

# Awards

The **Awards** tool enables you to provide merit-based awards to learners. There are two types of awards: Badges, and Certificates.

## **Badges**

Badges are awarded based on any criteria determined by you. They are meant to provide digital markers that represent accomplishment throughout a course or program. Badges do not contribute to achieving a passing grade; however, badges are awarded for achievements that also can contribute to the type of work ethic that results in a passing grade. For example, you might create a badge that is based on posting 15 discussion posts in the first month of a course, or on perfect attendance, or on academic excellence. These items are the types of trends that can help a learner to succeed in a course or program.

## **Certificates**

Certificates are also awarded based on criteria determined by you. Certificates are similar to Badges, however, they include a PDF that users can print. Certificates typically indicate an official statement of certification or award at the end of a program, but can be awarded during the course for other criteria as well. Certificates can be awarded based on achieving a milestone that a learner can use for further academic or career success, such as passing a practical exam. Certificates also do not contribute to achieving a passing grade.

## **Visual tour of the Awards tool**

Once you have satisfied permission requirements and added the tool to your course navbar, select **Awards**.

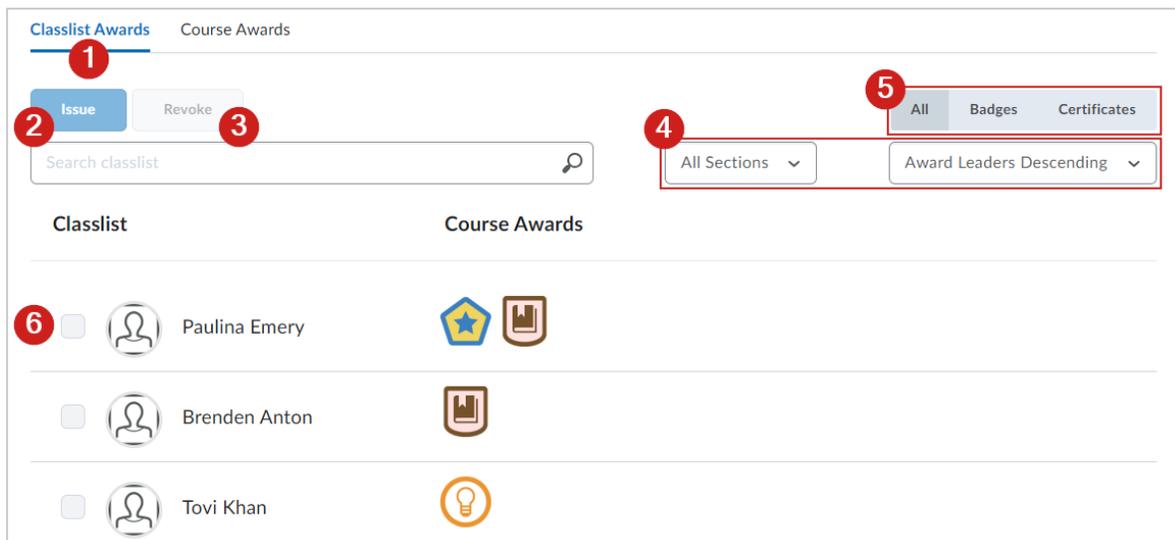


Figure: Use the **Classlist Awards** tab of the **Awards** tool to issue and revoke awards.

1. **Classlist Awards** tab: Issue and revoke awards for learners in your class.
2. **Issue**: Select a user from the list and select Issue to send them an award.
3. **Revoke**: Select a user from the list and select Revoke to take back an award.
4. Filter and sort the Classlist using the drop down options.
5. Filter Classlist by those awarded **Badges** or **Certificates**.

A visual tour of the Course Awards tab of the Awards tool.

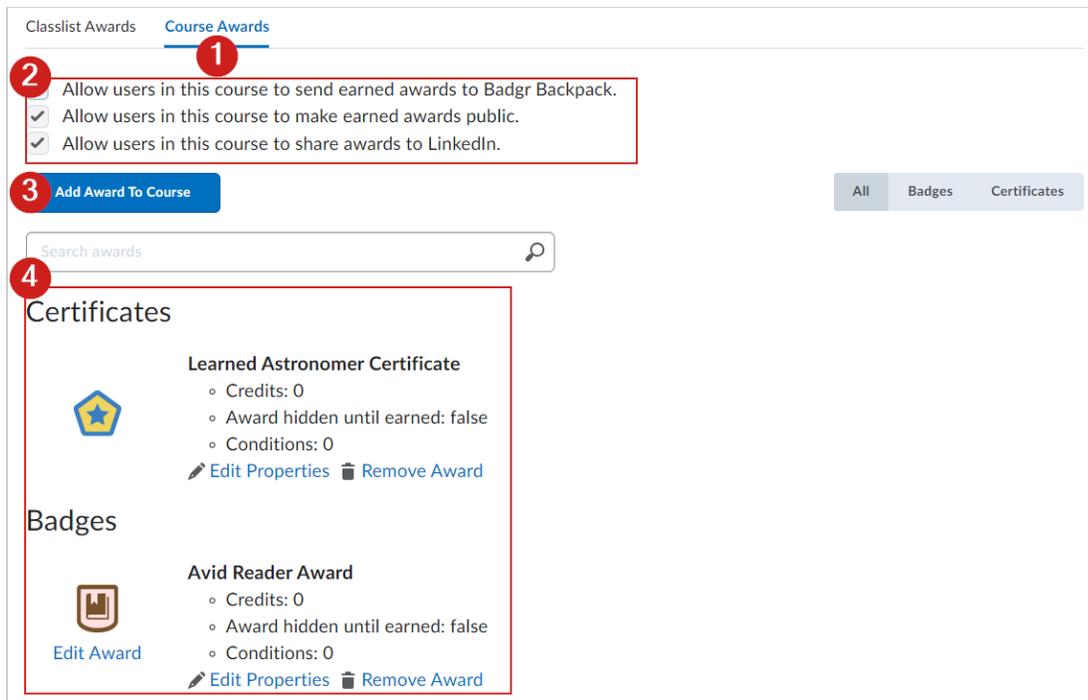


Figure: Use the Course Awards tab of the Awards tool to control the visibility of awards and add awards to your course.

1. **Course Awards** tab: Share awards and add awards to your course.
2. Select how users in your course can share awards.
3. **Add Award To Course**: Choose from a list of awards created by your organization administrator.
4. Review all **Certificates** and **Badges** currently available in your course. Edit or remove the award if desired.

## Create an award

Awards, which include Badges or Certificates, can be automatically issued based on release condition criteria or can be manually awarded.

If you manually add an award, you must specify the criteria required to earn this award. When the award is automatically issued, the release conditions determine if learners meet the criteria.

**Note:** To prevent plagiarism and protect an organization's intellectual and branding copyrights, all earned certificates downloaded from the Awards tool are password-protected from editing. Each certificate is generated with a random password that is not displayed to users, preventing anyone from editing the certificate in Adobe® Acrobat® or

Adobe Reader®. This makes it unnecessary to manually add password-protection to uploaded certificates.

### To create a new award

1. From your homepage, do one of the following:
  - On the navbar, click **Awards**.
  - Click **Course Admin**. From the **Assessments** area, select **Awards**.
2. Click the **Course Awards** tab and select sharing options for your award:
  - **Allow users in this course to share earned awards to an external badge repository/backpack** to enable the export and sharing of course awards to an external badge repository or as digital credentials.
  - **Allow users in this course to make earned awards public** to enable sharing of course awards as a public link.
  - **Allow users in this course to share awards to LinkedIn** to enable sharing of course awards to learner's LinkedIn profiles.
3. Click **Add Award To Course**.

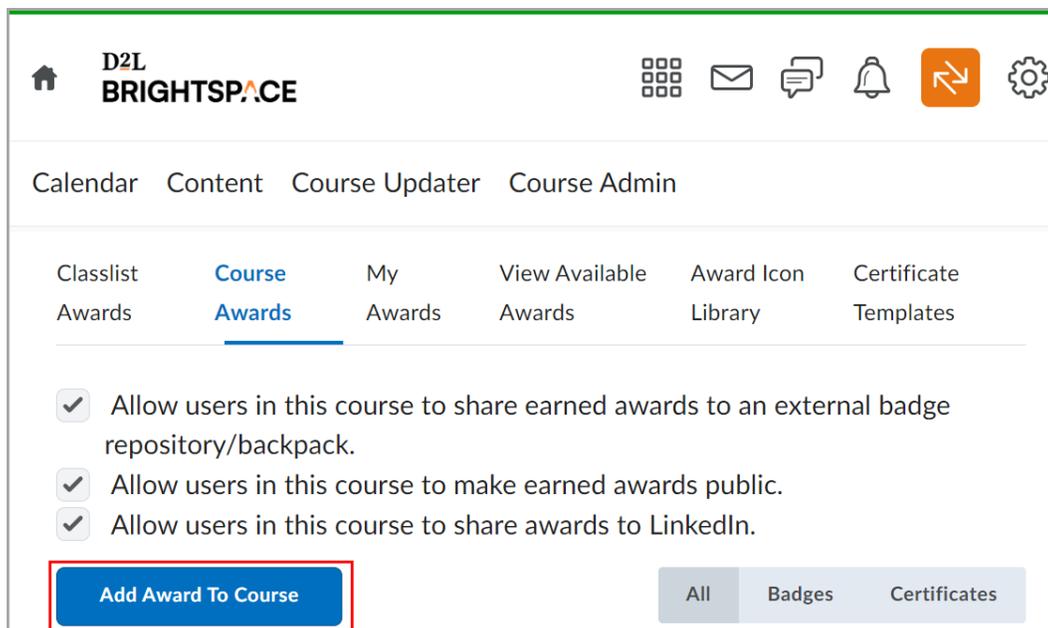


Figure: Click **Add Award To Course** on the **Course Awards** tab to proceed.

4. Click **Create**.
5. From the **New Award** page, do the following:

- Enter a **Name**, **Criteria** and **Description** for the new award. In the **Criteria** fields specify what a learner must do to achieve this award.

Figure: Enter the **Name**, **Description** and **Criteria** of your new award in the **New Award** page. These are all required fields.

- From the **Award Type** drop-down list, select **Badge** or **Certificate**.
- In **Availability**, select the appropriate boxes to indicate if you want the award to be available to other award managers, and where it is available within the org structure.
- In **Expiry**, select one of the following options:
  - To prevent the award from expiring, select **Never**. Examples of awards that never expire are certificates of merit for passing a course, or badges for perfect attendance.
  - To set the award to expire on a specific date, select **Fixed date**. Examples of awards that will expire on a specific date are certifications for a skill that must be renewed, such as first aid training.
  - To set the award to expire on a day relative to the day the award was granted, select **Relative Day of the Month**. Examples of awards that expire on a relative date are badges for Learner of the Week or for having achieved 100% on a test or assignment.

- To notify the award recipient before an award expires, select **Notify Before Expiry** and indicate the number of days of lead time.
6. In **Choose Award Image**, do one of the following:
    - If the image already exists in the image library, click **From Existing Library**.
    - If you want to add a new icon to the image library, click **Upload New Icon**.

**Warning:** For Baked Badges, the only supported format in Brightspace is .png, and the minimum recommended pixel size of the badge is 200 px x 200 px

    - To launch the OpenBadges website, click **Create your own award image**.

**Note:** OpenBadges is a free website that allows you to create custom icons.
  7. If you are creating a new certificate, in the **Choose Certificate Template** area, do one of the following:
    - If the PDF template already exists in the image library, click **From Existing Library**.
    - If you want to add a new template to the image library, click **Upload New Template**.

**Note:** If you want to add an automatically-generated numeric ID to your certificate which uniquely identifies the issued award, check if the uploaded template has a replacement string {CertificateID}. A unique ID is generated and populated into the replacement string {CertificateID} on an ongoing basis when released.
  8. Verify that the **Issuer Information** is correct.
  9. Ensure that the **Use this award in <current course> now** check box is correctly set.
  10. Click **Save**.

The award is added to your course awards list.

## Add an existing award to a course

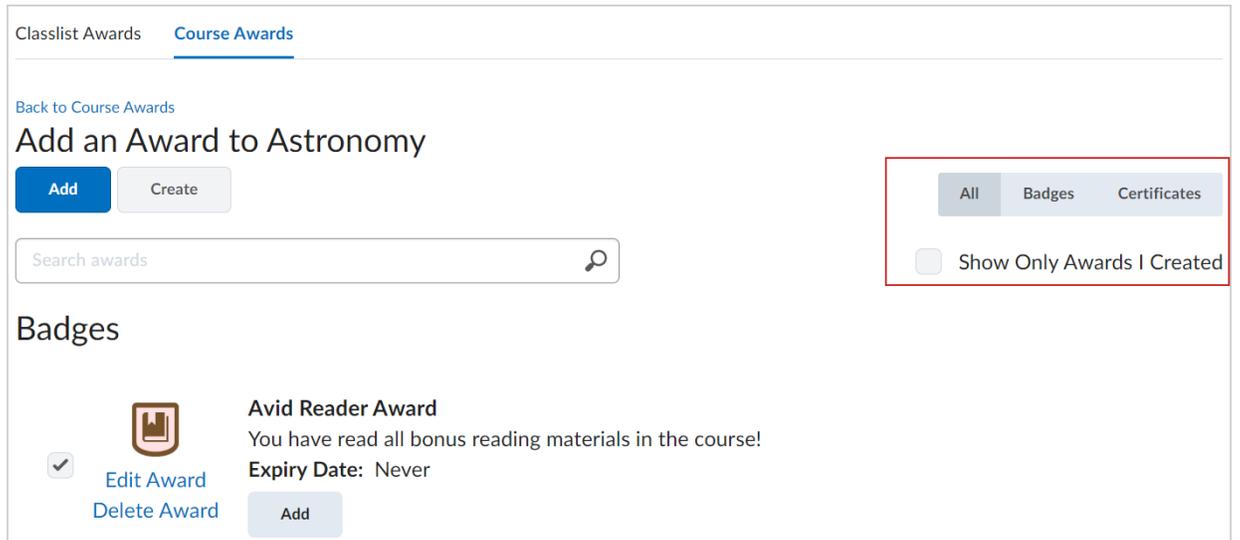
Once you have created an award, you must add the award to a course to make it visible to learners from the **View Available Awards** tab of the **Awards** tool or the **Available Awards** tab of the **Learner Awards** widget.

### To add an award to a course

1. From the course navbar click **Awards**.

2. From the Course Awards tab, click **Add Award to Course**.

To find an award, click the **Badges**, **Certificates** or **All** buttons to filter the list of available awards. If you are searching for a specific award, use the **Search awards** function. If you want to filter the list to your own awards, click **Show only Awards I Created**.



The screenshot shows the 'Course Awards' tab in a system. At the top, there are tabs for 'Classlist Awards' and 'Course Awards'. Below the tabs, there is a 'Back to Course Awards' link and a heading 'Add an Award to Astronomy'. There are two buttons: 'Add' (highlighted in blue) and 'Create'. A search bar labeled 'Search awards' is present. On the right, there are filter buttons: 'All', 'Badges', and 'Certificates'. Below these is a checkbox labeled 'Show Only Awards I Created'. Under the heading 'Badges', there is a card for the 'Avid Reader Award' with a book icon, a description 'You have read all bonus reading materials in the course!', and an 'Expiry Date: Never'. There are also buttons for 'Edit Award', 'Delete Award', and 'Add'.

Figure: Filter existing awards in the **Course Awards** tab.

3. Select the awards you want to add from the list and click **Add**.

The selected awards are added to the course.

## Manually issue an award

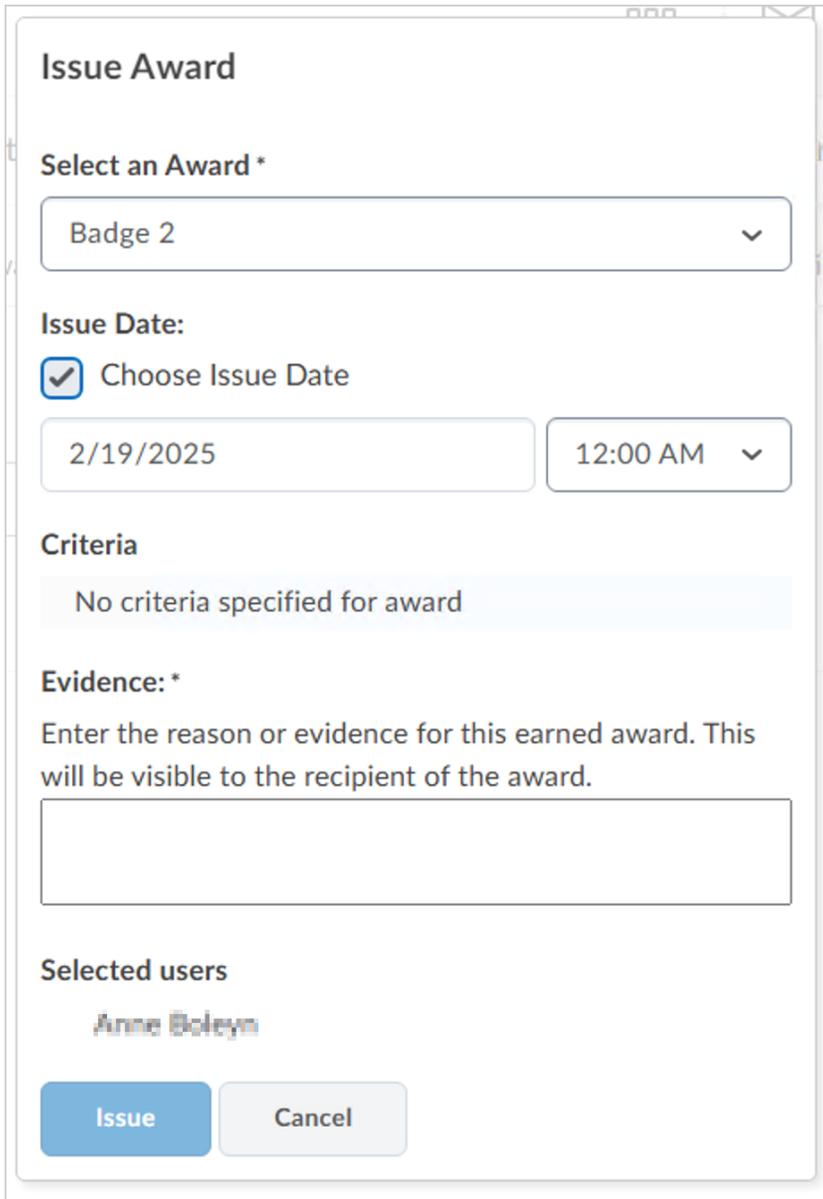
You can manually issue awards (Badges or Certificates) from the **Classlist Awards** tab. If you manually add an award, you must provide evidence that the users met the criteria required to earn this award.

Issuing an award without selecting **Choose Issue Date** will default to the current date and time.

### To manually issue an award

1. On your course homepage, click **Awards** on the navbar.
2. Open the **Classlist Awards** tab.
3. Select one or more users and click **Issue**.

- From the **Issue Award** dialog, select an award from the dropdown.



**Issue Award**

Select an Award \*

Badge 2

**Issue Date:**

Choose Issue Date

2/19/2025 12:00 AM

**Criteria**

No criteria specified for award

**Evidence: \***

Enter the reason or evidence for this earned award. This will be visible to the recipient of the award.

Selected users

Anne Boleyn

Issue Cancel

- The **Issue Date** field defaults to the current date and time. If you need to customize the date the award is issued, select **Choose Issue Date** and select a date and time.
- Under **Evidence**, enter the reason why you are issuing the award.
- Click **Issue**.