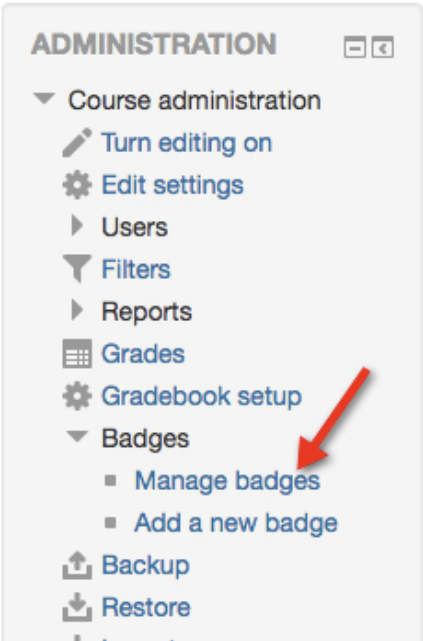


Managing Badges and Awarding Badges Manually

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.

Editing Existing Badges: Adding Manually Criteria

1. Click *Manage Badges* (under *Badges*) in the *Course administration* section of the *Administration* block.



The *Manage badges* page appears.

A page summarizing the badges appears. There are two badges in this course. One is available to participants. The greyed out (silver) badge indicates it is not accessible.

LINC 4 (EL): Manage badges

Number of badges available: 2

[Add a new badge](#)

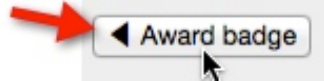
Name	Badge status	Criteria	Recipients	Actions
Silver Reading (LINC 4)	Not available to users	Criteria for this badge have not been set up yet.	0	⚙️ 🗑️ ✖️
Bronze Reading (LINC 4)	Available to users	◦ Complete ALL of: "Scorm - Enviro News", "Scorm - Good Things Come in Recycled Packaging", "Scorm - David Suzuki"	0	👁️ ⚙️ 🗑️ ✖️

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

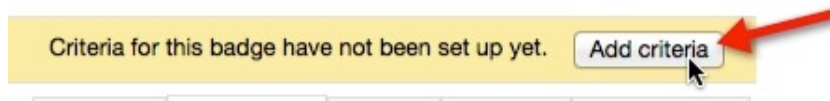
2. Click the *Edit* icon next to the Silver badge. It is in the *Actions* columns



The *Silver Reading (LINC 4)* badge is displayed on the Manage badges page

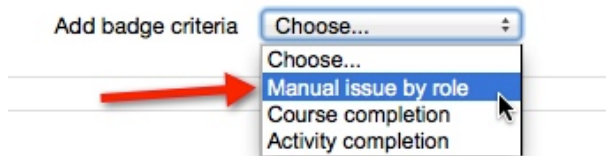


3. Click the *Add criteria* button.



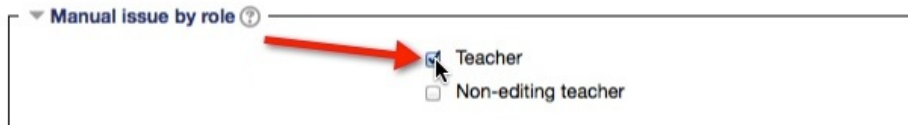
The *Criteria* tab is displayed

4. Select *Manual issue by role* in the *Add badge criteria* drop-down menu

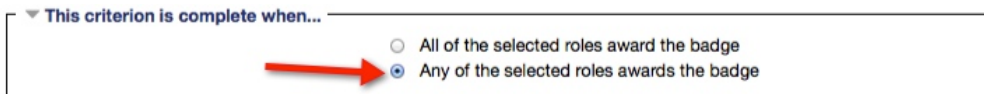


The *Manual issue by role* page is displayed.

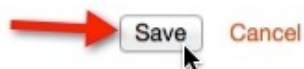
5. Select the check box next to *Teacher* in the *Manual issue by role* section.



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

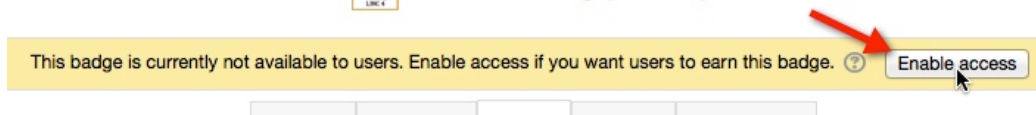


7. Click the *Save* button



The *Manage badges* page for this badge appears.

8. Click the *Enable access* button.



A warning page appears.

Click the *Continue* button.

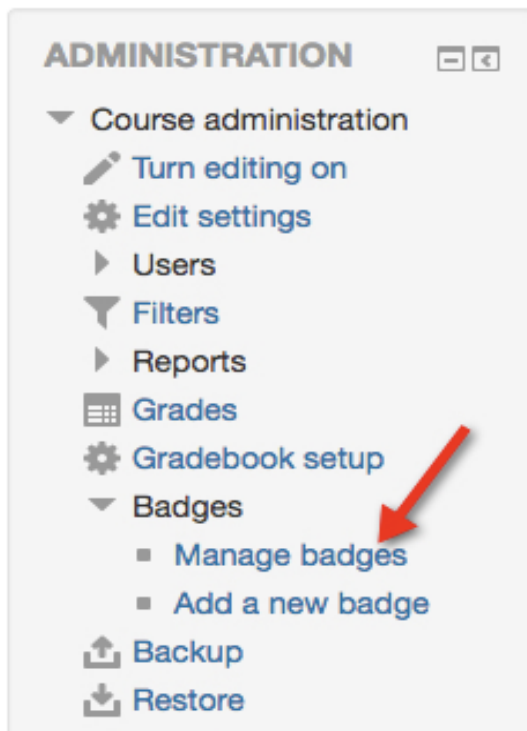
Are you sure you want to enable access to the badge ' Silver



9. The badge is ready to awarded.

How to award a badge Manually awarded by criteria

1. Click *Manage Badges* (under *Badges*) in the *Course administration* section of the *Administration* block.



The *Manage badges* page appears.

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

⋮): Manage badges

Number of badges available: 2

Add a new badge

Criteria	Recipients	Actions
Teacher	0	
LL of: "Scorm - Enviro News", "Scorm - Good Things Come in Recycled", "Scorm - David Suzuki"	0	

The *Badge recipients* page is displayed.

3. Select the badge recipient(s) in the *Potential badge recipients* list (right box). (If the list is long, you can use the *Search* box to help locate the student.) Use the CTRL+Click to select multiple students.

Badge recipients

Existing badge recipients

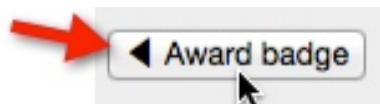
Search

Potential badge recipients (13)

- Lee Chan (lee44@email.ca)
- Veronica Dexter (VeDe@schoolboard.org)
- Jorge Garcia (jorgeg@yahoo.com)
- Maria Gupta (Gupvy5@email.ca)
- Kimberly Kim (kk200pop@email.ca)
- Xiano Pinusa (freetheworld451r@email.ca)
- Anton Trodska (atr1978@email.ca)
- Anton Trotska (atrotska@email.ca)

Search

4. Click the *Award badge* button



The students will appear in the Existing badge recipients box. These student have received

the badge.

The screenshot shows two panels. The left panel, titled "Existing badge recipients (2)", lists Jorge Garcia (jorgeg@yahoo.com) and Maria Gupta (Guppy5@email.ca). A red arrow points to the name "Maria Gupta". The right panel, titled "Potential badge recipients (7)", lists Lee Chan, Veronica Dexter, Kimberly Kim, Ed Linc, Xiano Pinusa, Anton Trodska, and Anton Trotska. Between the panels is a button labeled "Award badge" with a left-pointing arrow.

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 badge is awarded its criteria is locked and this cannot be changed. Editing the badge settings, e.g. expiry date, does not change 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 the settings (or perhaps the criteria) for that badge.

The screenshot shows a table with a header "Actions". Below the header are several icons: a hand with a slash, a trophy, a gear, a document, and an 'X'. A red arrow points to the hand-with-slash icon, which has a tooltip that says "Disable access".

2. Click the Edit icon.

The screenshot shows a table with a header "Actions". Below the header are several icons: a hand with a slash, a trophy, a gear, a document, and an 'X'. A red arrow points to the gear icon, which has a tooltip that says "Edit".

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

The screenshot shows a navigation bar with four tabs: "Overview", "Edit details", "Criteria", and "Message". A red arrow points to the "Edit details" tab, which is currently selected.

The screenshot shows the "Badge details" form. It has a "Name" field, a "Description" field, and a "Current image" field. The current image is a logo for "eduline.org" with the text "Teamwork" below it. The logo shows a group of people around a globe.

▶ Issuer details

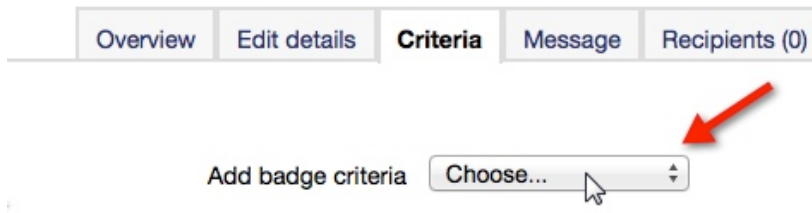
▶ Badge expiry

3. To modify the badge criteria, click the *Criteria* tab.

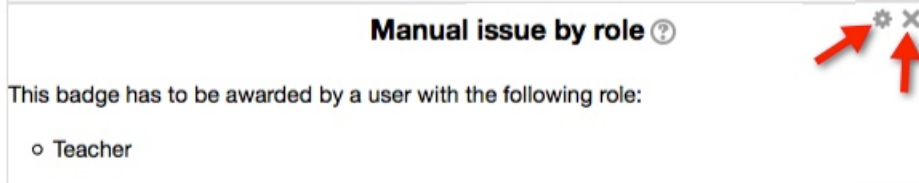
The screenshot shows a navigation bar with five tabs: "Overview", "Edit details", "Criteria", "Message", and "Recipients". A red arrow points to the "Criteria" tab, which is currently selected.

The *Criteria tab* page appears. If that badge's criteria is locked, a message will appear.

4. Click the Add badge criteria to add new criteria.



Click the Edit or Delete icons next to existing criteria to modify or remove that criteria.



Video Resource

This video provides an overview of how to add a Moodle badge that is manually awarded by a teacher.

<https://youtu.be/2-1yXt45ZNA>

Badges Help files

- [Moodle documents: Using Badges](https://docs.moodle.org/28/en/Using_badges) <https://docs.moodle.org/28/en/Using_badges>
- [Moodle documents: Managing Badges](https://docs.moodle.org/28/en/Managing_badges) <https://docs.moodle.org/28/en/Managing_badges>