# 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. Teachers can award pre-loaded badges on the edulinc 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). This site <http://moodlebadges.com/?page_id=17> provides free badges for teachers to 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. Click *Badges* in the *Course administration* section of the *Administration* block.
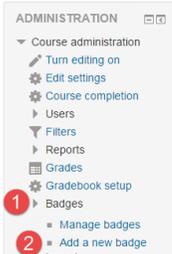
2. Click *Add a new badge* section.

    The *Add a new badge* page is displayed.

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

4. Type a name for the badge in the *Name* textbox under *Badge details*. (Students see this name.)

5. Type a description for what the badge is about in the *Description* textbox. (Students also see this.)

Description* | This badge is awarded for successfully completing the first three reading tasks in the LINC 4 courseware.

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. In this example we will be using a file from the edulinc badge repository. 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. Teachers can set the criteria for awarding any of these badges. These badges are only recognized by a teacher in his/her own course. Gold badges are numbered 1, silver 2 and bronze 3. Here is what the Edulinc Bronze, Silver and Gold badges look like:
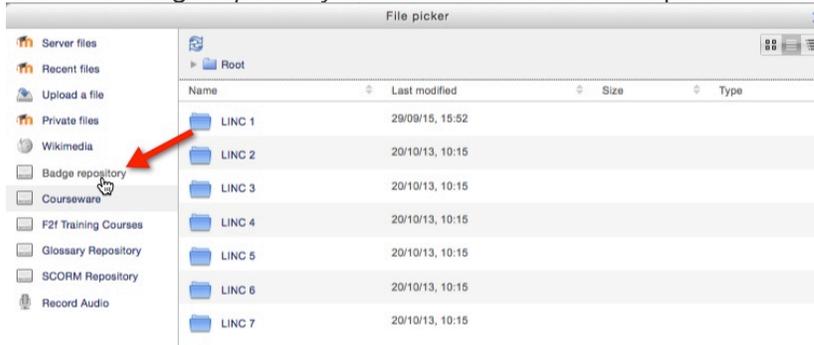

The next steps explain how to locate a badge (Reading bronze for LINC 4) in the Edulinc badge repository.
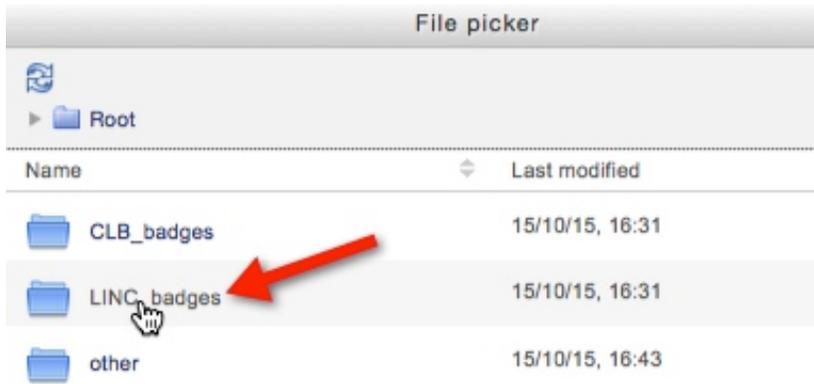
6. Click the *Choose a file* button.

7. The *File Picker* panel appears.
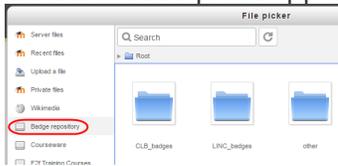
8. Click the *Badge repository* link on the left side of the panel.
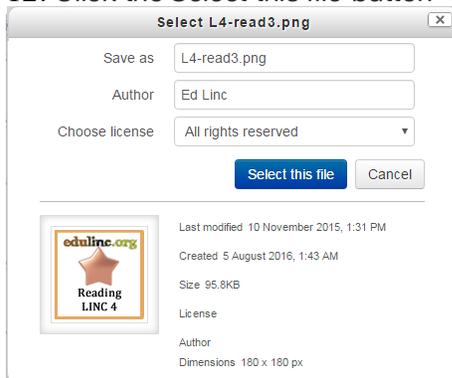
9. Click the *LINC badges* directory.

10. Click on the target level, e.g. LINC 4.

11. Click on the target badge (LINC 4, reading, bronze - L4_read3.png)

12. Click the *Select this file* button

The *Add a new badge* page reappears. The file name appears in the *Image* box.

Image* ⑦   [Choose a file...]

L4-listen2.png

13. Scroll down and type your name in the *Name* textbox under Issuer details. (In this example, Ed Linc is the teacher.) The Contact textbox can be left empty.

▼ **Issuer details**

Name* ⑦   [Edulinc.Org]

Contact ⑦   [   ]

The badge expiry cannot be changed once it is issued. In our example we are selecting the expiry at the end of a LINC session, when a student might change classes and teachers. It is the teacher's decision if and when a badge expires.

14. Click the *Fixed date* radio button.

▼ **Badge expiry**

Expiry date ⑦   ○ Never

➡ ● Fixed date [13 ▾] [March ▾] [2017 ▾] 📅

○ Relative date [0] [days ▾] after the date of issue.

15. Click the calendar icon next to Fixed date. (The drop down menus can also be used to change the expiry date.)

▼ **Badge expiry**

Expiry date ⑦   ○ Never

[   ] ● Fixed date [13 ▾] [March ▾] [2017 ▾] 📅 ⬅

○ Relative date [0] [days ▾] after the date of issue.
                                                      Calendar

We want to change the date, for example to Dec. 22, 2015.

16. Browse through the months and click on the target date.

◀		March 2017				▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

The badge settings are complete.

17. 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.

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

19. Select *Activity completion* in the drop-down menu. Using this option, the badge will be awarded automatically after completing required activities in a course.


20. Select the check boxes for the three activities (readings). (Clicking the Enable check box allows the teacher to set a deadline for students to complete these activities.)

Choose whether the criteria requires students to complete all or any of the selected activities are completed.

21. Click the radio button next to *All of the selected activities are complete* below the *This criterion is complete when*... setting.
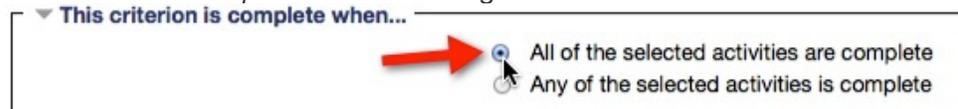
22. Click the *Save* button

Save Cancel

The *Manage badges* page for this badge appears. The following screenshot explains the main parts of this page. The *Criteria* tab is displayed.

Bronze Reading (LINC 4)

Warning that badge is not available

A message that criteria was added successfully

Badge criteria successfully created

This badge is currently not available to users. Enable access if you want users to earn this badge. ⓘ Enable access

Overview tab displays all details about badge.

Overview | Edit details | **Criteria** | Message | Recipients (0)

Use the *Edit details* tab to change the badge settings.

The *Message* tab displays the custom message sent to badge recipients.

Recipients tab lists who received the badge.

Activity completion ⓘ

Click here to edit criteria.

ALL of the following activities are completed:

- "Scorm - Enviro News"
- "Scorm - Good Things Come in Recycled Packaging"
- "Scorm - David Suzuki"

Summary of badge criteria.

Click here to delete criteria.

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

Changes in badge access

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 'Bronze Reading (LINC 4)'?

Continue | Cancel

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

Warning that badge is now available to users.

Bronze Reading (LINC 4)

This badge is currently available to users. Disable access to make any changes. ⓘ Disable access

Overview tab is selected and complete details about badge is displayed.

Overview | Edit details | Criteria | Message | Recipients (0)

This button disables access to badges. It does NOT affect badges already awarded.

Badge details

Name: Bronze Reading (LINC 4)

Description: This badge is awarded for successfully completing the first three reading tasks in the LINC 4 courseware.

Created on: Sunday, 18 October 2015, 3:42 PM

Image:
eduline.org
Reading
LINC 4

Issuer details

Issuer name: Ed Linc

Contact:

Badge expiry
This badge expires on Tuesday, 22 December 2015, 12:00 AM.

Criteria
Users are awarded this badge when they complete the following requirement:

- **ALL** of the following activities are completed:
  - "Scorm - Enviro News"
  - "Scorm - Good Things Come in Recycled Packaging"
  - "Scorm - David Suzuki"

Recipients
This badge has not been earned yet.

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.

Remember to click the *Save changes* button after editing the message.

Video Resource

This video explains how to enable *Completion tracking* and add a course badge based on Activity completion (using a poll).

https://youtu.be/BxZggfTKLJU

Badges Help files

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