

CREATING AN AWARD

Add badges to your course, which can be issued to learners in recognition of accomplishments. This tutorial shows you how to create a badge and add it to your course.

Step 1.

To begin, from **Awards**, click **Course Awards** to view the course's badges and certificates or create a new one. Click **Add Award to Course**, to add a badge or certificate. You can add existing awards, or create a new award and add it to the course.

Step 2.

For this example, we will create and add a new badge. To do so, click **Create**. Enter a name and enter a description for the award. Select the award type. Award types include badges and certificates. In this case, we will leave **Badge** selected.

Step 3.

In the **Availability** section, you can choose to share your awards with your other courses, with other awards creators, or restrict their use to child org units. You may also change the award's expiry settings. Next choose an image for the badge's icon. You can use an existing image, upload a new one, or create a new image to upload.

Step 4.

For this example, click **Upload New Icon**. Browse for the file you will upload, select the image and click **Open**. Your image displays. Make any necessary modifications to the award issuer information. When you are ready, click **Save**. The newly created badge appears in the **Course Awards** list.

Step 5.

You can now award it to students manually from the **Classlists Awards** page. Or, from **Edit Properties**, you can add release conditions that will automatically award the badge to students when the release conditions are met.

Add badges to your course which can be issued to learners in recognition of accomplishments.

If you still require assistance on the matter, CITL offers support for your online course issues. Please contact our Support Centre at <https://citl.mun.ca/support/>