Using Badges in the VLE

GUIDE

v1.0

User Services
IT Services

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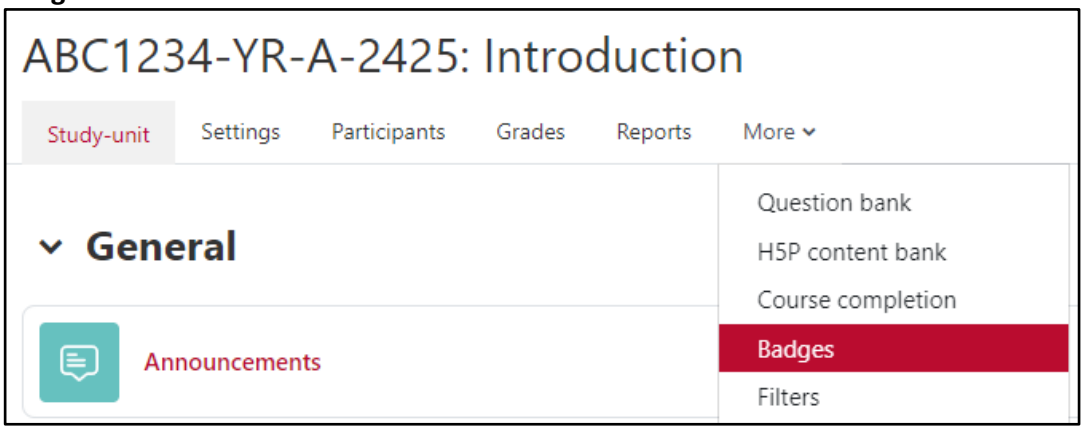
A. Introduction

Tutors can reward students in their VLE study-unit areas with achievements in the form of badges. These can be set up so that students receive the badge when they have fulfilled specific criteria that the tutor has set, for instance achieving a certain level in a test, completing particular study-unit activities and participating in forum discussions.

B. Adding a VLE area badge

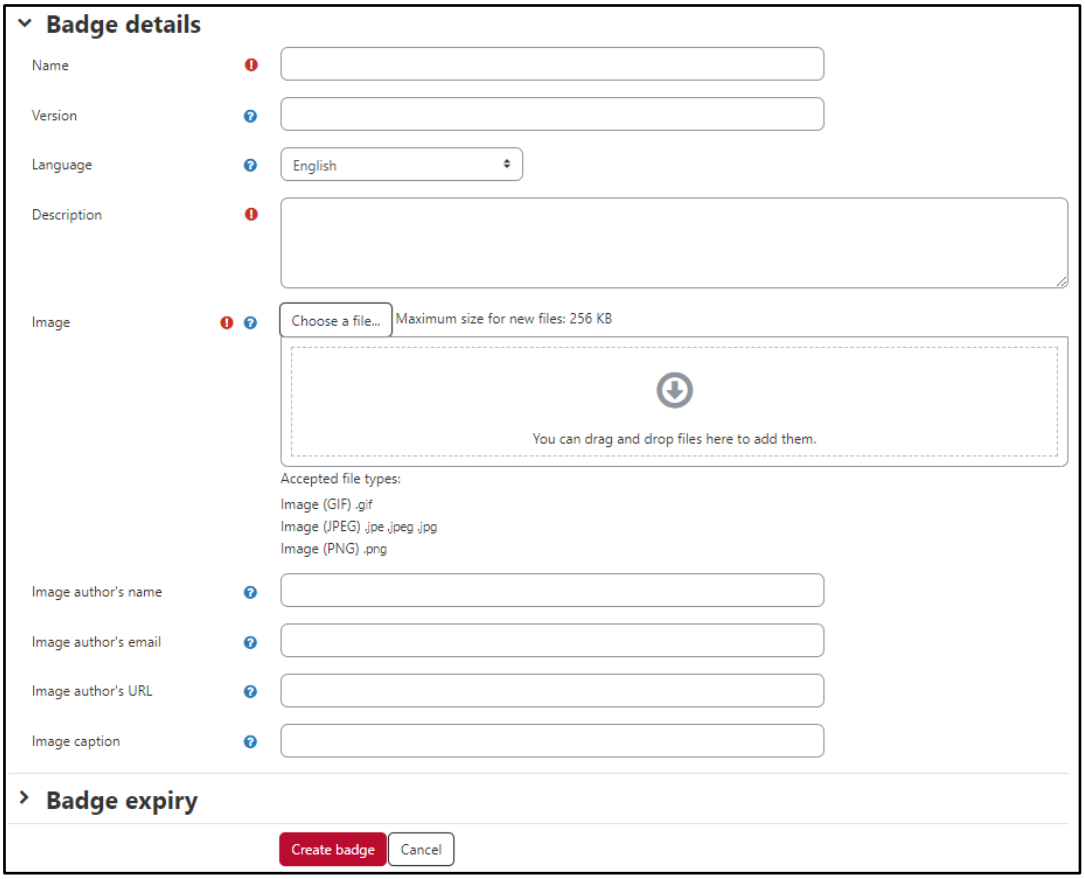
To add a study-unit badge:

1. Access the respective study-unit VLE area from the VLE Dashboard (UM / JC).
2. From the tabular navigation menu, beneath the VLE area heading, click the **More** tab and choose **Badges**.



3. Click the **Add a new badge** button.

   The **New badge** page is displayed.



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4. Enter a badge **Name**, **Description** and an **Image** in the respective fields under the *Badge details* section.

Note:

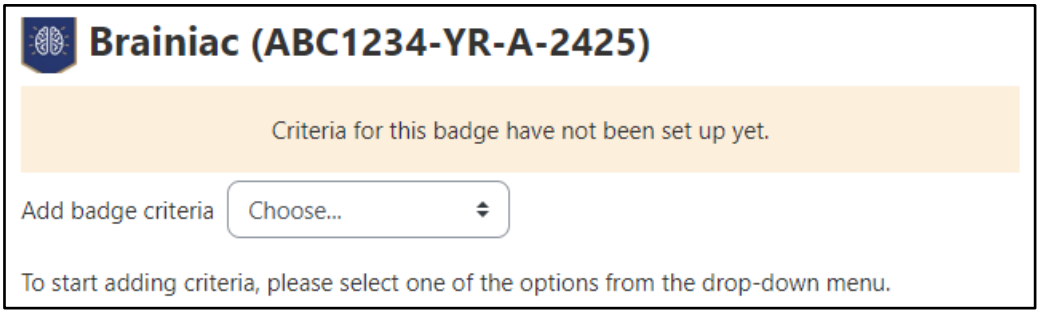
- All badge names must be unique. Thus, when creating a new badge, you may encounter the error **Badge with such name already exists in the system**. This means that another VLE user has already made use of the badge name in a different VLE area.

  To avoid such issues, we encourage you to include the study-unit code and academic year as part of the badge name, e.g., 'Brainiac (ABC1234-YR-A-2425)'.

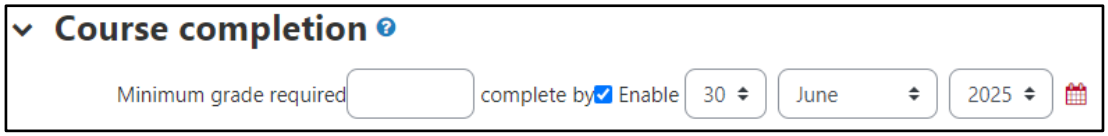
- It is recommended that you upload an image file that has width and height 400 by 400 pixels.
- Optionally, you may add a **Version** number, in case you consider developing the badge further in the future. You can also set a preferred **Language** that will be displayed on the badge page.
- It is recommended that you add an **Image caption** for accessibility reasons.

5. Within the *Badge expiry* section you may also set an expiry date for the badge.
6. Click the **Create badge** button.

   You are redirected to the *Criteria* page to define the conditions for issuing the badge.



7. From the **Add badge criteria** drop-down menu, you may choose:
   a. **Manual issue by role** - the *Tutor* can manually award the badge to a student at any time.
   b. **Course completion** - a student is awarded the badge if all resources and/or activities set up with completion tracking within a VLE area have been completed. The tutor can add an additional criterion, such as the *date of course completion*.



   c. **Awarded badges** - a student is awarded the badge based on previous badges earned.
   d. **Activity completion** - a student is awarded the badge if a particular activity or activities have been completed.

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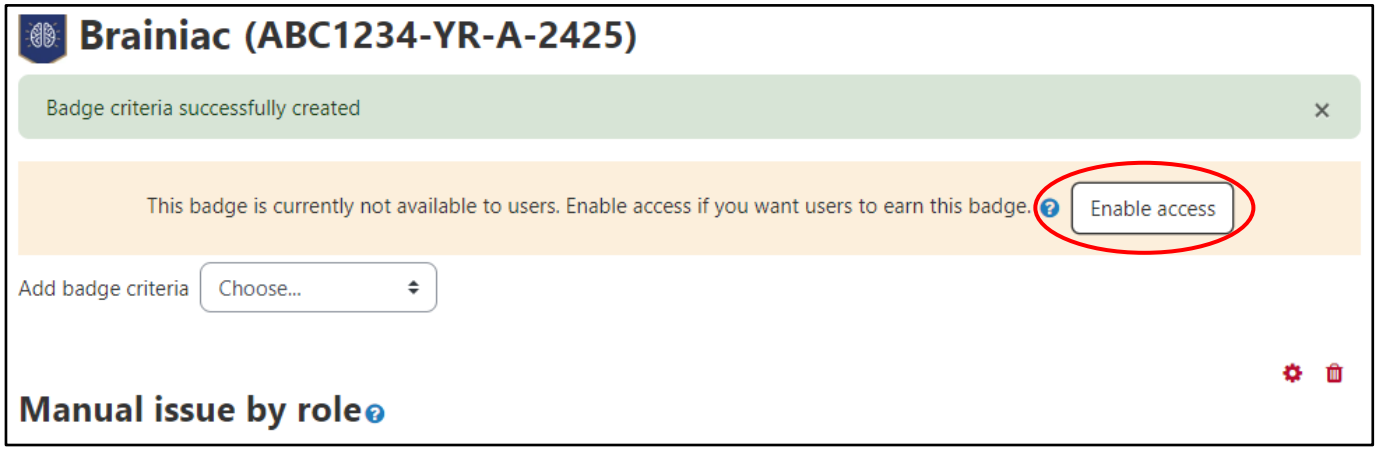
8. Apply the required settings and click **Save**.

Note:

- More than one type of criterion can be set up on a badge. In which case, all criteria must be matched for the badge to be awarded to a student.
- For badges to be awarded based on study-unit or activity completion, **Completion tracking** must be enabled in the respective VLE area.

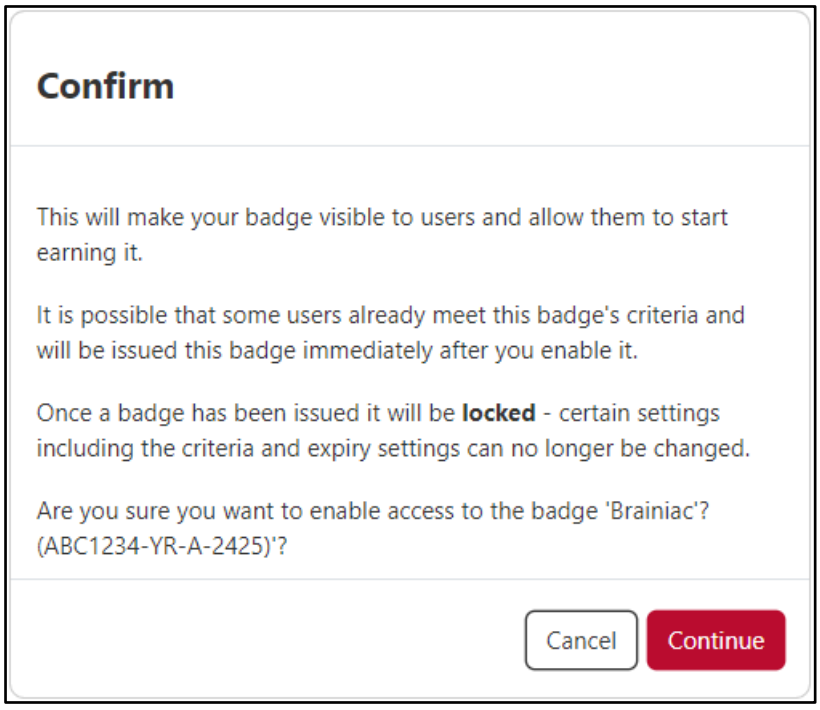
  More information about Activity Completion is available in a separate user guide.

Once a criterion is set, you are returned to the *Criteria* screen where you can edit the criterion or add other criteria.



9. If no further editing is required, click the **Enable access** button.

   The *Confirm* dialog box is displayed.



10. Click **Continue** if you are sure the badge and the respective criteria are configured correctly.

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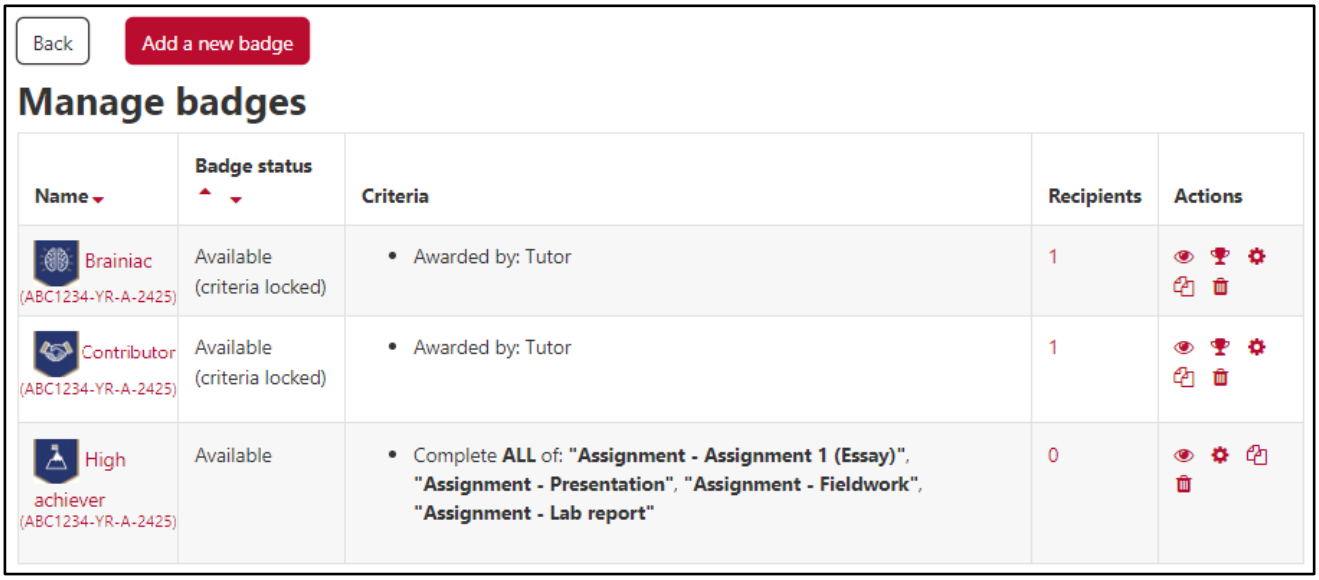
C. Managing badges within a VLE area

To manage your badges within a VLE area:

1. Access the respective VLE area.
2. From the tabular navigation menu, beneath the VLE area heading, click the **More** tab and choose **Badges**.
3. Click the **Manage badges** button.

   The **Manage badges** page is displayed. This will show a list of badges created and available for awarding.



All badges' information is displayed in columns, as follows:

- **Name -** Badge image and the corresponding name
- **Badge status -** Badges may be available or unavailable to students. Tutors can enable / disable badges by either clicking the Enable / Disable button within the *Criteria* page, or by clicking the *eye* icon in the *Actions* column.
- **Criteria -** This shows how the badge is awarded
- **Recipients -** This shows the number of users awarded the badge.
- **Actions -** The following actions are available:
  - **Enable / Disable access**
  - **Award badge**
  - **Edit**
  - **Copy**
  - **Delete**

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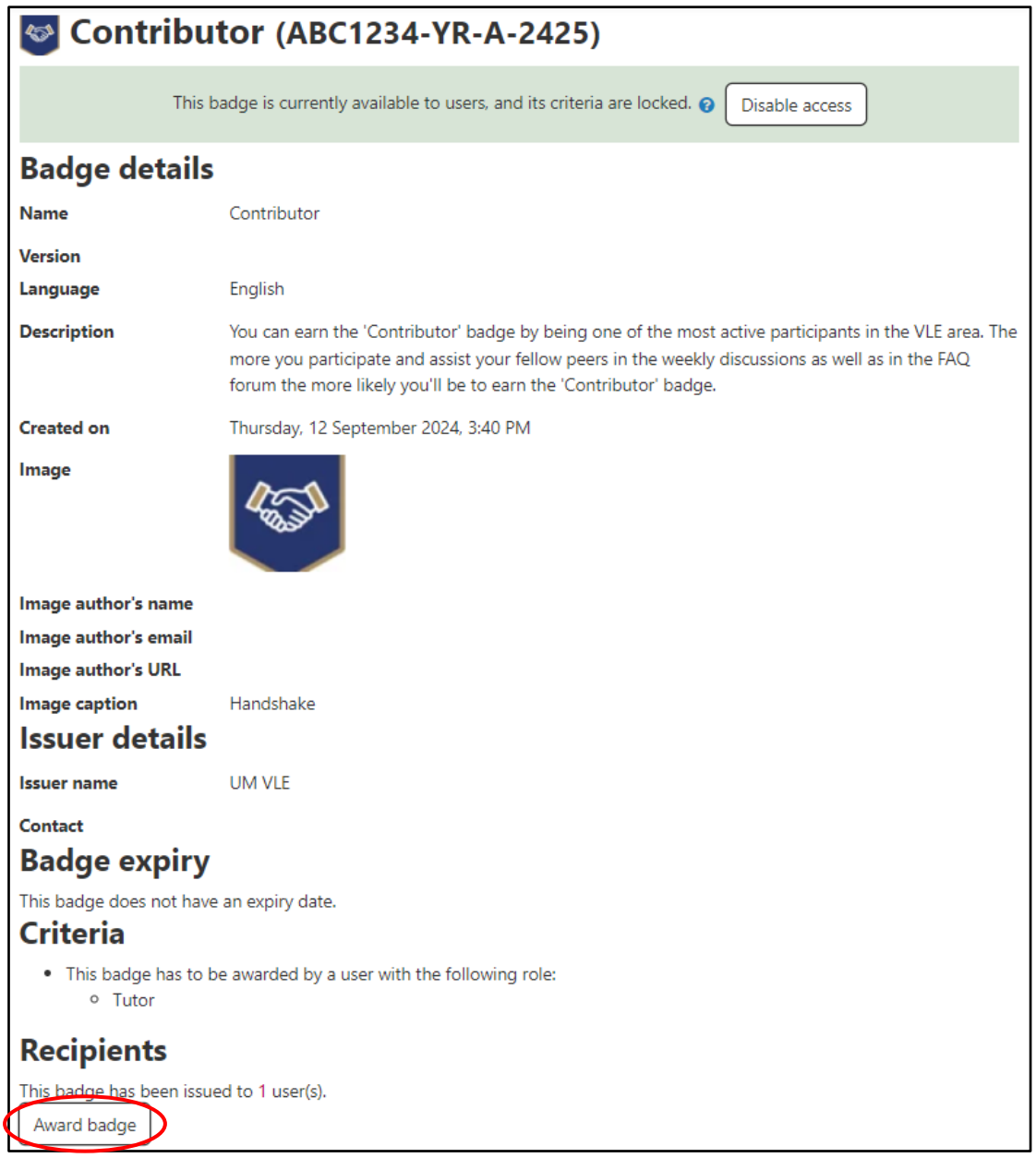
D. Awarding a badge

If the badge criteria are set to **Course completion**, **Awarded badges** or **Activity completion** the badge is awarded to the respective student/s automatically. However, if the badge criteria are set to **Manual issue by role**, then the tutor would need to issue the badge to students manually.

To award a badge manually:

1. Access the respective VLE area.
2. From the tabular navigation menu, beneath the VLE area heading, click the **More** tab and choose **Badges**.
3. Click the **Manage badges** button.
4. You may either click on the corresponding **Award badge** icon under the *Actions* column and proceed to step 5, below. Otherwise, click on the respective badge. The latter will display the **Overview** screen of the badge, where you can click on the **Award badge** button.



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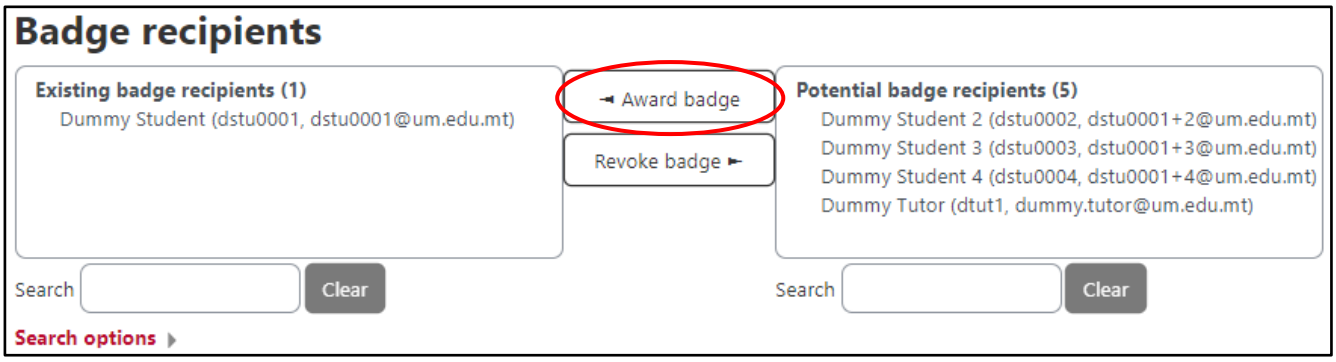
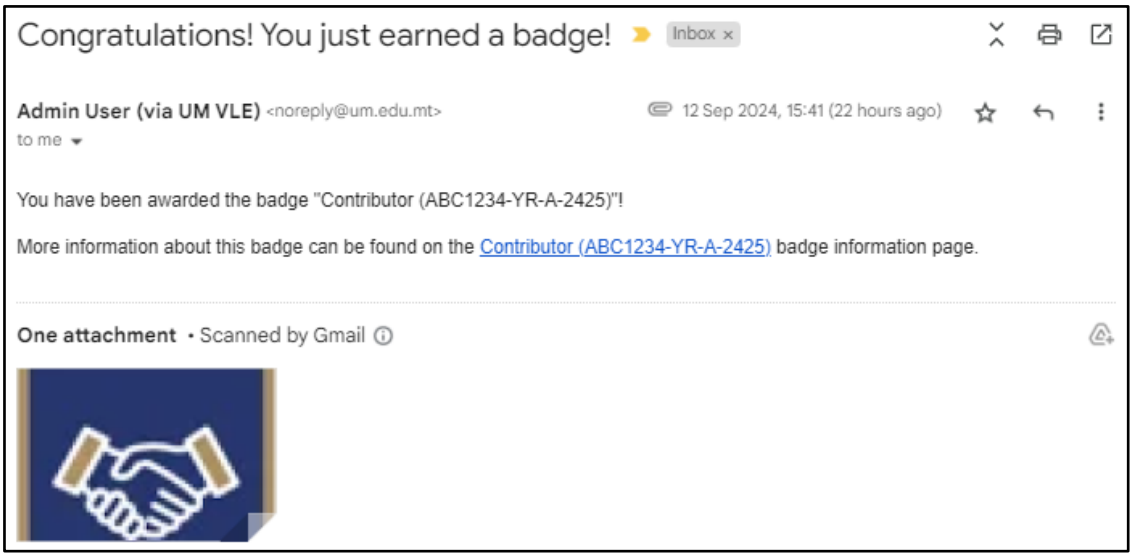
5. Choose the student/s from the *Potential badge recipients* box on the right, and click the **Award badge** button.



An email is immediately sent to the student's university inbox.



Note:

- A badge that is configured to be awarded manually by the tutor can be revoked in case it was awarded inadvertently.

  The tutor can revoke a badge as follows:

  1. Follow steps 1 to 4 in Section D.
  2. Choose the student/s from the *Existing badge recipients* box on the left, and click the **Revoke badge** button.

  The badge will be revoked immediately. Student/s are not informed when a badge is revoked.

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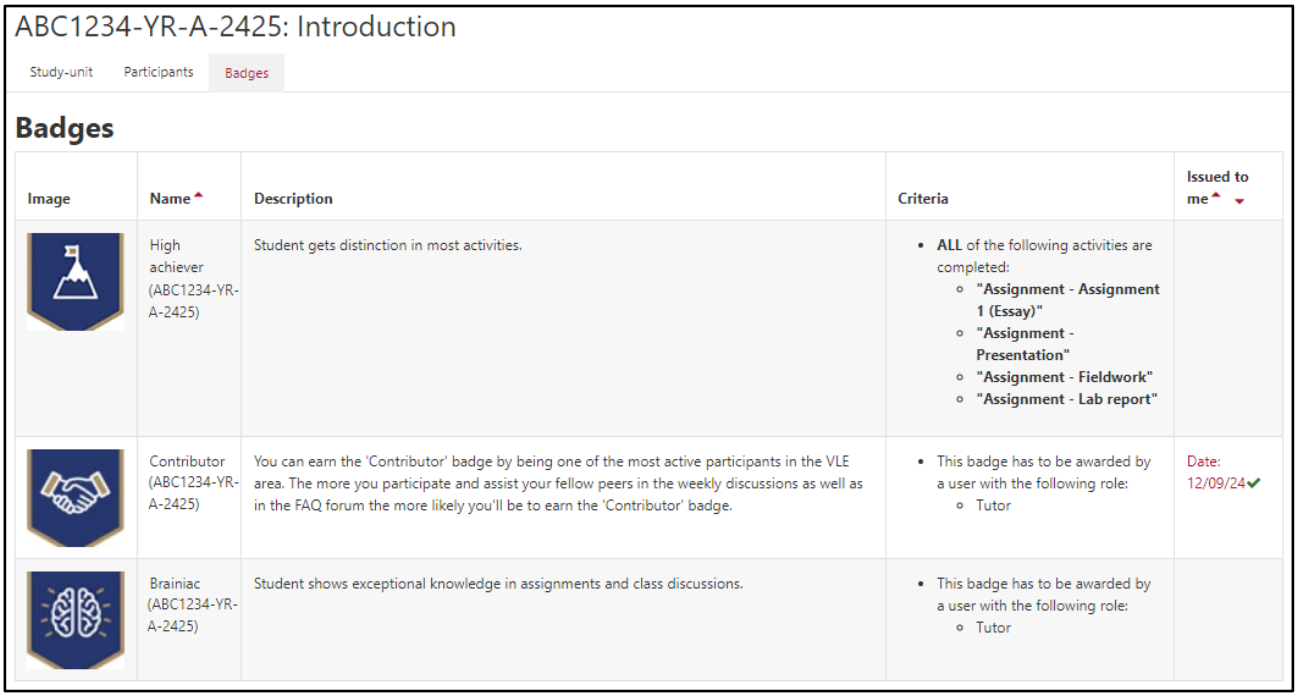
E. Other information

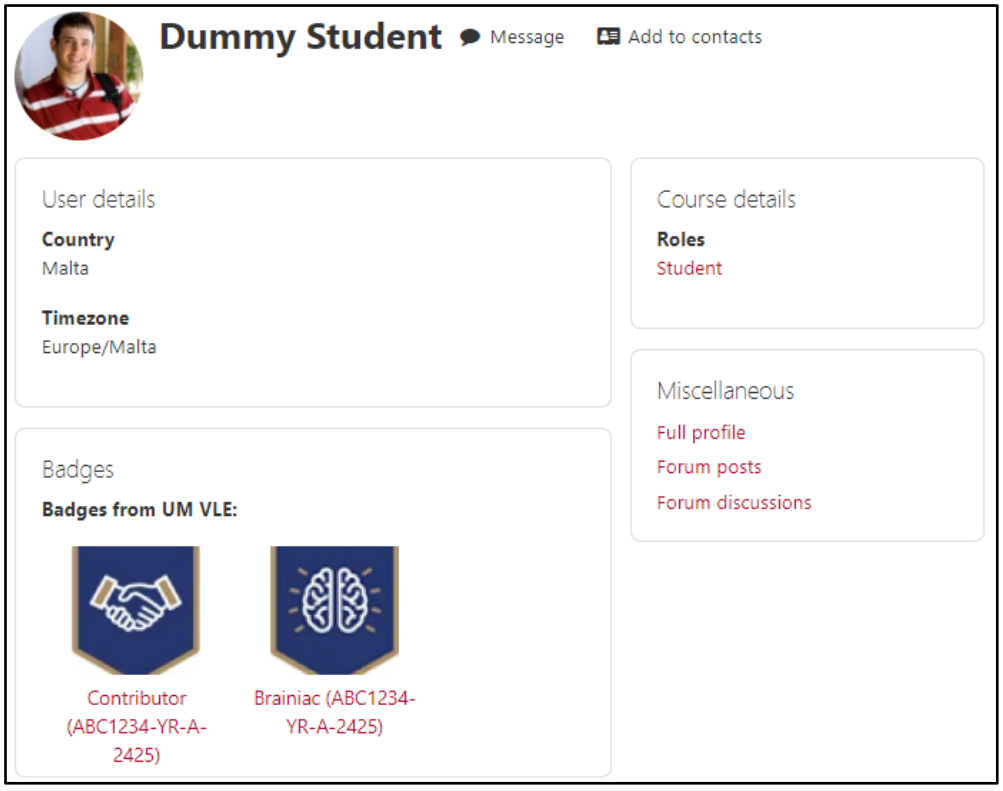
All participants enrolled in a VLE area can check whether any badges could potentially be earned.

If at least one badge is made available, students enrolled on a VLE area will have the **Badges** tab in the tabular navigation menu, beneath the VLE area heading.



If a badge is earned, the user can see the date when the badge was earned. They may also click on the date link for more information about the badge.

VLE users can also check all the badges they've earned across their VLE areas on their **Profile** page, which can be accessed via the *User* menu (top-right corner). If a user has earned at least one badge, the section **Badges** is displayed on their profile.



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