How to create badges in D2L Brightspace

**Step 1**: go to your course page, from the assessment dropdown menu choose Awards.

**Step 2**: Choose Course Awards tab, and click on Add Award To Course button
**Step 3:** You can add a badge from the badge list by clicking on the **Add** button, or create your own badge by clicking on the **Create** button. *(Note: the badges that you created by yourself will need to be manually assigned. The existing badges listed in D2L can be automated assigned once the condition has been met.)*

![Add and Create buttons](image)

**Step 4:** If you want to create your own badge, you need to give your badge a name and a description of the badge, as well as an image of the badge.

![Create a new award](image)
How to assign a badge to your students and what students would see from their accounts

**Step 1**: Once you have created (or added) a badge, it will be listed in the badge list. Go to **Classlist Awards** tab:

![Classlist Awards tab](image)

**Step 2**: choose the student that you want to assign a badge to, and click on the **Issue** button.

![Issue button](image)
**Step 3:** select the badge that you just created/added, or any badges that already exist in your course, and put a reason of why this student received this badge. Then click on the **Issue** button.

After you issue the badge, you will be able to see the badge is listed besides the student’s name.
When the student first log on to D2L after you assign a badge, he/she will receive a notification indicating that a badge has been assigned to them.

Students can also go to Assessment, then click on the award to see all badges that they have received so far. Or check the available badges that you created/added and enabled for this course.