

Workflow Steps:

Step one:

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



Step two:

Once in the tool, select **Course Awards** among the tabs across the top.

Classlist Awards **Course Awards** My Awards View Available Awards

Step three:

Select **Add Award To Course**, and then select **Create**.

Add Award To Course

Search awards



Add an Award to

Add

Create

Step four:

Name the award or badge, add a **Description**, and add **Criteria**.

New Award

Name *

Description *

Criteria *

What do recipients have to do in order to demonstrate their achievement and receive this award?

Step five:

Enter an **Award Type**, the **Availability**, and **Expiry**.

Award Type

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.

Availability

- Make this award available to all of my courses.
- Make this award available to other award creators and their courses.
- Restrict award to Jillian Sandbox and its child org units.

As the award creator, you will always have access to your awards for use in other courses. The settings above will allow others to easily reuse your awards in their courses if you choose to allow it.

Expiry

- Never
- Fixed Date

Step six:

Select the preferred settings for **Relative Time Period After Earning The Award**, **Relative Day of Month**, and **Notify Before Expiry**.

- Relative Time Period After Earning The Award

- Relative Day Of Month

Relative expiry after the date the award is initially achieved.

Day:

Month:

- Notify Before Expiry



Step seven:

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](#)

Step eight:

Under **User Information**, fill out the spaces for **Issuer Name**, **Issuer URL**, and **Issuer Contact**.

Issuer Information

Issuer Name *

Issuer URL *

Issuer Contact *

Step nine:

Select **Save and Close**.



Step ten:

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

[Classlist Awards](#) [Course Awards](#) [My Awards](#) [View Available Awards](#)

[Add Award To Course](#)



Badges



Award

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

 [Edit Properties](#)  [Remove Award](#)

Step eleven:

Under **Release Conditions**, select **Create**.

Badges



Award

Credits

Award hidden until earned

Release Conditions

[Create](#)

No conditions have been added

[Save](#) [Cancel](#)

Step twelve:

Click on **Select Condition Type** to open a drop-down menu, then select the correct **Condition Type** for the award. Select **Create**.

Condition Type

-- Select Condition Type --

Condition Details

-- Select Condition Type --

Create Cancel

Step thirteen:

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 the course, you have completed this workflow successfully.