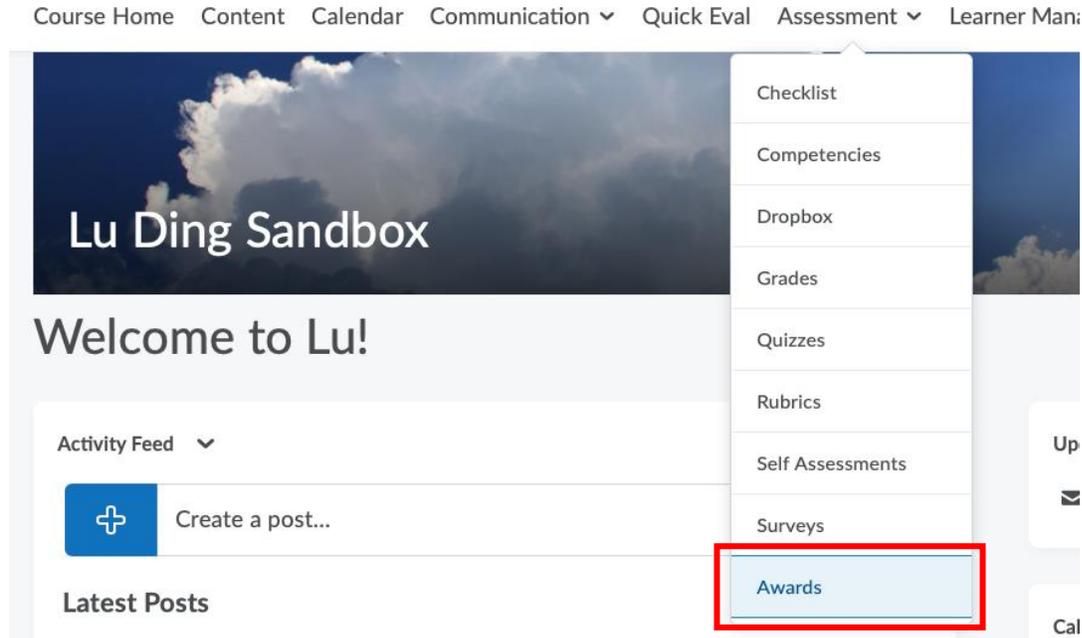
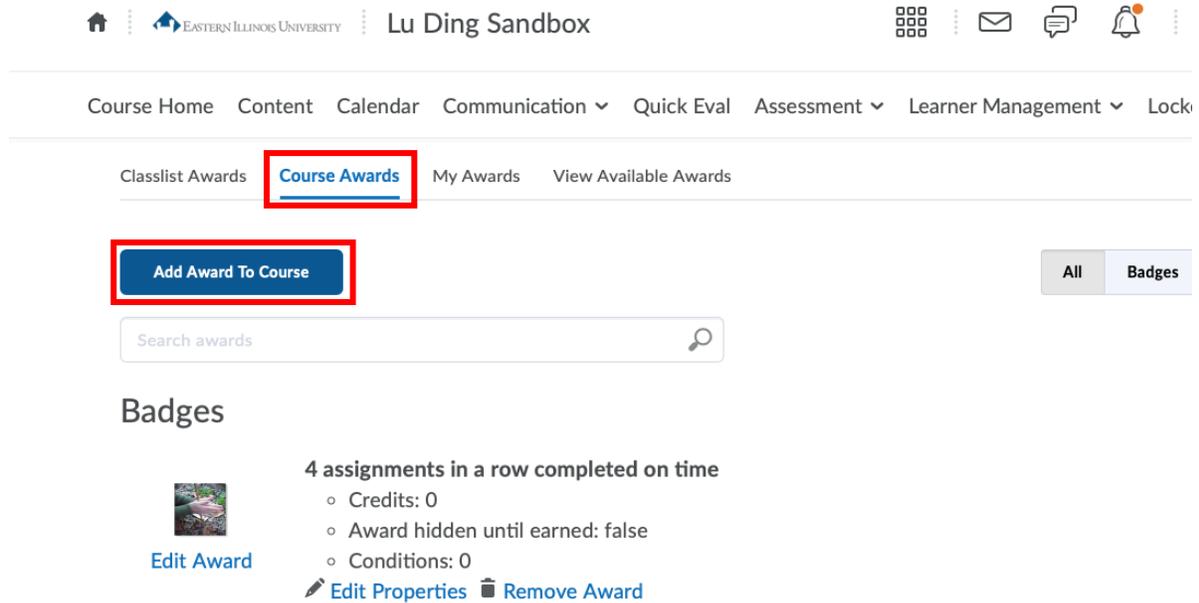


How to create badges in D2L Brightspace

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.)

Course Home Content Calendar Communication Quick Eval Assessment Learner Management Locker My

Classlist Awards **Course Awards** My Awards View Available Awards

[Back to Course Awards](#)

Add an Award to Lu Ding Sandbox

Show Only Awards I

Badges

-  **4 assignments in a row completed on time**
You started a streak of on-time assignments. Keep up the good work!
Expiry Date: in 2 day(s)
[Edit Award](#)
[Delete Award](#)
-  **4-Day Attendance Streak!**
4 classes in a row, great start to your attendance streak.
Expiry Date: in 2 day(s)
[Edit Award](#)
[Delete Award](#)
-  **6 assignments in a row**
Six assignments in a row completed on time
Expiry Date: Never
[Edit Award](#)
[Delete Award](#)

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.

Classlist Awards **Course Awards** My Awards View Available Awa

New Award

Name *

Description *

Choose Award Image *
[Create your own award image](#)

Issuer Information

Issuer Name *

Issuer URL *

Issuer Contact *

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:

The screenshot shows the 'Classlist Awards' interface. At the top, there are four tabs: 'Classlist Awards' (highlighted with a red box), 'Course Awards', 'My Awards', and 'View Available Awards'. Below the tabs are two buttons: 'Issue' (blue) and 'Revoke' (grey). A search bar labeled 'Search classlist' with a magnifying glass icon is positioned below the buttons. The main content area is divided into two columns: 'Classlist' and 'Course Awards'. Under 'Classlist', there are two entries: 'Lu Student Ding' with a grey selection box and a person icon, and 'Lu Ding' with a person icon. Under 'Course Awards', there is a red shield icon for 'Lu Student Ding' and the text 'This user has no awards' for 'Lu Ding'.

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

The screenshot shows the 'Classlist Awards' interface with the 'Issue' button highlighted by a red box. The tabs at the top are 'Classlist Awards' (underlined), 'Course Awards', 'My Awards', and 'View Available Awards'. The 'Issue' button is now blue and highlighted, while the 'Revoke' button remains grey. The search bar and the two columns ('Classlist' and 'Course Awards') are the same as in the previous screenshot. In the 'Classlist' column, the 'Lu Student Ding' entry now has a checked checkbox and a red box around it, indicating it is selected. The 'Lu Ding' entry remains unselected. The 'Course Awards' column shows the red shield icon for 'Lu Student Ding' and the text 'This user has no awards' for 'Lu Ding'.

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.

The screenshot shows the 'Issue Award' dialog box. It has a title bar 'Issue Award'. Below it is a dropdown menu labeled 'Select an Award *'. A red box highlights this dropdown with the text 'Pick a badge'. Below the dropdown is a text area labeled 'Award Criteria *' with the instruction 'Enter the reason or evidence for this earned award. This will be visible to the recipient of the award.' A red box highlights this text area with the text 'Tell your students why they received this badge. (Note: it is a great way of providing feedback as an instructor.)'. Below the text area is a section 'Selected users' containing the name 'Lu Student Ding'. At the bottom left, a blue 'Issue' button is highlighted with a red box. To its right is a grey 'Cancel' button.

After you issue the badge, you will be able to see the badge is listed besides the student's name.

The screenshot shows the 'Classlist Awards' interface. At the top, there are tabs: 'Classlist Awards' (selected), 'Course Awards', 'My Awards', and 'View Available Awards'. Below the tabs are two buttons: 'Issue' (blue) and 'Revoke' (grey). Below the buttons is a search bar labeled 'Search classlist' with a magnifying glass icon. The main content is divided into two columns: 'Classlist' and 'Course Awards'. In the 'Classlist' column, there is a row for 'Lu Student Ding' with a checked checkbox and a person icon. In the 'Course Awards' column, there are two award icons: a red shield with a white cross and a red hexagon with a white hand. Below this, there is another row for 'Lu Ding' with a person icon and the text 'This user has no awards'.

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.

The screenshot shows a notification dialog box with the following content:

- Title:** Congratulations, Lu Student Ding!
- Badge Name:** Responsible Citizenship Badge
- Course:** Sandbox 2 Lu Ding
- Evidence:** Great behavior
- Issue Date:** February 19, 2020
- Issuer:** Eastern Illinois University

At the bottom of the dialog are two buttons: "Close this Dialog" (in blue) and "View Awards". To the left of the text is a red shield-shaped badge icon with a star and the words "RESPONSIBLE CITIZENSHIP".

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.

The screenshot shows the "My Awards" section of a D2L course page. It includes a search bar and a list of badges.

My Awards View Available Awards

Search awards

Badges

Responsible ... Sandbox 2 Lu Ding	Social presen... Sandbox 2 Lu Ding
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