Using Badges in eLearn – Teacher guide

What are Badges?

Badges are an informal and fun way to motivate your students by providing them with online recognition of their participation and achievements in your course. You can create badges for just about anything and these can be linked to activity completion so that (for example) a student automatically gets a badge for making five posts in the discussion forum or for getting a high grade on a quiz. You can also choose to issue badges yourself at your own discretion.

Badges used in eLearn are connected to the Mozilla OpenBadges system, which means that they can be used and recognised widely across the Internet. OpenBadges have additional data embedded in them including the issuing organisation and what the badge recipient achieved to be awarded their badge.

How are badges displayed in eLearn?

Only badges created for the specific eLearn subject that the student currently has open are visible.

Students can see all of their badges by clicking on *My course* → *Badges*; by visiting their profile in eLearn or by going to their Backpack, a website that displays all OpenBadges earned.

Badges from a student's OpenBadges Backpack can also be displayed in the student's profile section.

Creating a badge

You can create images for your badges using any image editing software you wish. Just be sure to save your badge image as a .jpg or .png file. There is also a handy online tool at https://www.openbadges.me/designer.html that helps you create badge images step by step. (Instructions for OpenBadge Designer can be found here)

Badges in eLearn are displayed at dimensions of 90 x 90 pixels. If you create a larger badge, it will be resized automatically. Badges should be created in matching dimensions (i.e. same height and width) – recommended dimensions are 90 x 90, 150 x 150 or 256 x 256.

The file size of the badge image can be no more than 256kb

Adding a badge to your eLearn course

1. Click *Badges* → *Add a new badge* in the under *Course administration* in the *Administration* block in your eLearn course.

2. Complete all the required fields in the form.

   a. The *Name* of the badge will appear anywhere that the badge does, so choose something reflective of the learner's achievement.

   b. The *Description* should detail what the learner did to earn the badge.

   c. Upload your image by clicking *Choose a file* and then *Upload a file*.

   d. The Issuer details should always say
      Name: Canberra Institute of Technology
      Contact: eLearn.Support@cit.edu.au

   e. Click Create badge to continue
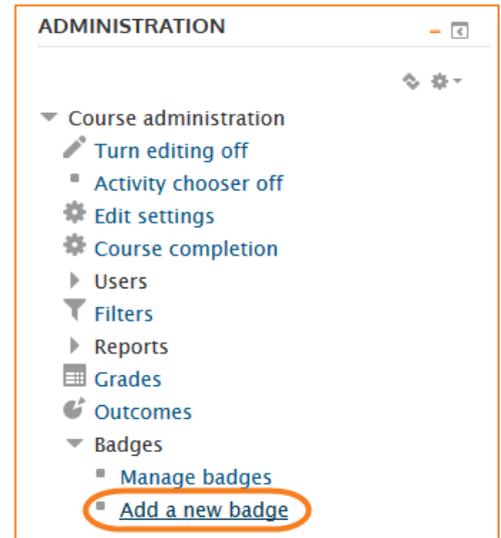
3. *Add badge criteria* that determine how the badge is awarded.

   a. You can choose to *Manually issue* this badge to students or have eLearn automatically issue the badge based on completion of an activity or of the entire eLearn course.

      i. If you choose to manually issue badges, you simply need to nominate which roles are able to issue badges and whether they need to be issued by any or all of these roles.

   b. Completion of an activity or the course is linked to the **Course Completion** tool. If you choose to automatically issue badges based on *Activity completion*, you can select any activity (or resource) in your eLearn course that already has an Activity Completion condition applied to it. E.g. in this example, I want the students to have completed the group assignment to be awarded this badge. I have set up completion settings within this assignment as well.
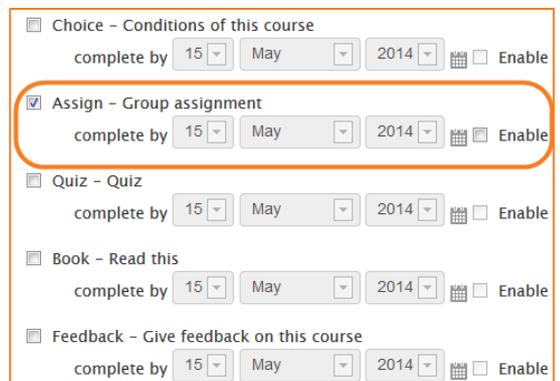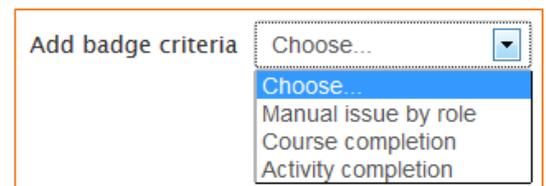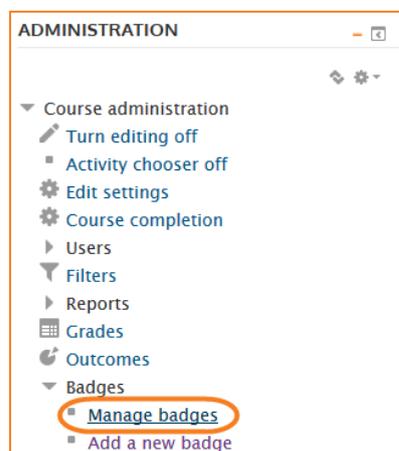
i. You can then also choose whether these activities need to be completed by a specific date for the badge to be awarded.

ii. If you are choosing multiple activities or resources here, you also need to select whether the badge is awarded for the student doing ANY of the activities, or ALL of the activities.

c. If you choose to Issue badges by *Course completion*, you will need to nominate a minimum grade for the student to achieve in the course.

4. Click *Save* to continue.

5. Whichever conditions you apply, you will still need to *Enable access* to the badge for your students. Click on this button and continue. Your student are now able to earn your badge.

> This badge is currently not available to users. Enable access if you want users to earn this badge. ⑦ | Enable access

Manually awarding a badge

1. When you decide to award a badge that has been set up to be issued manually, go to the *Manage badges* section from the *Administration* block**.**

2. Any badges that you have added to your eLearn course will be visible on this page.

3. Under the actions column are a set of icons that enable you to enable/disable access, edit settings, copy and delete your badge. For badges that have been set up to be manually issued you will see an additional icon shaped like a trophy. Click the trophy icon to manually issue the badge.

ADMINISTRATION

- Course administration
  - Turn editing off
  - Activity chooser off
  - Edit settings
  - Course completion
  - Users
  - Filters
  - Reports
  - Grades
  - Outcomes
  - Badges
    - Manage badges
    - Add a new badge

Name	Badge status	Criteria	Recipients	Actions
Class attendance	Available to users	• Awarded by: Teacher	0	👁 🏆 ⚙ 🗐 ✕
Group Work	Available to users	• Complete: "Assign – Group assignment"	0	👁 ⚙ 🗐 ✕

4. Select the student from the list on the right and click *Award badge*. You can press CTRL on your keyboard and click to select multiple students.

Badge recipients

Existing badge recipients

◄ Award badge

Potential badge recipients (7)
AMY HOLLAND (amy.holland@cit.edu.au)
Amy Holland Student (email@fake.com)
Colin Student (colin.simpson@cit.act.edu.au)
Jos Student (joanne.steel@cit.act.edu.au)
Jo Waldren Student (joanna.waldren@cit.act.edu.au)
Kerry Student (kerry.trabinger@cit.act.edu.au)
Penny Neuendorf Student (penelope.neuendorf@cit.act.edu.au)