



# ULEARN 1.0 USING BADGES IN ULEARN

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# 1 Introduction

Badge is a component in ULEARN used to declare the achievement and showing progress. Badges are awarded based on aset of criteria. The awarded badges are displayed on a user's profile.

In order to use badges the following steps need to be done:

- Add the badge
- Set criteria
- Add a message
- Enable access

## 1.1 Add the badge

As a lecturer you can add a badge to a course by navigating to **Turn editing on > Course administration > Badges > Add a new badge**. In configuring the badge details you will enter a name and description for the badge as well as select an image for the badge (see Figure 2). This image displays when the badge is issued to students. Sample images for badges can be downloaded from User Manual page (<http://ulearn.utem.edu.my/web/mod/folder/view.php?id=2080>)



Figure 1: Sample badges

### Badge details

**Name\***

**Description\***

**Image\***  Maximum size for new files: 256KB

Figure 2: Add new badge

The Issuer details will require you to enter the name of the issuing agent or authority for this badge. This is required and will appear when the badge is displayed as well as the e-mail address for the badge issuer.

You will also need to make decisions regarding the badge expiry by setting if and when the badge expires. You can choose to set the badge to never expire, expire on a given date or expire a set number of days after being issued.

### Issuer details

**Name\***

**Contact**

### Badge expiry

**Expiry date**  **Never**

**Fixed date**

**Relative date**   after the date of issue.

Figure 3: Add new badge – issuer details and expiry

## 1.2 Set criteria

Once you add the badge you will need to configure it. First you will set the criteria.

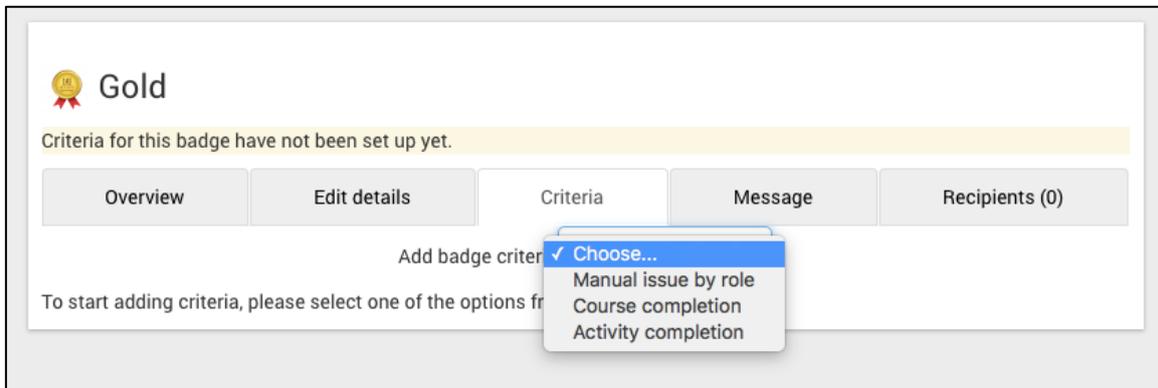


Figure 4: Badge criteria

Some things to note about the choices in this area:

If you select the **Manual** issue by role option then you will also need to identify the role(s) that will be able to award the badge. You will also need to determine if all or any of the identified roles must award the badge in order for students to receive it.

The **Course Completion** option requires the course to be marked as complete for a student based on the set course completion criteria. Course completion tracking must be configured for the course.

Use the **Activity Completion** option to require an activity or multiple activities to be completed before awarding the badge. This option requires you to select the required items and you will need to configure activities with completion tracking criteria in the activity settings.

## 1.3 Add a message

The **Message** tab allows you to modify the e-mail message sent to students when a badge is awarded to them. You can modify the subject and body. In addition you may attach the badge to the e-mail message and choose when the badge creator is notified of badges being awarded.

**Badge message** ?

**Message subject\***

**Message body\***

You have been awarded the badge "%badgename%!  
 More information about this badge can be found on the %badgelinek% badge information page.  
 You can manage and download the badge from your [Manage badges](#) page.

**Attach badge to message** ?

**Notify badge creator** ?

Figure 5: Message tab

## 1.4 Enable access

Once you have added the badge set criteria and customized the message you are ready to enable access to the badge. Once this is enabled students will be able to start earning it. It is important to note that once this is enabled and it is issued to a student the badge will be locked. Once it is locked you cannot edit the criteria or expiry settings. Therefore it is critical that you only enable the badge when you are ready to begin issuing. Depending on your settings a badge may be issued as soon as it is enabled. Once a badge is issued it CANNOT be revoked!"

User details

[Edit profile](#)

Badges

**Badges from ULearn @ UTeM Semester 1 2016/17:**

	
<a href="#">BITS 1313 Gold Medal</a>	<a href="#">welcome</a>

Figure 6: Sample badge earned by student