Using the Brightspace Awards Tool

Overview

The Brightspace Awards tool enables instructors to provide badges and certificates manually or based on release conditions to recognize student achievements. There are two types of awards: Badges and Certificates. They are both awarded based on any criteria determined by the instructor.

Badges are meant to provide digital markers that represent accomplishments throughout a course or program. Badges do not contribute to achieving a passing grade; however, badges are awarded for achievements that also can contribute to the type of work ethic that results in a passing grade. These items are the types of trends that can help a learner succeed in a course or program. Examples include:

- Communication Badge based on the number of postings to discussion topics
- Perfect Attendance Badge
- Quiz Completion Badge for completing a minimum number of pre-quizzes

Certificates *include a PDF that users can print.* They indicate an official statement of certification or award at the end of a program but can be awarded during the course for other criteria as well. Certificates can be awarded based on achieving a milestone that a learner can use for further academic or career success, such as passing a practical exam. Certificates also do not contribute to achieving a passing grade.

Objectives

By following this guide, you will be able to:

> Part 1: Create a New Award
> Part 2: Add Release Conditions to an Award

Part 1: Create a New Award

Instructors can create awards that can be shared with other users in other courses or restricted to the course and its child org units. If you restrict the award, it can only be added to the course offering in which you create the award, and any child offerings of that course.

1. Login to Brightspace.
2. Click on the course.
3. Go to **Course Tools > Awards**.
4. Click **Add Award to Course** under **Course Awards**.

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Classlist Awards | **Course Awards** | My Awards | View Available Awards | Award Icon Library | Certificate

✓ Allow users in this course to share earned awards to an external badge repository/backpack.
✓ Allow users in this course to make earned awards public.
✓ Allow users in this course to share awards to LinkedIn.

Add Award To Course

5. Click **Create**

Back to Course Awards

Add an Award to DEV -

| Add | Create |

6. Enter a name, description, and criteria for the new award. These are required fields.

New Award

Name *

Unit 1 Engagement

Description *

This badge is awarded to students who posted three postings to each discussion in unit 1.

Criteria *
What do recipients have to do in order to demonstrate their achievement and receive this award?

This badge is awarded to students who posted three postings to each discussion in unit 1.

7. Select an award type from the drop-down list.
    *   In this example, a **Badge** is created.
8. Select the appropriate check boxes to indicate if you want the award to be available to other award managers, and where it is available within the org structure. This example award is restricted to one course.

Availability

◯ Make this award available to all of my courses.

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

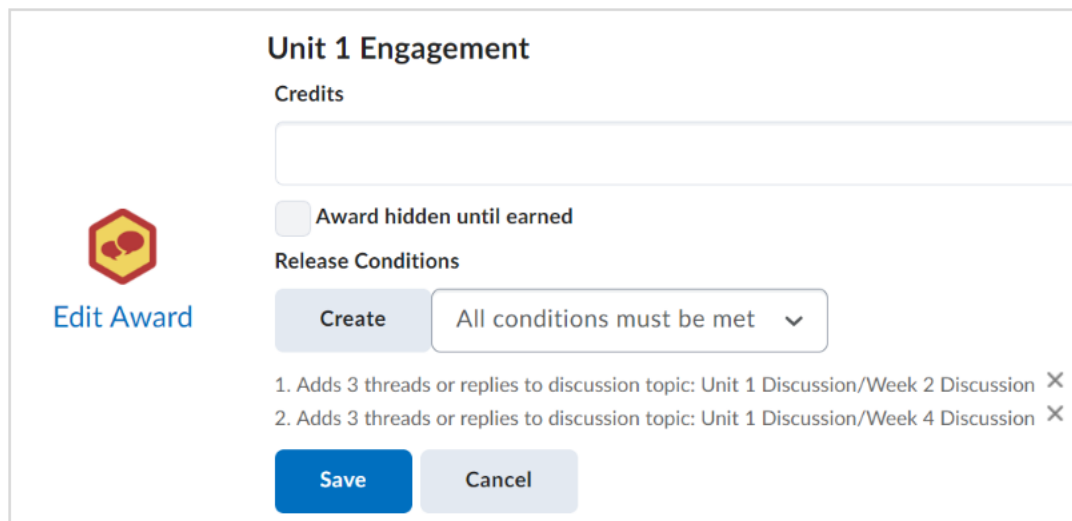☑ Restrict award to DEV - Katie Jia - Ed Tech Testing and its child org units.

- NOTE: As the award creator, you will always have access to your awards for use in other courses. The availability settings will allow others to easily reuse your awards in their courses if you choose to allow it.

9. Select the expiry options:
   - **Never**: The award will not expire.
   - **Fixed date**: The award will expire on a specific date selected.
   - **Relative Time Period After Earning the Award**: Specific time after earning the award.
   - **Relative Day of Month**: The award will expire on a day relative to the day the award was granted, select. Examples of awards that expire on a relative date are badges for Learner of the Week or for having achieved 100% on a test or assignment.
10. Select the check box for "**Notify Before Expiry**" and indicate the number of days of lead time if you want to notify the award recipient before an award expires.
11. Choose one of the following in the **Choose Award Image** area:
    - Click **From Existing Library** if the image already exists in the image library.
    - Click **Upload New Icon** if you want to add a new icon to the image library.
    - Note: Purdue employees can use [Adobe Express](#) to create badges. The recommended size is 190 * 190 px. Please use your Purdue Career Account to login to Adobe ID.
12. Choose one of the following in the **Choose Certificate Template** area if you are creating a new certificate:
    - Click **From Existing Library** if the PDF template already exists in the image library.
    - Click **Upload New Template** if you want to add a new template to the image library.
    - Note: Certificates also require an image.
13. Verify that the Issuer Information is correct.
14. Ensure that the "**Use this award in <current course> now**" check box is correctly set.
15. Click **Save and Close**.

Part 2: Add Release Conditions to an Award

Please note that the current release conditions are based on the current features in Brightspace. If you notice different settings or features, please notify us at celt@pfw.edu.

1. Go to **Course Tools > Awards**.

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2. Find the Award under **Course Awards**.
3. Click **Edit Properties** for the award.
4. Click **Create**.
5. Select the release condition from the **Condition Type** drop-down list.
   - Note: Learn more about release condition types.
6. Complete the associated condition details.

NOTE: When multiple conditions are added, instructors can choose two options:
   - All conditions must be met.
   - Any condition must be met: Award issued if user meets one from the list of conditions.
7. Click **Save**.