

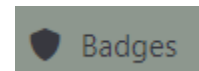
Managing Badges and Awarding Badges Manually

This document explains how to edit a **badge** that already exists. It also explains setting the criteria to award the badge manually by role, and how such a badge can be awarded.

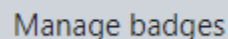
The **Manage badges** option is available to a teacher after a badge has been created in a course. Teachers use this page to modify or continue setting up existing badges.

How to Create a Course Badge

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



2. Click **Manage badges** button.













The **Manage badges** page that summarizes all badges appears.

Ms. Beverly's LINC 3: Manage badges

Number of badges available: 2

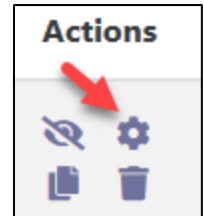
Add a new badge

Name	Badge status	Criteria	Recipients	Actions
 Reading	Not available to users	Complete ALL of: <ul style="list-style-type: none"> Complete: "Forum - Introducing the Language Companion" Awarded by: Teacher 	0	   
 Reading Badge	Not available to users	Complete ANY of: "Interactive Content - Tommy Douglas is Canada's greatest hero" , "Assignment - Assignment" , "Assignment - Practice giving your name and email address"	0	   

There are two badges in this course. The first one is available to participants. The **first badge** is not accessible.

In this example, the **Reading LINC 4 Bronze (first)** badge was created previously. The following steps explain how to set up criteria for this badge, so it can be manually issued by a teacher. The badge will also be made accessible in the course.

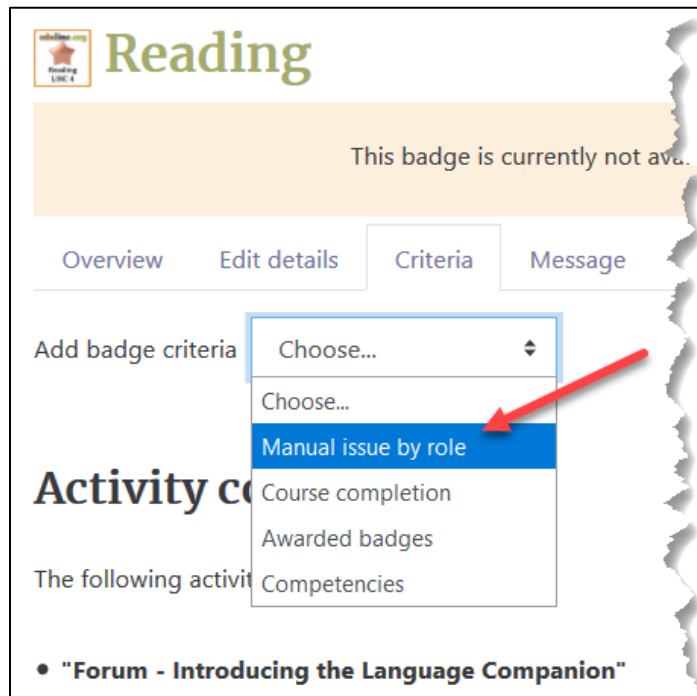
3. Click the **Edit** icon next to the first badge. It is in the **Actions** columns.



The **Reading LINC 4 Bronze** badge is displayed on the **Manage badges** page.

4. Click on the **Criteria** tab and click on **Manual issue by role** in the **Add badge criteria** drop-down menu.

A screenshot of the 'Reading' badge management page. The page title is 'Reading' with a small badge icon. Below the title, there is a message: 'This badge is currently not available to users. Enable access if you want users to earn this badge.' with an 'Enable access' button. The navigation tabs are: Overview, Edit details, Criteria (selected), Message, Recipients (0), Endorsement, Related badges (0), and Alignment. Below the tabs, there is a 'Badge details' section with a dropdown arrow. The details include: Name (Reading), Version, Language (English), Description (This badge is given for work on the LINC 4 reading activities.), and Current image (a star-shaped badge with 'edulinc.org' and 'Reading LINC 4' text). A red arrow points to the 'Criteria' tab.



The **Manual issue by role** page is displayed.

5. Select the check box next to **Teacher** in the **Manual issue by role** section.

Manual issue by role

Non-editing teacher

Teacher

6. Choose, if necessary, **Any of the selected roles awards the badge** in the **Criterion is complete when...** section.

This criterion is complete when...

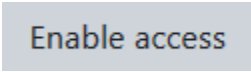
All of the selected roles award the badge

Any of the selected roles awards the badge

7. Click the **Save** button.

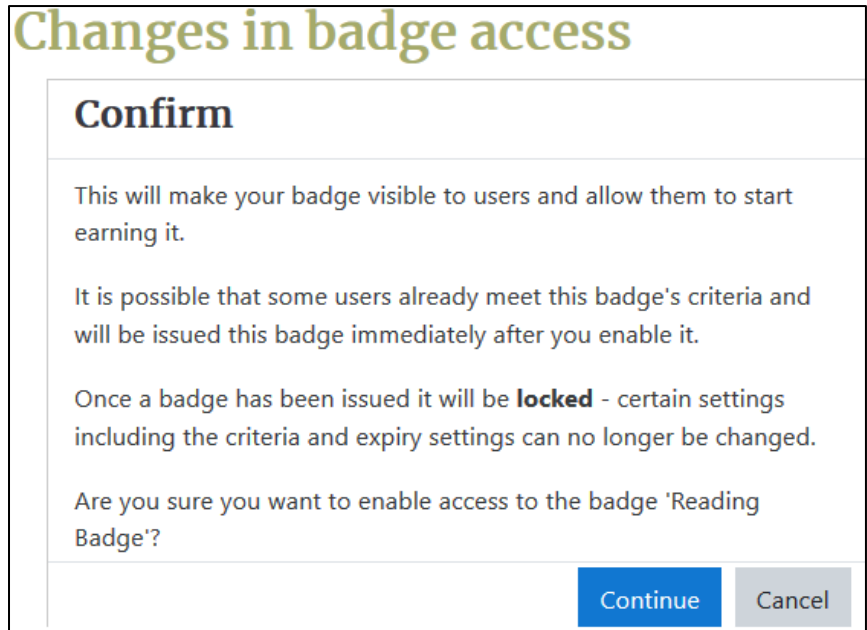
The **Manage badges** page for this badge appears.

8. Click the **Enable access** button.

A rectangular button with a light blue background and the text "Enable access" in a dark blue font.

A **confirmation** page appears.

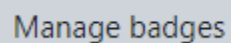
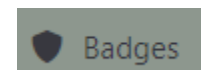
9. Click the **Continue** button.



The **badge** is ready to be awarded.

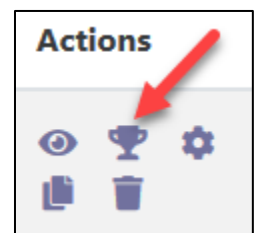
How to award a badge manually

1. On your course **Navigation drawer**, click on the **Badges** link.
2. Click **Manage badges** button.

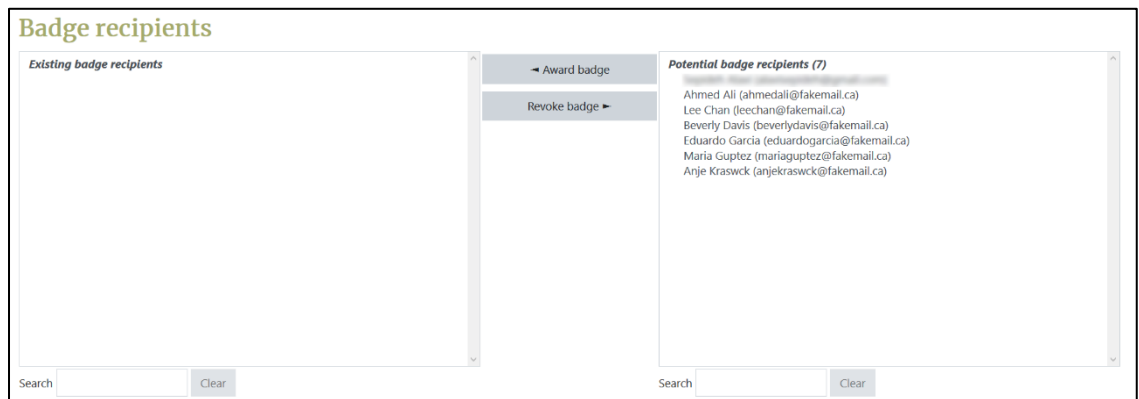
A rectangular button with a light blue background and the text "Manage badges" in a dark blue font.

The **Manage badges** page appears.

1. Click the **Award badge** icon in the **Actions** column next to the badge.



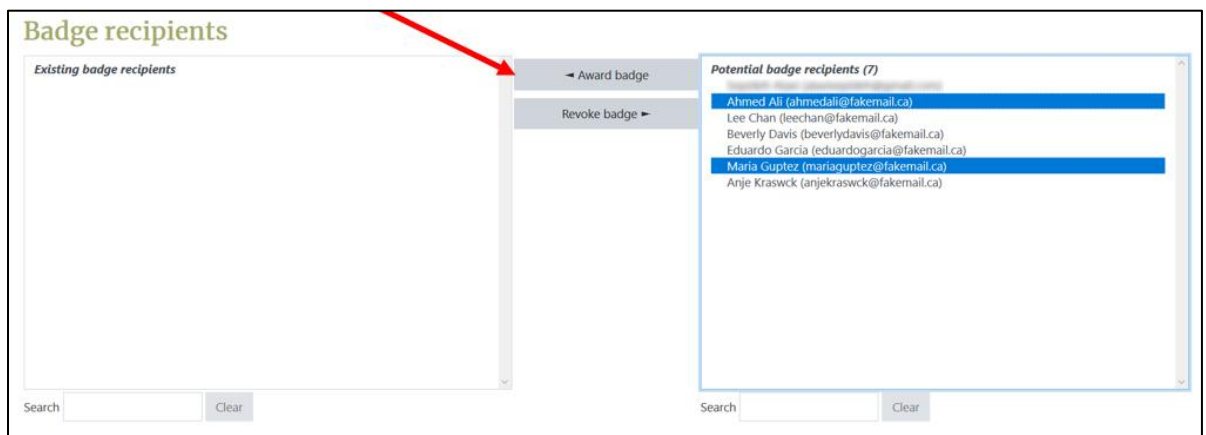
The **Badge recipients** page is displayed.



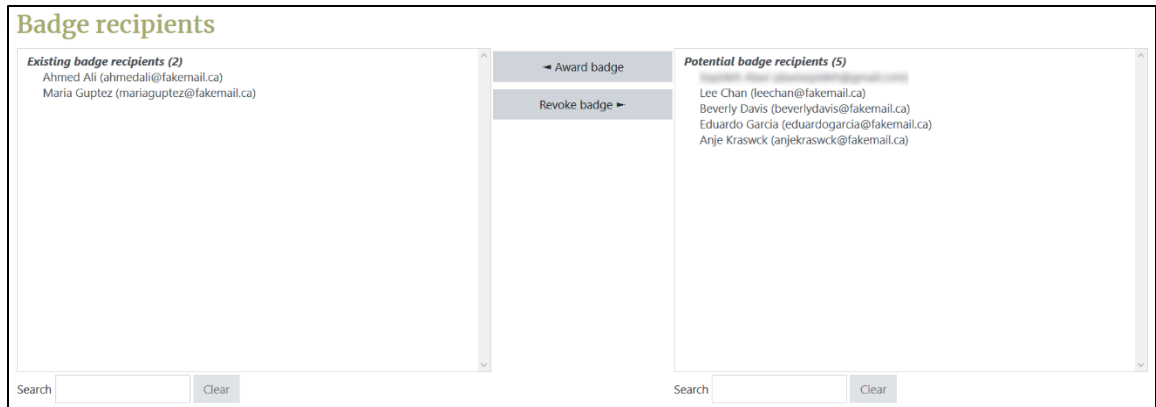
2. Select the badge recipient(s) in the **Potential badge recipients** list (right box). If the list is long, you can use the **Search** box below to help locate the student.

Use the **[CTRL] + Click** to select multiple students.

3. Click on the **Award badge** button.



The students will appear in the **Existing badge recipients'** box and will received the badge.

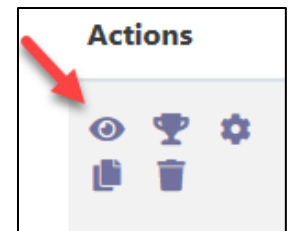


Editing a Badge that is Accessible to Students

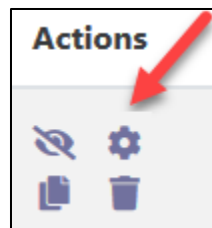
If a badge is accessible to students and a teacher wants to modify the badge, s/he must disable the access to the badge.

Note: Once a badge is awarded its **Criteria** is locked and cannot be changed. Editing the badge settings such as the **Badge expiry**, does not change for badges already awarded.

1. Click the **Disable access** icon next to the target badge to make the badge no longer available. This allows a teacher to change some of the settings for that badge.

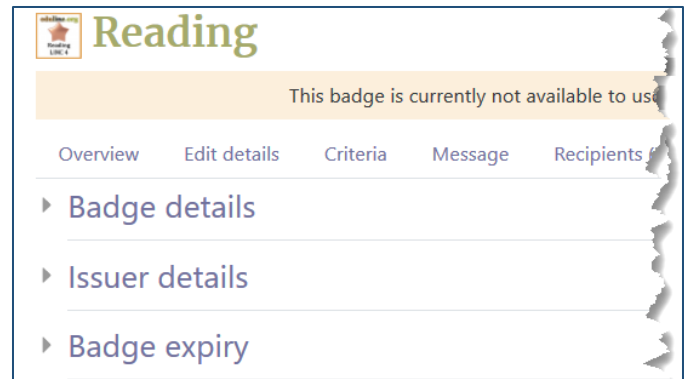


2. Click the **Edit** icon.



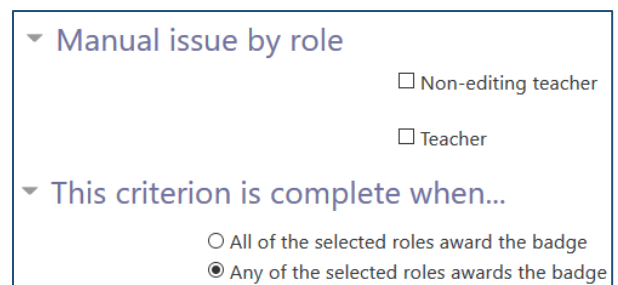
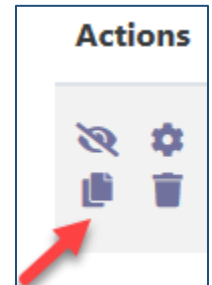
The **Edit details** page is displayed. The badge settings can be modified on this page.

Click on any of the **sections** to change the settings.



Note that if the badge has already been awarded to at least one user, it is **locked** and the **Criteria** can no longer be modified. If any change or modification is needed, teachers can duplicate the badge and set new criteria.

3. To duplicate a badge, click on **Copy** in the **Actions** column.
4. Edit the details as you would for a new **badge**.
5. To modify the new badge criteria, click the **Criteria** tab.
6. Check the boxes next to the existing criteria to modify or remove them.



Video Resources

Award Badges on Moodle

<https://youtu.be/SpTFf5iPNlQ>

Resources

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

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

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

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