



## Awards AKA Badges

Awards, or Badges can be used to acknowledge student accomplish separate from grades.

### Set-up

- 1) Click on Course Admin
- 2) Choose Navigation and Themes

A screenshot of the 'Course Administration' site setup page. It shows a 'Site Setup' section with three options: 'Course Offering Information', 'Homepages', and 'Navigation & Themes'. The 'Navigation & Themes' option is highlighted with a red rectangular box. There are also 'Category' and 'Name' input fields at the top.

- 3) Click on Active Nav Bar in blue

A screenshot of the 'Active Navbar' configuration page. It shows a dropdown menu with 'Best Practice Nav Bar' selected, and an 'Apply' button. Below the dropdown, the text 'Best Practice Nav Bar' is highlighted with a red rectangular box. At the bottom, it says 'To be used on all new courses'.

- 4) Click on Add Links

A screenshot of the 'Add Links' configuration page. It shows a 'Name' field with 'Best Practice Nav Bar' entered. Below it is an 'Edit description' link. Under the 'Links' section, there are buttons for 'Attendance', 'Classlist', and 'Course Admin'. The 'Add Links' button at the bottom is highlighted with a red rectangular box.



5) Scroll down and select box next to Awards

A screenshot of a tool selection menu. It contains two items: 'Attendance' with a description 'Provides access to the Attendance tool.' and 'Awards' with a description 'Awards tool'. The 'Awards' checkbox is highlighted with a red box.

6) Once it is added, drag and drop it where you want it on the nav bar.

A screenshot of a navigation bar titled 'Links'. It contains five buttons: 'Attendance', 'Classlist', 'Content', 'Course Admin', and 'Awards'. The 'Awards' button is highlighted with a red box. A text label 'Drag and drop along nav bar.' is positioned to the right of the 'Awards' button.

7) Click on Awards in the nav bar to open up the available options:

A screenshot of a navigation bar with a purple background. It contains five items: 'Quizzes', 'Grades', 'Extras' with a dropdown arrow, 'Awards' (circled in red), and 'Course Admin'.

8) Choose Course Awards and then Add Award to Course.

A screenshot of the 'Course Awards' settings page. It shows a menu with 'Classlist Awards', 'Course Awards' (circled in red), 'My Awards', and 'View Available Awards'. Below the menu is a checked checkbox with the text 'Allow users in this course to send earned awards to Badgr Backpack.' and a blue button labeled 'Add Award To Course' highlighted with a red box.



9) Options appear. Award Icon Library will show various badges.

A screenshot of a web application interface for managing awards. At the top, there is a navigation bar with tabs: 'Classlist Awards', 'Course Awards' (which is underlined in blue), 'My Awards', 'View Available Awards' (highlighted with a red box), 'Award Icon Library' (highlighted with a red box), and 'Certificate Templates'. Below the navigation bar, there is a link 'Back to Course Awards' and a main heading 'Add an Award to Best Practice Sample Shell'. Under the heading are two buttons: 'Add' (blue) and 'Create' (grey). Below these is a search bar labeled 'Search awards' with a magnifying glass icon. To the right of the search bar is a checkbox labeled 'Show Only Awards I Created'. The main content area is titled 'Badges' and displays a single badge. The badge has a gold shield icon with a speech bubble and the text 'Discussion Postmaster'. Below the icon is a checkbox, the text 'Edit Award' and 'Delete Award' (in blue), and an 'Add' button (grey). To the right of the badge, the text reads: 'Discussion Postmaster', 'This reward is for being a good discussioner', and 'Expiry Date: Never'.