

Faculty: Using Awards (Badges & Certificates) within D2L

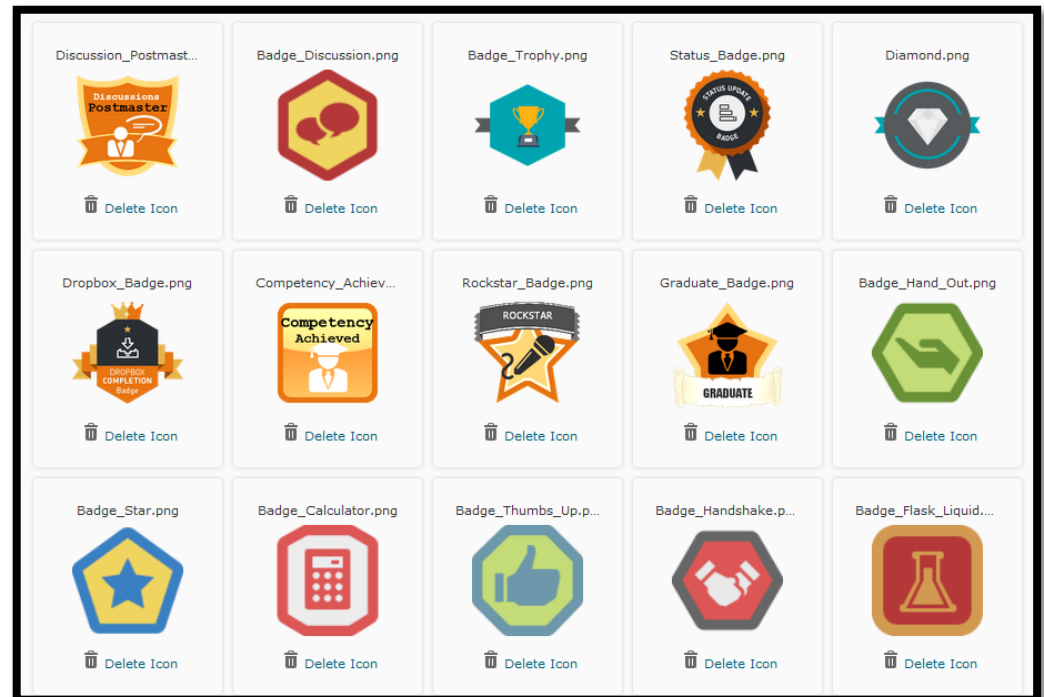
The Award tool within D2L allows faculty members to reward exemplary students in a way that doesn't not necessarily reflect grades. These awards can be manually assigned by professors from within D2L or D2L can auto-assign awards based upon conditions selected by the professor. Students can share their earned badges to their D2L profile for others to see. In the case of certificates, students can download, save, and print their certificates outside of D2L.

Click on the following links to navigate to the appropriate section of the guide. Click on the Highlander in the bottom right corner of any page to return to this page.

- [Creating a Navbar with Awards Access](#)
- [Creating Badges \(using Awards Tool\) for Students](#)
- [Setting up Conditional Release so D2L will Automatically Assign an Award Based upon Certain Qualifications](#)
- [Students: Adding the Award to Your Profile](#)
- [Manually Assigning Awards to Students](#)
- [Creating Awards that Also Allows for a Printable Certificate](#)
- [Students: Downloading Your Award Certificate](#)

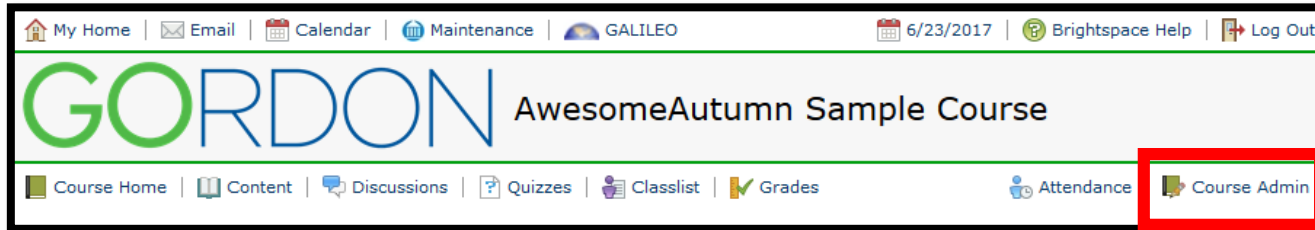
Some ideas for using D2L Awards:

- Class Attendance (manually assign)
- Score on a certain quiz (D2L auto-assign)
- Score on a set of quizzes (ie: All "A"s on all quizzes) (D2L auto-assign)
- Grade on certain assignment/papers (D2L auto-assign)
- Opening all documents in the course (D2L auto-assign)
- Excellent Team Work (manually assign)
- Excellent Discussion Contributions (manually assign)

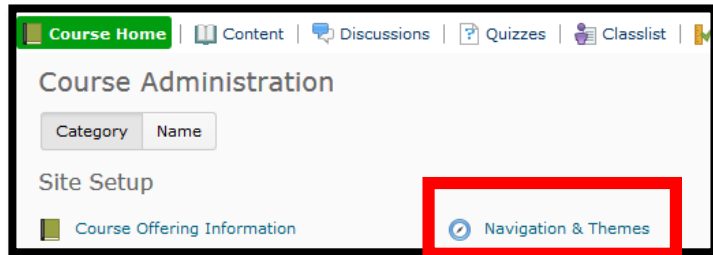


Creating a Navbar with Awards Access

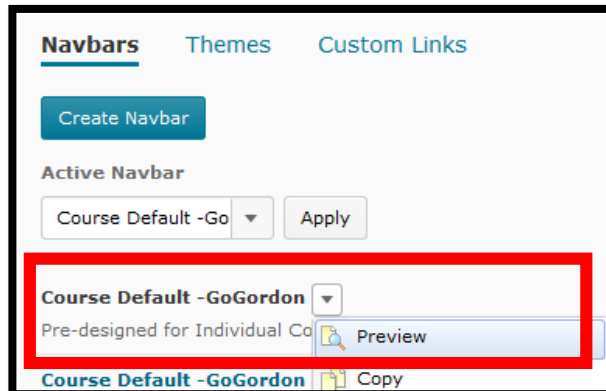
In order to use the awards tool (badging or certificates), faculty and students will need access to the awards area on the navbar. *It is not there by default. Faculty will need to create a navbar and add Awards to it.*



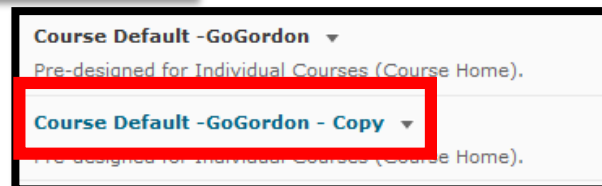
1. Go into the D2L course and choose “**Course Admin**”



2. Choose “**Navigation & Themes**”



3. Find the “**Course Default**” (pre-designed for individual courses). Choose the dropdown and “**copy**”



4. Now you will see a copy of the course default navbar that you can edit (to add the awards tool).



Edit Navbar

Name *

Course Default -GoGordon -AWARDS

Description

Pre-designed for Individual Courses (Course Home).

GoGordon-SummerGreen

Change Theme

Links

My Home | Email | Calendar | 6/23/2017 | Brightspace Help | Log Out

Maintenance | GALILEO

Create Custom Link | Add Links

6/23/2017 | Brightspace Help | Log Out

Awards

Create Custom Link | Add Links

Create Navbar

Active Navbar

Course Default -Go | Apply

Course Default -GoGordon

Course Default -GoGordon - Copy

Course Default -GoGordon -AWARDS

6/23/2017 | Brightspace Help | Log Out | Awards

Sample Course

list | Grades | Attendance | Course Admin

5. Click on the name of the copied navbar and change it to have **“AWARDS”** in the title (so you will know which one it is).

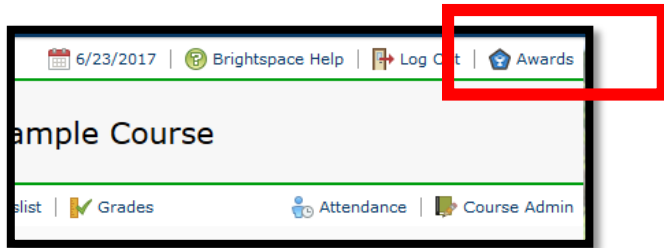
6. Choose one of the **“add links”** options (depending on where you want the icon to be). Then choose **“AWARDS”** from the list. Save the navbar.

7. Now that the new navbar has the AWARDS tool, you want to make it active. Choose your AWARDS toolbar in the **“active toolbar”** dropdown and **“apply”**.

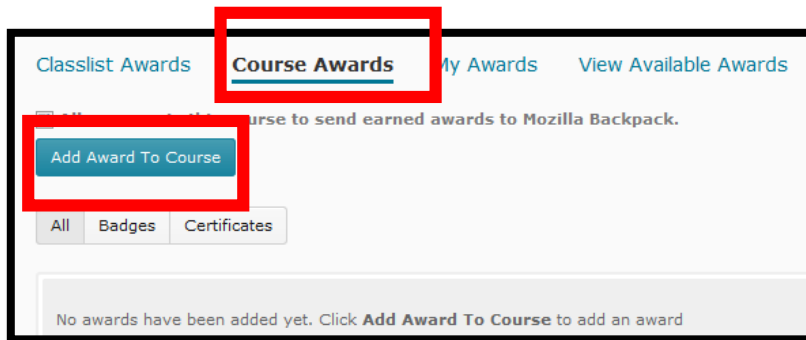
You should now see the AWARDS tool on your navbar (it will copy when you copy courses over).



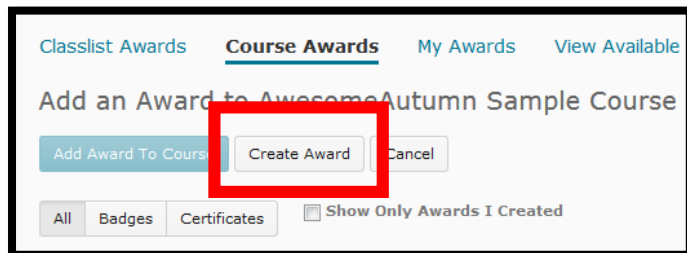
Creating Badges (using Awards Tool) for Students



1. Choose **"AWARDS"** from your new navbar.



2. Choose **"Course Awards"** on the mini-navbar.
Choose **"Add Award to Course"**.



3. Choose **"Create Award"** (You may also choose to "show only awards I created").



New Award

Name *

Master Of Narrative Writing

Description *

This award is given to students in Dr. M's class who scored at least a 90% on each of their two narrative writing assignments. |

Award Type

Badge ▾

Select the type of award you want to create. Certificates are similar to badges and additionally include a PDF printout of the actual certification upon award.

4. Give the AWARD a name and description. (Awards might be related to attendance, completion of certain activities, scores/grades on certain activities, etc.) You will have the option to manually assign awards and/or set up release conditions for D2L to assign awards based upon certain actions. Students will be able to see the description- so please provide why the student is receiving the award (what they did to receive the award).

5. Choose if the award type should be badges or certificates (in this case, choose “badges”).

6. Choose to either make this award available to all of your courses or to restrict the award to the specific course (which is shown here).

Availability

☐ Make this award available to all of my courses.
☒ Make this award available to other award creators and their courses.
☒ Restrict award to **AwesomeAutumn Sample Course** and its child org units.

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



Expiry

☐ Never

☒ Fixed Date

☐ Relative Time Period After Earning The Award

Days

☐ Relative Day Of Month

Relative expiry after the date the award is initially achieved.

Day:

Month:

☒ Notify Before Expiry

Days

7. Choose if you want the award to expire at some point. If not, choose “never”. If you want the award to expire for everyone after a certain date, choose “fixed date”. If you want it to expire after a certain number of days (after earning the award), choose “relative time period after earning the award”. If you want the student to be notified to the expiration, choose “notify before expiry”.

8. To create the award, upload a “new icon” from your computer or choose one from the existing library. If you choose from the existing library, you will have the option of choosing from pre-stocked images.

Choose Award Image *



[Create your own award image](#)

Select an Image from the library

-  Unacademy_Icon.png
-  Badge_Discussion.png
-  Badge_Trophy.png
-  Status_Badge.png
-  Diamond.png
-  Dropbox_Badge.png



Issuer Information

Issuer Name *

Issuer URL *

Issuer Contact *

☒ Use this award in AwesomeAutumn Sample Course now.

[Save](#) [Cancel](#)

9. Under “Issuer Information” you will be asked to include information about yourself (the one issuing the award). You can include your name and email. For URL, you may choose just to include the general Gordon webpage (make sure to include http://).

Choose to “Use this award in the course now”.

Course Home | Content | Discussions | Assignments | Quizzes | Classlist | Grades

[Classlist Awards](#) **[Course Awards](#)** [My Awards](#) [View Available Awards](#)

☒ Allow users in this course to send earned awards to Mozilla Backpack.

[Add Award To Course](#)

[All](#) [Badges](#) [Certificates](#)

Certificates



All "A"s- BioChem
Credits: 0 Award hidden until earned: false Conditions: 2
[Edit Properties](#) [Remove Award](#)

[View Details](#)
[Edit Award](#)

Badges



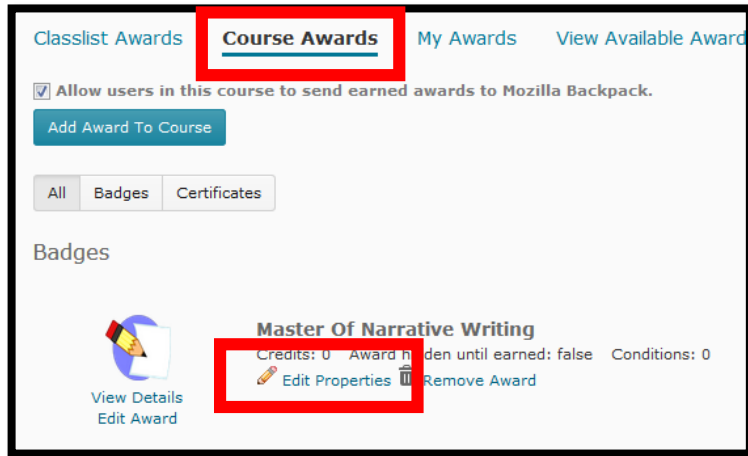
Master Of Narrative Writing
Credits: 5 Award hidden until earned: true Conditions: 2
[Edit Properties](#) [Remove Award](#)

[View Details](#)
[Edit Award](#)

10. Now when you choose “Awards” from the navbar and choose “Course Awards,” you should see the award listed.

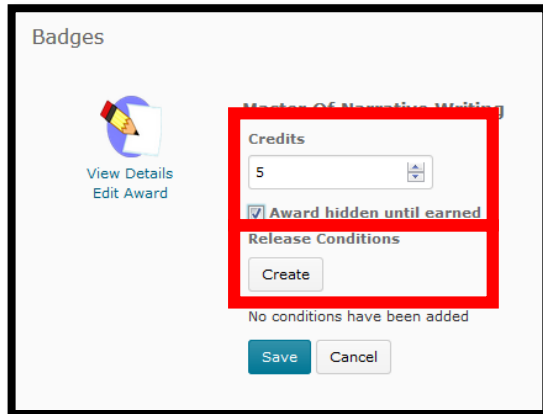


Setting up Conditional Release so D2L will Automatically Assign an Award Based upon Certain Qualifications

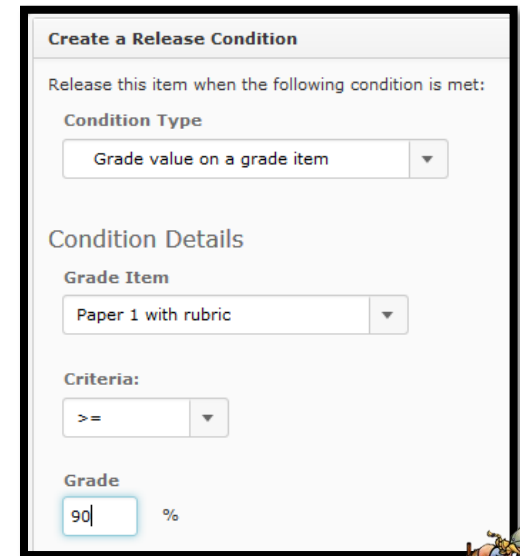


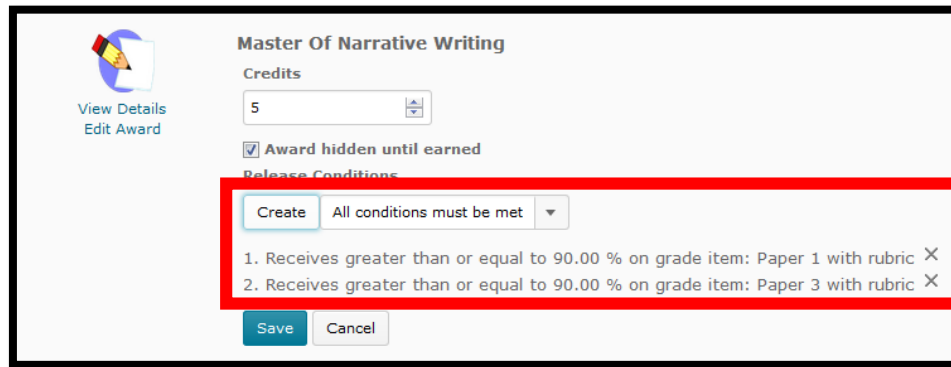
1. Go to awards on navbar and choose “Course Awards” to see the available awards. Choose “edit properties” to edit the qualifications for receiving the award.

2. You will be asked to input credits. These credits do not apply to grades or points, however. It is probably best just to leave the credits at “0”. You can also choose to hide the award until it is earned by the student (so that the student doesn’t see the award in the “awards” area until he/she has earned it).



3. In order for D2L to auto-assign the award, the instructor will need to setup a release condition. Choose “create” under Release Conditions. Then choose the condition type (ie: has a certain grade value on a grade item, scores x on certain quiz, etc.). In the case of “grade value on a grade item,” one will choose the grade item and the grade that he/she must make. In this example, the student must score a 90% or above on the “Paper 1” in order to receive the award.





Master Of Narrative Writing

Credits
5

☒ Award hidden until earned

Release Conditions

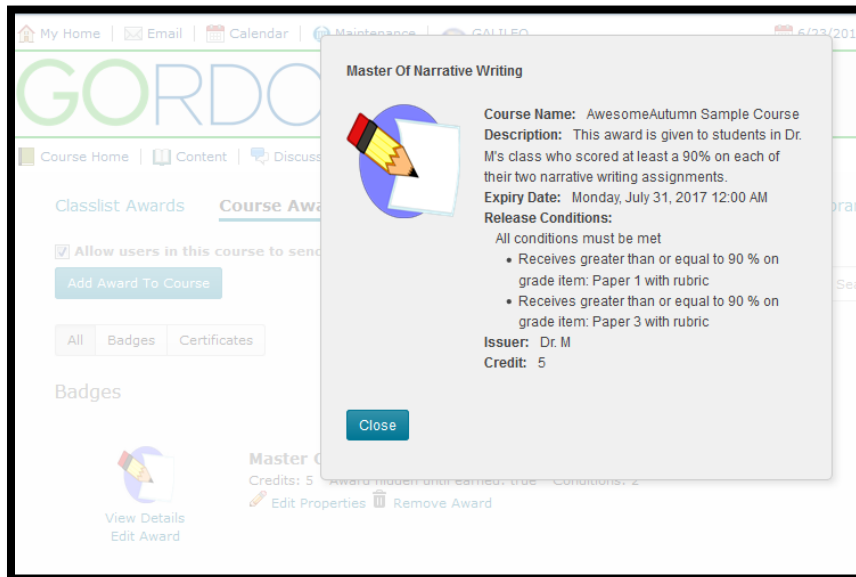
Create All conditions must be met

1. Receives greater than or equal to 90.00 % on grade item: Paper 1 with rubric ×

2. Receives greater than or equal to 90.00 % on grade item: Paper 3 with rubric ×

Save Cancel

4. If you want the student to meet several qualifications in order to receive the award, then you can input more than one release condition. In this case, the student will need to receive a 90% or above on both the Paper 1 and Paper 3 in order to receive the award. Notice that you can choose that “All conditions are met” (meaning that they must meet the qualifications for BOTH Paper 1 and Paper 2) or “Any conditions are met” (meaning that they must meet the qualifications for EITHER Paper 1 or Paper 2).



My Home | Email | Calendar | Maintenance | GALILEO | 6/23/2017

GORDO

Course Home | Content | Discuss

Classlist Awards Course Awards

☒ Allow users in this course to send awards

Add Award To Course

All Badges Certificates

Badges

Master Of Narrative Writing

Course Name: AwesomeAutumn Sample Course
Description: This award is given to students in Dr. M's class who scored at least a 90% on each of their two narrative writing assignments.
Expiry Date: Monday, July 31, 2017 12:00 AM
Release Conditions:
All conditions must be met

- Receives greater than or equal to 90 % on grade item: Paper 1 with rubric
- Receives greater than or equal to 90 % on grade item: Paper 3 with rubric

Issuer: Dr. M
Credit: 5

Close

Master Of Narrative Writing
Credits: 5 Award hidden until earned: true Conditions: 2

Edit Properties Remove Award

View Details Edit Award

5. If instructors or students select the icon of the award, they will be presented with the description of the award as well as the evidence (of the release conditions they must meet to receive the award).



Students: Adding the Award to Your Profile

Students: If you were enrolled in Spring 2017 classes, you still have access to those courses in D2L. To access them you can select the "semester" option under the "My Courses" widget and choose "Spring 2017".

Students will lose access to their Spring 2017 courses on **July 2**. If students need to download files located within these courses, now is the time to do so. Students can download documents submitted to the dropbox/assignments area by going to: 1. Significations on the navbar, 2. Click on the number under "submissions" by the name of the assignment. 3. Download files submitted to the assignment. You will need to save files to your own computer, flash drive, cloud storage, etc.

- Sample Quiz to Test Your Lockdown Browser
- Self-Assessment: How Well Do You Align with Online Learning?
- Gordon State College Writing Handbook
- **Need More Help? Email d2lhelp@gordonstate.edu**
- **Chat Live with a D2L representative at anytime here (for D2L technical help)**

Congratulations, Sample Student2!

Master Of Narrative Writing

This award is given to students in Dr. M's class who sc...

Course	AwesomeAutumn Sample Course
Evidence	Receives greater than or equal to 90 % o...
Expiry Date	Monday, July 31, 2017 12:00 AM EDT
Issue Date	Friday, June 23, 2017 11:17 AM EDT
Teacher	Dr. M
Credit	5

[View Awards](#)

Best Sample Course - Best Sample Course

1. If a student has received an award, they will be notified the next time that they log into D2L (via a popup). They can then choose "View Awards" (or "Awards" on the course navbar) to see the badge.

Badges

Master Of Narrati...
AwesomeAutumn
Sample Course



[Share](#)

2. The student can click on the badge and choose "share".

They can then choose "share to profile" to add the badge to their D2L profile (for others to see).

Share My Award

 **Master Of Narrative Writing**

[Share to Profile](#)

Please provide the email address you use to login to Mozilla Backpack. If you do not have a Mozilla Backpack account, provide the email address you would like to use and follow the instructions to register.

☐ By checking this box you are certifying that you are at least 18 years of age or older.

Email *

Confirm Email *

[Share to Mozilla Backpack](#)

[Close](#)



Sample Student2



Nickname

Hometown

Homepage

Change Picture

Awards Showcase




3. When students/faculty view the student's D2L profile (usually by clicking on their image in the "Classlist" area), then award icons will show. One can click on the award icon to determine what the award is and the qualifications for it.

4. Students also receive an email from donotreply@donotreply.view.usg.edu stating that they received the award.



Master Of Narrative Writing

Course Name: AwesomeAutumn
Sample Course

Description: This award is given to students in Dr. M's class who scored at least a 90% on each of their two narrative writing assignments.

Expiry Date: Monday, July 31, 2017
12:00 AM EDT

Issue Date: Friday, June 23, 2017
11:17 AM EDT

Issuer: Dr. M

Credit: 5

Evidence: Receives greater than or equal to 90 % on grade item: Paper 1 with rubric and Receives greater than or equal to 90 % on grade item: Paper 3 with rubric

Close



Fri 6/23/2017 11:22 AM

donotreply@donotreply.view.usg.edu

Master Of Narrative Writing - Award Earned Notification

To: Schaffer, Autumn

Hi Sample,

Congratulations, you earned the Master Of Narrative Writing award in AwesomeAutumn.

Award Name: Master Of Narrative Writing

Description: This award is given to students in Dr. M's class who scored at least a 90% on each of their two narrative writing assignments.

Evidence: Receives greater than or equal to 90 % on grade item: Paper 1 with rubric, 90 % on grade item: Paper 3 with rubric,

Awarded: Friday, June 23, 2017

Expiration: Monday, July 31, 2017

Credits: 5.0

Issuer: Dr. M

Issuer Contact: drm@gordonstate.edu

[Login](#)



My Home | Email | Calendar | Maintenance | GALILEO | 6/23/2017 | Brightspace Help | Log Out | Locker

GORDON

AwesomeAutumn Sample Course

Course Home | Content | Discussions | Quizzes | **Classlist** | Grades | Attendance | Course Admin | Awards

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

Issue | Revoke

Award Leaders Descending

Classlist	Course Awards
☐ Sample Student2	
☐ Sample Student3	
☐ BBC- Lucille Ball	This user has no awards

Manually Assigning Awards to Students

1. If the award is something that cannot be set to auto-assign by D2L, the instructor can create the award and manually assign it to the student in D2L. Navigate to the Awards area on the navbar and choose "Classlist Awards". This will list all of the students in the class and their awards (in the order from most awards-least awards).
2. Select the names of the students to receive the award (already created in D2L) and choose "Issue". Then choose the award to be issues and describe why they are receiving the award (criteria).

Classlist Awards | Course Awards | My Awards | View Available Awards

Issue | Revoke

Award Leaders Descending

Classlist	Course Awards
☐ Sample Student2	
☐ Sample Student3	
☒ BBC- Lucille Ball	This user has no awards

Award [X]

Select an Award *

Master Of Narrative Writing

Award Criteria *

You are earning this award after I regraded your activity.

Enter the reason or evidence for this earned award. This will be visible to the recipient of the award.

Selected users

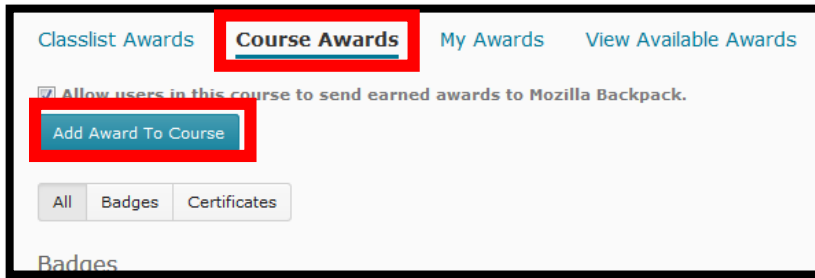
BBC- Lucille Ball

Issue | Cancel



Creating Awards that Also Allow for a Printable Certificate

1. Choose “Awards” on the navbar and “Course Awards”. Choose to “Add Award to Course” and “Create Award”.



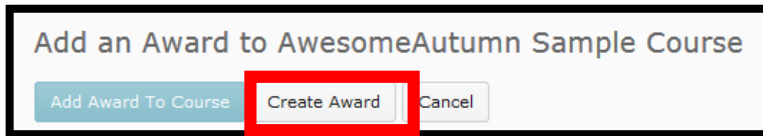
Classlist Awards **Course Awards** My Awards View Available Awards

☒ Allow users in this course to send earned awards to Mozilla Backpack.

Add Award To Course

All Badges Certificates

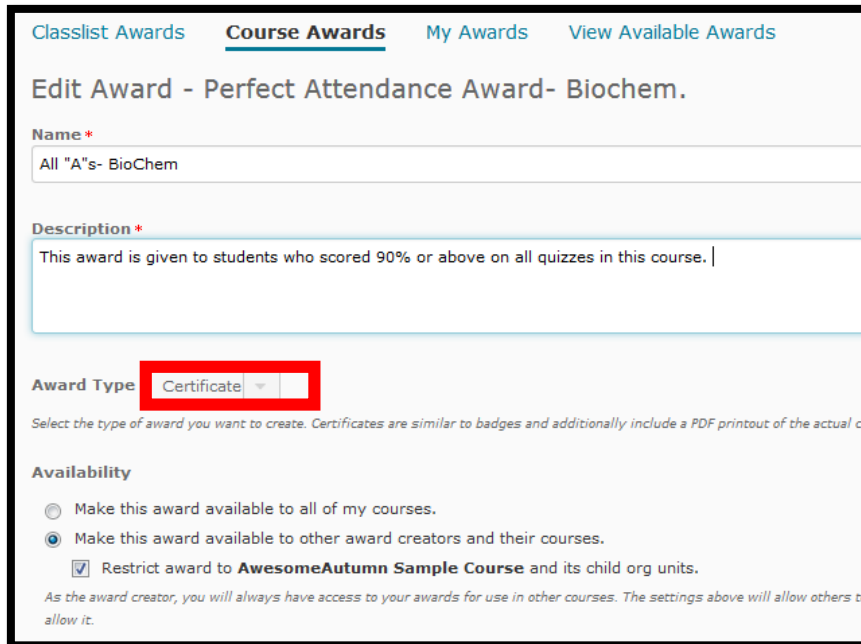
Badges



Add an Award to AwesomeAutumn Sample Course

Add Award To Course **Create Award** Cancel

2. In creating the award, include the name and description. In the “Award Type” dropdown, choose “**Certificate**” (instead of Badge). **(The badge only allows for the icon inside of D2L. The certificate allows for the icon inside of D2L AND a printable certificate.)**



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

Edit Award - Perfect Attendance Award- Biochem.

Name *

All "A"s- BioChem

Description *

This award is given to students who scored 90% or above on all quizzes in this course. |

Award Type **Certificate**

Select the type of award you want to create. Certificates are similar to badges and additionally include a PDF printout of the actual award.

Availability

☐ Make this award available to all of my courses.

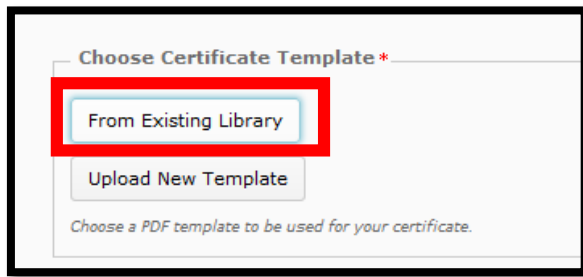
☐ Make this award available to other award creators and their courses.

☒ Restrict award to **AwesomeAutumn Sample Course** and its child org units.

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

3. Choose the availability (available to all of your courses or just to this particular course).





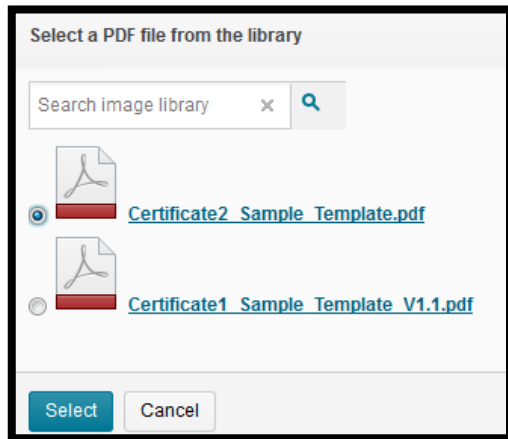
Choose Certificate Template *

From Existing Library

Upload New Template

Choose a PDF template to be used for your certificate.

4. In the “Choose Certificate Template” area, choose “From Existing Library” (do not choose to upload a new template).



Select a PDF file from the library

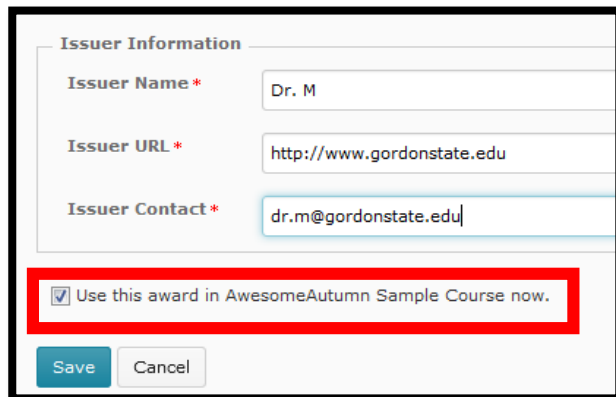
Search image library x

☒ [Certificate2 Sample Template.pdf](#)

☐ [Certificate1 Sample Template V1.1.pdf](#)

Select Cancel

5. Choose from one of the two templates (click to view them).



Issuer Information

Issuer Name * Dr. M

Issuer URL * http://www.gordonstate.edu

Issuer Contact * dr.m@gordonstate.edu

☒ Use this award in AwesomeAutumn Sample Course now.

Save Cancel

6. Include the issuer information (name and email). You can choose to just include the Gordon webpage for URL (make sure to include http://). Choose to use in the course now.

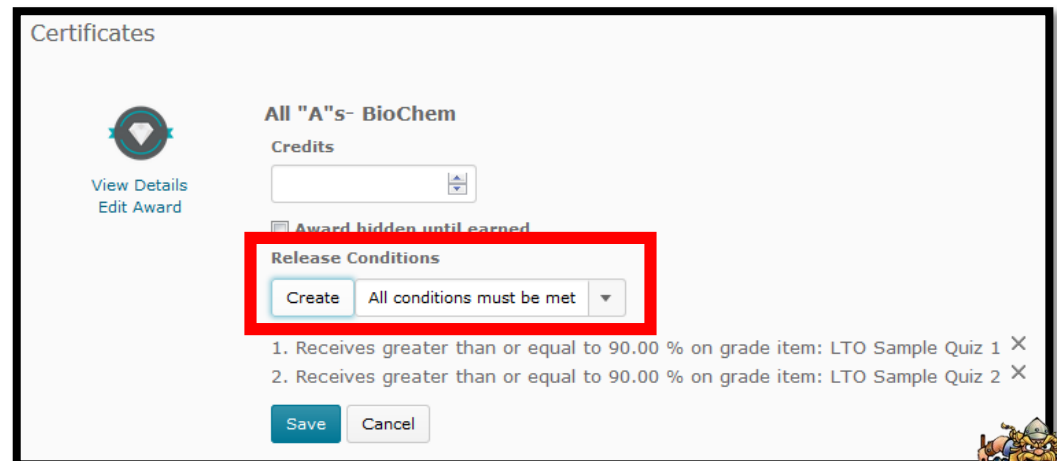




7. After creating the award, choose “edit properties” to include the release conditions of what the student must do to gain the award and certificate. In this case, D2L will auto-release it to students once they have met the qualifications in D2L.



8. Credits do not align to grades or points, so you might choose to leave them at “0”. Choose “create” under “Release Conditions”. Teachers can also choose more than one condition (ie: Score x grade on all quizzes in the course). In that case, the teacher can choose to have the students meet **all** of the qualifications or **any** of the qualifications.



Students: Downloading Your Award Certificate

1. If students meet the qualifications for the award, they will be notified the next time that they log into D2L. They can choose “view awards” to go to the award area. They can choose “share” to add the award to their profile. They can also choose “Generate Certificate” to be able to print or download/save the certificate.

Congratulations, Sample Student2!



All "A"s- BioChem
This award is given to students who scored 90% or ab...

Course	AwesomeAutumn Sample Course
Evidence	Receives greater than or equal to 90 % o...
Expiry Date	Friday, June 30, 2017 12:00 AM EDT
Issue Date	Friday, June 23, 2017 12:18 PM EDT
Issuer	Dr. M

[View Awards](#)

Certificates

[All "A"s- BioChem](#)
AwesomeAutumn
Sample Course



[Share](#)

All "A"s- BioChem



Course Name: AwesomeAutumn Sample Course
Description: This award is given to students who scored 90% or above on all quizzes in this course.
Expiry Date: Friday, June 30, 2017 12:00 AM
Issue Date: Friday, June 23, 2017 12:18 PM
Issuer: Dr. M
Evidence: Receives greater than or equal to 90 % on grade item: LTO Sample Quiz 1 and Receives greater than or equal to 90 % on grade item: LTO Sample Quiz 2

[Close](#) [Generate Certificate](#)

File Edit View Window Help

Home Tools All As- BioChem_A... x

1 / 1

