

Setting up and Using Course Badges

Badges can be used as a fun way to motivate students using the LINC courseware. A badge is a digital file that teachers using Moodle can award to students for accomplishments in a course, for skills mastered or as a form of student recognition. Badges appear on a student's profile page and they can download them or link them to their OpenBadges.org account. Badges can never be revoked or modified after they are issued. For this reason, it is important to pay close attention to the badge set up.

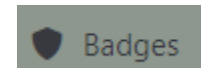
Badges can be awarded automatically based on criteria set by the teacher using the activity completion function. They can also be awarded manually by a teacher for other criteria, e.g. effort, teamwork, peer support, etc. These badges are only recognized by a teacher in their own course.

Teachers can award pre-loaded badges on the Avenue site or they can use or create their own badges, as long as they are in .png or .jpg format and are the standard size (90 X 90 px or 180 x 180 px). Teachers can also visit this [site](#) for free badges for use in their Moodle course.

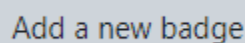
The first step to using course badges is to enable the **Completion tracking** setting on the course **Edit Settings** page. More information about this is found in the "**Setting up and Using Completion Tracking**" document in the **Course Management** section of Stage 3. This same document explains how to set up completion tracking for course activities and resources, which can be used as criteria for issuing course badges.

How to Create a Course Badge

1. On your course **Navigation drawer**, click on the **Badges** link.



2. Click **Add a new badge** button.

A rectangular button with a light grey background and rounded corners. The text "Add a new badge" is centered in a dark grey font.

The **New Badge details** page is displayed.

3. Click **Expand all** near the top right corner of the screen. This will expand each section on the page.

A rectangular button with a white background and a thin black border. On the left is a right-pointing triangle icon, followed by the text "Expand all" in a blue font.

4. Type a name and description for the badge in the **Name** and **Description** textboxes under **Badge details**. Students see this name and description.

Badge details

Name !

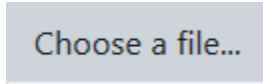
Version ?

Language ?

Description !

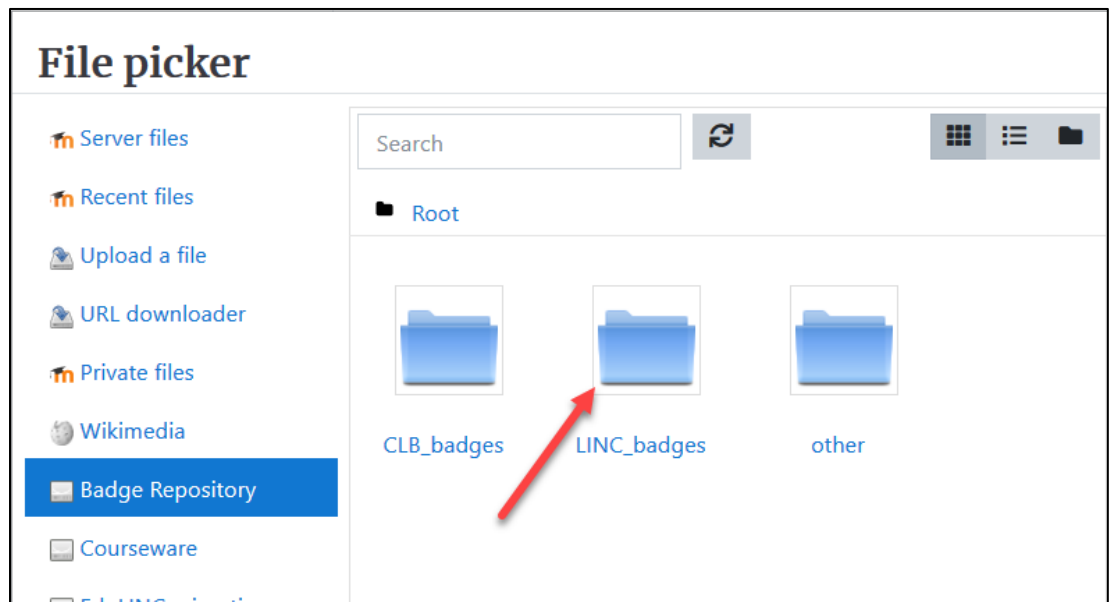
In the next step, teachers select the badge image, a 90 X 90 px or 180 X 180 px JPG or .PNG file. This can be uploaded to the course using the File picker or by using drag and drop onto this page.

5. Click on **Choose a file** button.

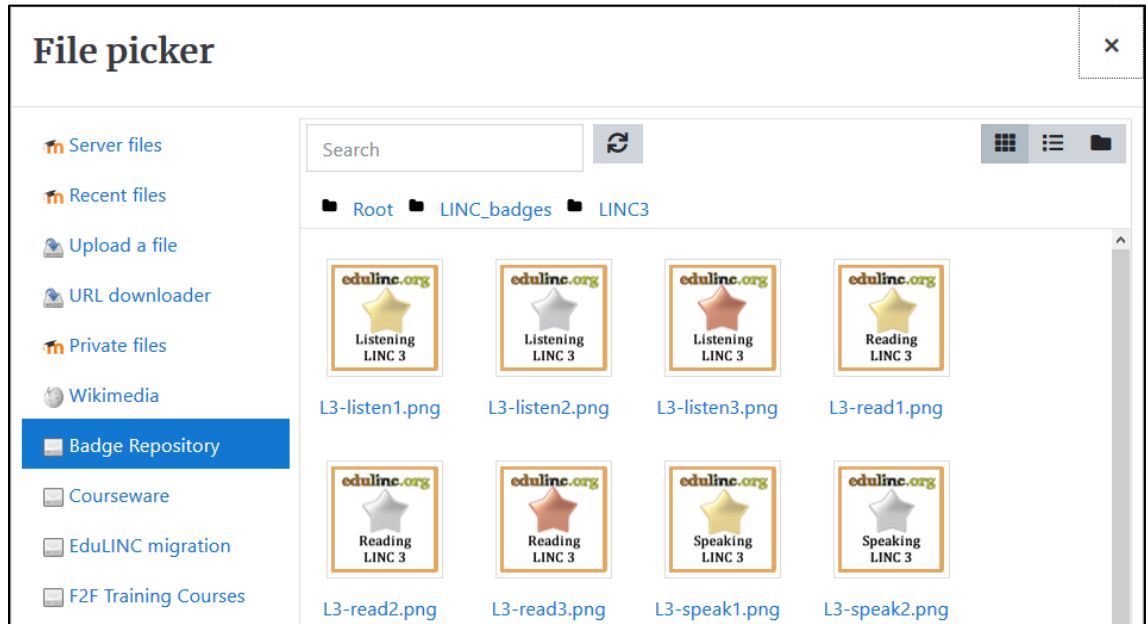


In this example we will be using a file from the Avenue badge repository.

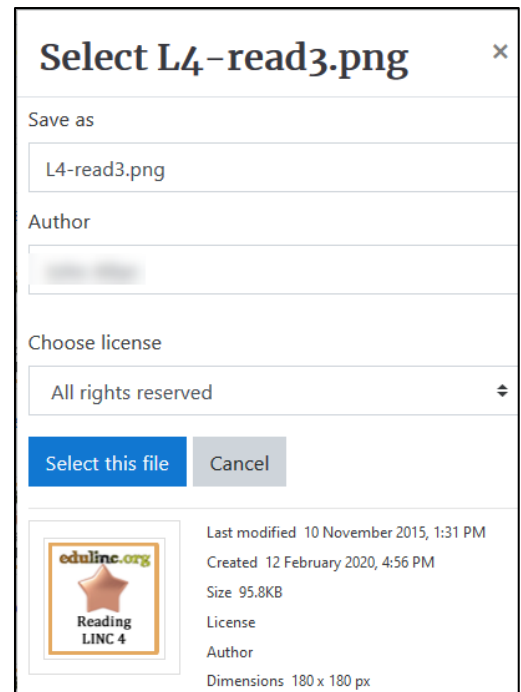
6. Click on **Badge Repository**.



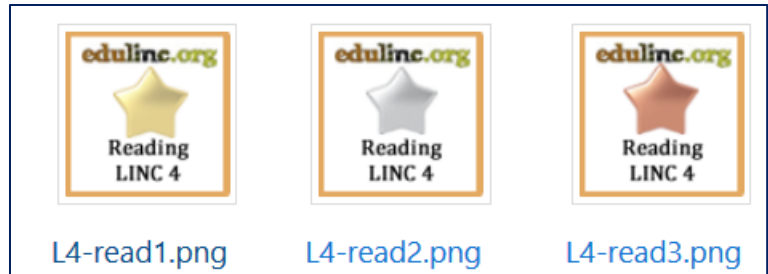
- Click on any of the folders to see the available badges. Bronze, silver and gold badges are provided for each language skill at each LINC (from 1 to 7) and at CLB levels 1 to 8.



- Click on any of the **badge** icons to select one.
- Type in the badge file name in **Save as**, add the **Author** (your name) and click on **Select this file**.



Teachers can set the **criteria** for awarding any of these badges. Gold badges are numbered 1, silver 2 and bronze 3. Here is what the Gold, Silver and Bronze badges look like:



10. If you have created your own badge, you can fill in the spaces for Image author's name, email, URL and caption, as well as the badge Issuer details.

Note that you must enter your **name** in the **Issuer details** section, as it is a required field.

Image author's name	<input type="text"/>
Image author's email	<input type="text"/>
Image author's URL	<input type="text"/>
Image caption	<input type="text"/>
Issuer details	
Name !	<input type="text"/>
Contact	<input type="text"/>

11. Scroll down and expand, if necessary, the **Badge expiry** section.

▼ **Badge expiry**

Expiry date

Never
 Fixed date

Relative date
 after the date of issue.

The badge expiry cannot be changed once it is issued. Teachers can select the expiry to **Never**, or set a **Fixed date** at the end of a LINC session, when a student might change classes. It is also possible to choose a **Relative date**, which makes the badge available after the date of issue for as long as the teacher chooses. It is the teacher's decision if and when a badge expires.

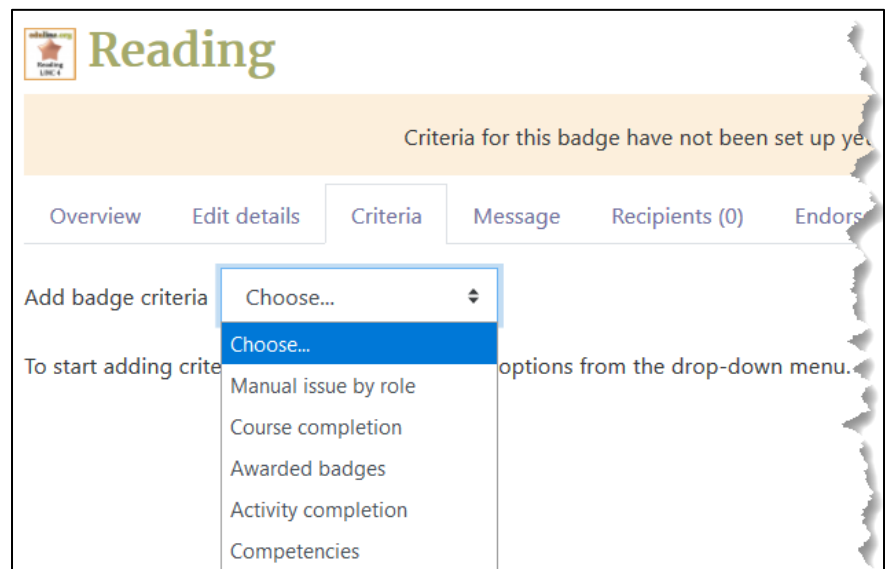
12. To set a **Fixed date**, choose the date by selecting the Day, Month and Year from the drop-down menus, or by clicking on the calendar icon next to it, browsing through the months and selecting the target date.

The badge settings are now complete.

13. Click the **Create badge** button.


The **Manage badges** page for this badge appears. The next step is to set the criteria for issuing this badge. In this example, the badge is awarded after three reading activities are completed.


14. Click **Choose** in the **Add badge criteria** drop down menu.



15. Click on **Activity completion**.

▼ **Activity completion**

Glossary - LINC 4 Employment Glossary
complete by
11 ▾ June ▾ 2020 ▾  Enable

File - Course Outline
complete by
11 ▾ June ▾ 2020 ▾  Enable

Choice - Reading Choice
complete by
11 ▾ June ▾ 2020 ▾  Enable

16. Select the check boxes of all reading activities for which you wish to award a badge. Note that clicking the **Enable** check box allows the teacher to set a deadline for students to complete these activities.

17. Scroll down and from the **This criterion is complete when...** setting, choose **All or any of the selected activities are complete**.

▼ **This criterion is complete when...**

All of the selected activities are complete
 Any of the selected activities is complete

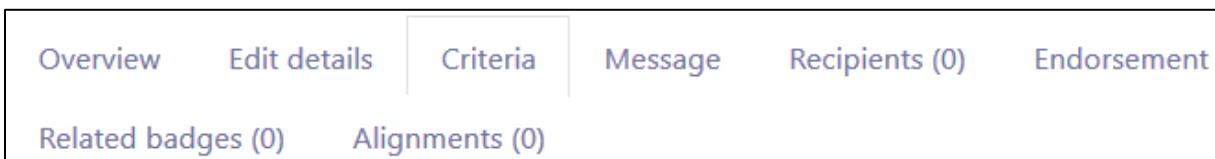
18. Click on the **Save** button.

Save

19. The **Manage badges** page for this badge appears. The following screenshots show the main parts of this page. Note that the **Criteria** tab is displayed.



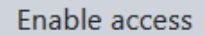
The **tabs** and their functions are shown below.



- The **Overview** tab displays all details about badge.
- The **Edit details** tab enables the teacher to change the badge settings.
- The **Message** tab displays the custom message sent to badge recipients.
- The **Recipients** tab lists who received the badge.
- The **Endorsement** tab allows the teacher to select a third party such as the school or learning center to endorse the badge and add value to it.
- The **Related** badges tab allows teachers to connect and display all badges with the same criteria on the badge page.

- The **Alignments** tab specifies any external frameworks that are aligned with the skills the badge is given for (e.g. CEFR levels, IELTS bands, TOEFL scores, etc.).

20. Click the **Enable access** button to begin using this badge.

A rectangular button with a light blue background and a thin grey border, containing the text "Enable access" in a dark blue font.

A warning appears, reminding teachers that this badge may be issued immediately and that some settings are locked.

Changes in badge access

Confirm

This will make your badge visible to users and allow them to start earning it.


It is possible that some users already meet this badge's criteria and will be issued this badge immediately after you enable it.

Once a badge has been issued it will be **locked** - certain settings including the criteria and expiry settings can no longer be changed.

Are you sure you want to enable access to the badge 'Reading Badge'?

[Continue](#) [Cancel](#)

21. Click the **Continue** button to enable access to the badge.

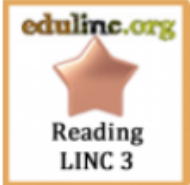


Reading Badge

This badge is currently available to users. Disable access to make any changes. [Disable access](#)

[Overview](#) [Edit details](#) [Criteria](#) [Message](#) [Recipients \(0\)](#) [Endorsement](#) [Related b](#)

Badge details

Name	Reading Badge
Version	
Language	English
Description	LINC 3 reading
Created on	Thursday, 11 June 2020, 5:08 PM
Image	
Image author's name	
Image author's email	
Image author's URL	
Image caption	

Issuer details

Issuer name

Contact

Badge expiry

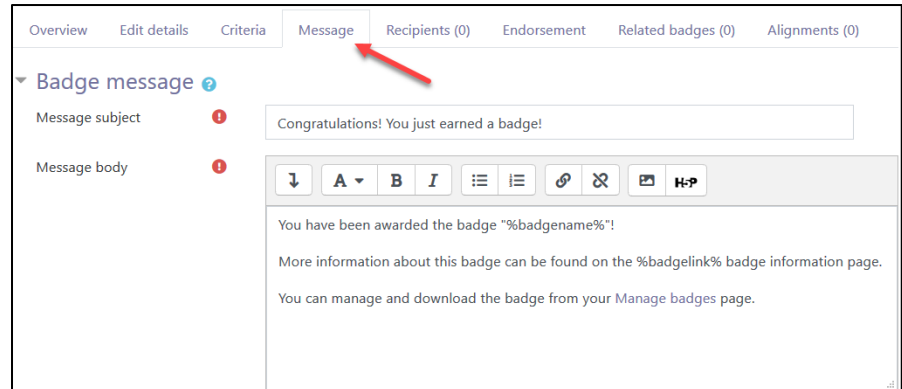
Badge is available.

The Disable button does not affect badges already awarded.

Complete details about the badge

Adding a Custom Message

When badges are awarded, recipients receive an email advising them that they have received a course badge. Clicking the **Message** tab on the **Managing badges** page for a badge displays a text box that teachers can use to update the message and subject line.



22. Click the **Save changes** button after editing the message.

Video Resources

Badges Admin Basics

<https://youtu.be/eoo97bZpNTU>

New Badge Criteria in Moodle 3.5

<https://youtu.be/nQveEdLGa6M>

Resources

[Moodle Documents: Badges](https://docs.moodle.org/39/en/Badges)

<<https://docs.moodle.org/39/en/Badges>>

[Moodle Documents: Managing badges](https://docs.moodle.org/39/en/Managing_badges)

<https://docs.moodle.org/39/en/Managing_badges>

[Moodle Documents: Badges settings](https://docs.moodle.org/39/en/Badges_settings)

<https://docs.moodle.org/39/en/Badges_settings>

[Moodle Documents: Badges FAQ](https://docs.moodle.org/39/en/Badges_FAQ)

<https://docs.moodle.org/39/en/Badges_FAQ>