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## Awards Tool

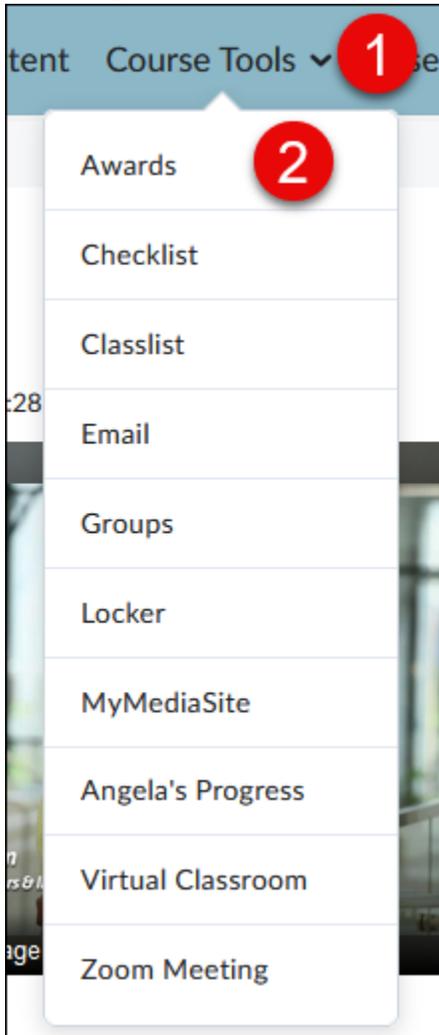
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The Awards tool is used to create Badges and Certificates to reflect achievement of different milestones (based on criteria set by you) in a course. This manual covers the process on how to create a badge for auto release to students based once specific criteria has been met.

### *Add Award or Certificate to Course*

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1. Using the course menu **click** on Course Tools **(1)** and **select** Awards **(2)**.



2. **Click** on Course Awards.

Course Home myBC Books Content Course T

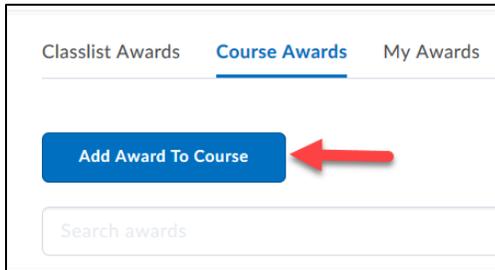
Classlist Awards

Course Awards

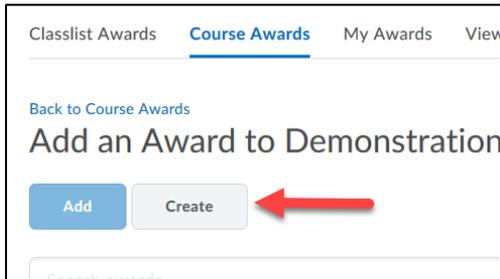
My Awards



3. Click on Add Award to Course.



4. Click on Create.



5. Add a name for the award (for example, Heavy Hitter) and add a Description (for example: Earned for posting 10 items in the Case Study discussion.)

A screenshot of a 'New Award' form. The title is 'New Award'. There are two input fields. The first is labeled 'Name \*' and contains the text 'Heavy Hitter'. A red arrow points to the text. The second is labeled 'Description \*' and contains the text 'Earned for posting 10 items in the Case Study discussion'. A red arrow points to the text.

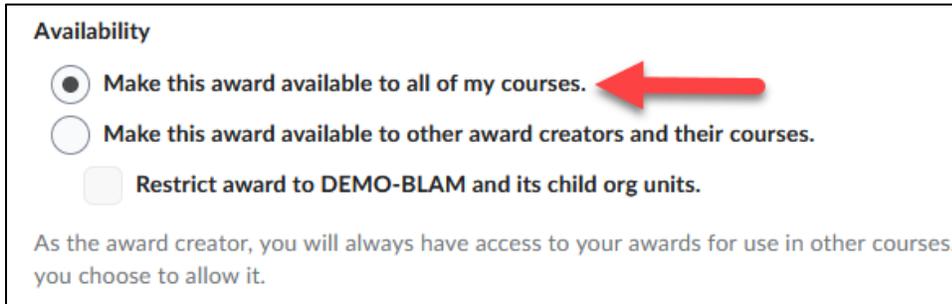
6. Use Award Type dropdown menu to select type: Badge or Certificate. In this case we are adding a Badge, so leave at the default.

*If you want to add a Certificate, select Certificate.*



7. Leave Availability settings at the default of “Make this award available to all of my courses”.

**Caution:** Option for “Make this award available to other award creators and their courses” is only used for “sharing” the badge with others. If you share, it behaves as an editable template and **if anyone edits the description, title, or release conditions it will be reflected in everyone’s course** in which it was shared.



Availability

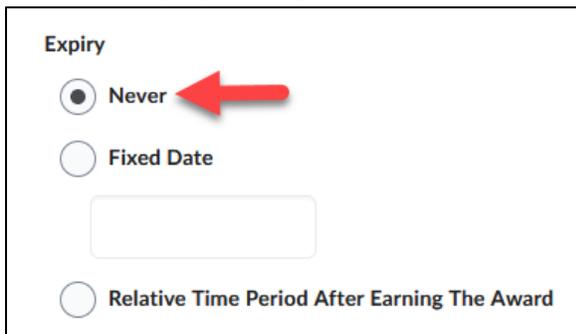
Make this award available to all of my courses. 

Make this award available to other award creators and their courses.

Restrict award to DEMO-BLAM and its child org units.

As the award creator, you will always have access to your awards for use in other courses. you choose to allow it.

8. Leave expiry setting at the default of “Never”.



Expiry

Never 

Fixed Date

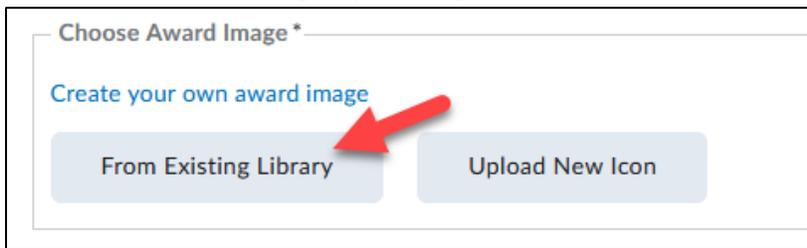
Relative Time Period After Earning The Award

**Expiry** settings are more for use with Certificates and NOT badges. Descriptions for the optional expiry settings are as follows:

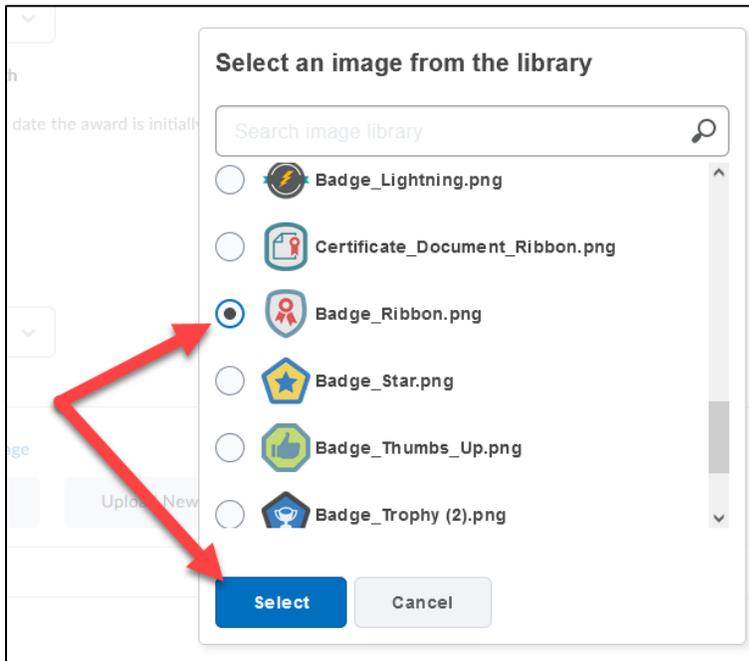
- If the award will not expire, select **Never**. Examples of awards that never expire are certificates of merit for passing a course, or badges for perfect attendance.
- If the award will expire on a specific date, select **Fixed date**. Examples of awards that will expire on a specific date are certifications for a skill that must be renewed, such as first aid training.
- If the award will expire on a day relative to the day the award was granted, select **Relative Day of the Month**. Examples of awards that expire on a relative date are badges for Student of the Week or for having achieved 100% on a test or assignment.

If you want to notify the recipient before the award expires, select the check box and indicate the number of days of lead time, if necessary.

9. Choose Award Image by clicking on the button for From Existing Library.



10. Check radio button next to desired badge image and click Select button.



11. Leave all Issuer Information at the default and **click** Save and Close.

Issuer Information

Issuer Name \*  
Brandon Lam

Issuer URL \*  
http://www.brightspace.com/

Issuer Contact \*  
distancelearning@brazosport.edu

Use this award in DEMO-BLAM now.

[Save and Close](#) [Save](#) [Cancel](#)

12. The badge is added to the Course Awards area.

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

[Add Award To Course](#)

Search awards 

### Badges



[Edit Award](#)

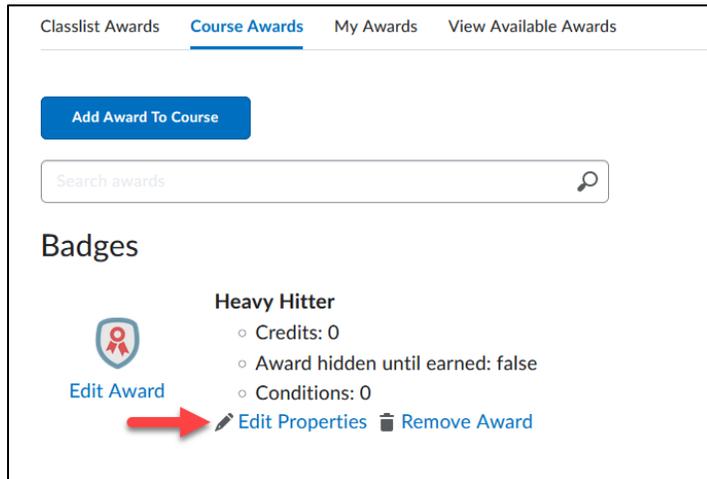
**Heavy Hitter**

- Credits: 0
- Award hidden until earned: false
- Conditions: 0

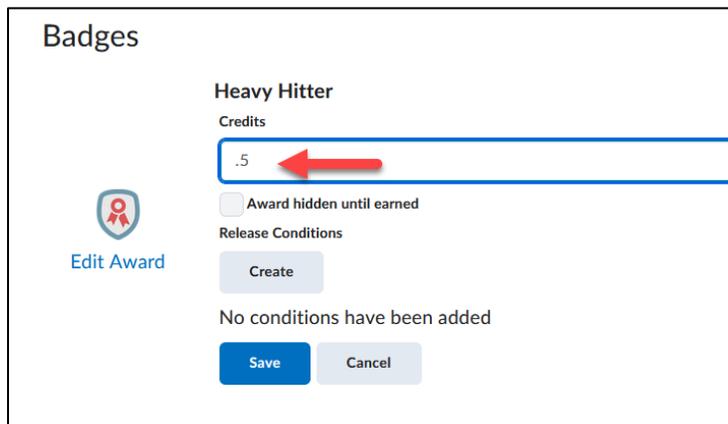
[Edit Properties](#) [Remove Award](#)

## Conditionally Release Award

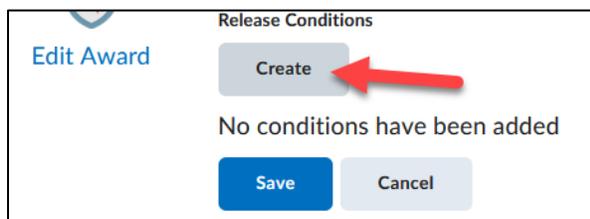
1. Click on Edit Properties to open Release Condition options.



2. Click and type in a point value earned for receiving the award. Although providing credit is optional, it does increase student motivation and credit given can be as low as .1 points



3. Under Release Conditions click the Create button.



4. **Click** on the Condition Type dropdown menu to choose appropriate condition, in this case it is: Posts authored in topic.

**Create a Release Condition**

Release this item when the following condition is met:

Condition Type

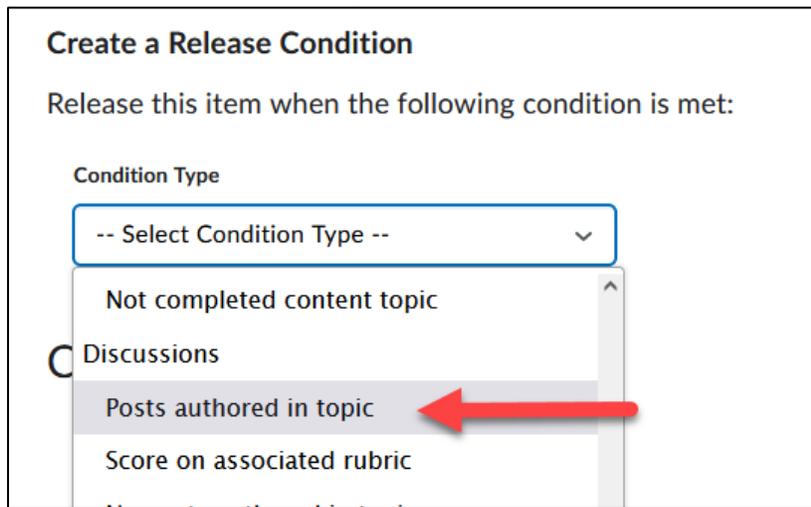
-- Select Condition Type --

Not completed content topic

Discussions

Posts authored in topic

Score on associated rubric



5. **Click** on the Condition Details down menu and select the Discussion item to associate the criteria. In this case, it is to the Case Study.

**Condition Details**

Discussions

Case Study Discussion

-- Select Discussions --

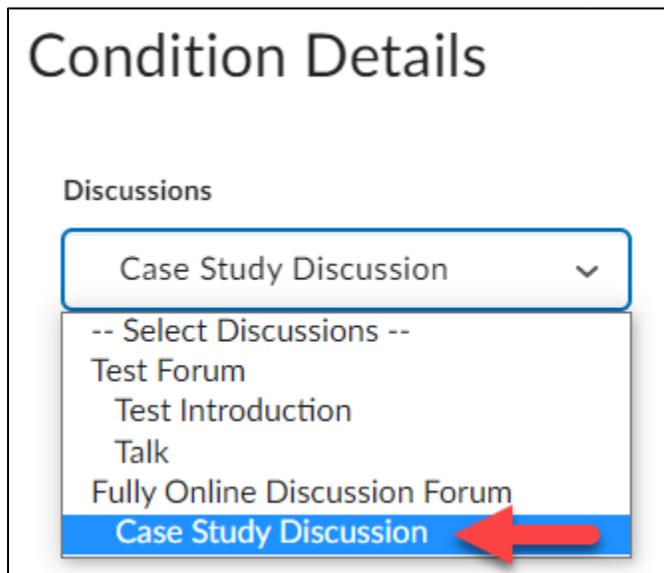
Test Forum

Test Introduction

Talk

Fully Online Discussion Forum

Case Study Discussion



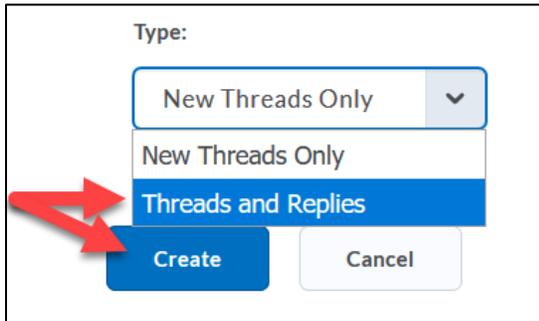
6. **Type** in number of posts needed to meet the criteria.

**Number of Posts:**

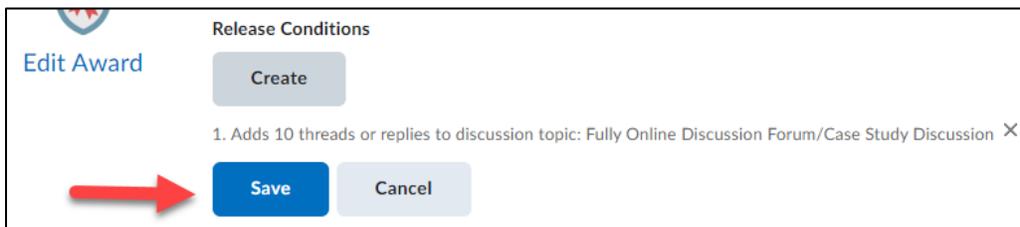
10



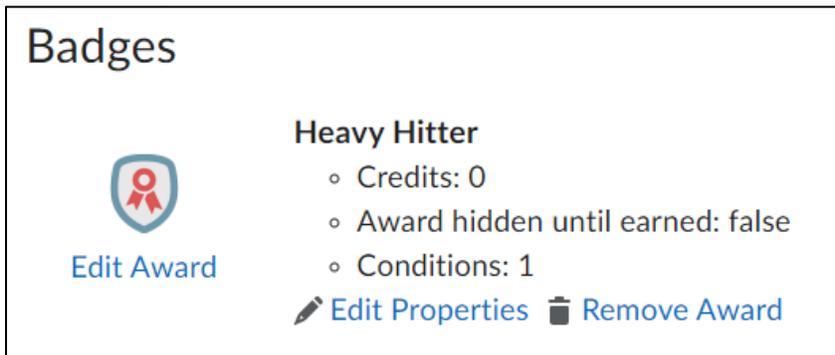
7. **Choose** whether to count new Threads (posts) or both Threads and Replies. When done, **click** the Save button.



8. **Click** Save.



9. The badge has been created and criteria has been applied.



## Students Earning Badge

Once all criteria for badge has been met, the student, upon logging into the Virtual Campus will be prompted with a notification the badge has been earned.

