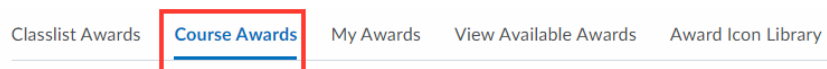


Awards for Brightspace

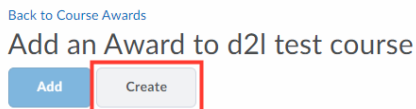
The Awards tool enables instructors to provide merit-based awards to students. There are two types of awards: Badges, and Certificates. Currently, only the badge awards are ready to use. You can manually give an award to a student or automate the process so that the student receives an award based on certain criterion.

Create a new award

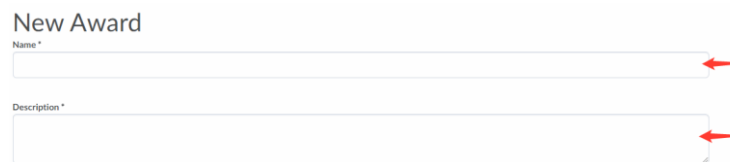
1. From the top Navigation panel, go to **Course Tools > Edit Course**.
2. Sort the tools by **Category** and select the option **Awards** under **Assessments**.
3. Navigate to **Course Awards** and then click **Add Award to Course**.



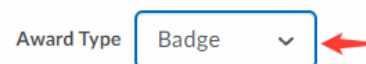
4. Click **Create**



5. Enter a name and description for the new award.

A form titled "New Award" with two input fields. The first field is labeled "Name *" and the second is labeled "Description *". Both fields have red arrows pointing to their right ends, indicating they are required.

6. Select an award type from the drop-down list. It can be either Badges or Certificates

A dropdown menu labeled "Award Type" with "Badge" selected and a downward arrow. A red arrow points to the dropdown arrow.

7. Under **Availability**, you can select the awards to be distributed for all your courses or distribute the award to all other instructors.

Availability

- Make this award available to all of my courses.
- Make this award available to other award creators and their courses.
- Restrict award to Sayan Maity 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.

8. Under **Expiry**, select different expiry options for your awards.

- If the award will not expire, select **Never**. Examples of awards that never expire are certificates of merit for passing a course, or badges for perfect attendance.
- If the award will expire on a specific date, select **Fixed date**. Examples of awards that will expire on a specific date are certifications for a skill that must be renewed, such as first aid training and WHMIS training .
- If the award will expire on a day relative to the day the award was granted, select **Relative Day of the Month**. 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.

Expiry

- Never
- Fixed Date
- Relative Time Period After Earning The Award
- Relative Day Of Month
Relative expiry after the date the award is initially achieved.
Day:
Month:
- Notify Before Expiry

If you want to notify the award recipient before an award expires, select the check box, and indicate the number of days of lead time.

9. In the **Choose Award Image** area, do one of the following:

- If the image already exists in the image library, click **From Existing Library**.
- If you want to add a new icon to the image library, click **Upload New Icon**.
- To launch the OpenBadges website, click **Create your own award image**. OpenBadges is a free website that allows you to create custom icons.

Choose Award Image *

[Create your own award image](#) ←

From Existing Library Upload New Icon


10. If you have set the Awards type to certificate, you also have to choose certificate template., in the **Choose Certificate Template** area, do one of the following:

- If the PDF template already exists in the image library, click **From Existing Library**.
- If you want to add a new template to the image library, click **Upload New Template**.
- You can also preview the certificate template by clicking **Preview Template**.

Choose Certificate Template *

Choose a PDF template to be used for your certificate.

From Existing Library Upload New Template

 [Preview Template](#) ←

11. Verify that the **Issuer Information** is correct.

Issuer Information

Issuer Name * Brightspace

Issuer URL * http://www.brightspace.com/

Issuer Contact * system_noreply@brightspace.com

Use this award in Sayan Maity now.

12. Click **Save and Close**.

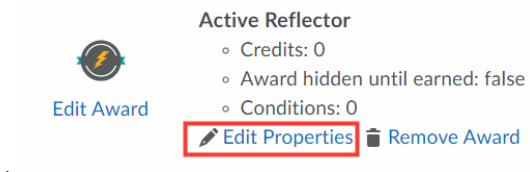
Save and Close Save Cancel

Add release conditions to an award

Setting up a release condition will automatically release the awards once it has been earned. For example, the student received a certain score on a Quiz, or completed an Assignment, or posted in a discussion forum, etc.

1. From the top Navigation panel, go to **Course Tools > Edit Course**.
2. Sort the tools by **Category** and select the option **Awards** under **Assessments**.

3. Under a specific award, click **Edit Properties**



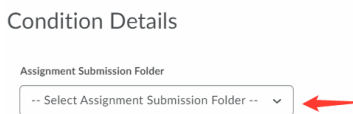
4. Under Release Conditions, Click **Create**.



5. From the **Condition Type** drop-down list, select the release condition.



6. Complete the associated **Condition Details**.



7. Click **Create**.

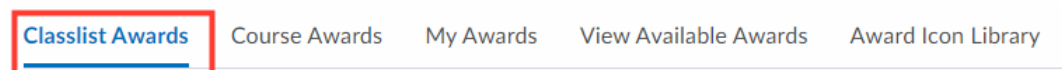


8. Click **Save**.



View Awards for a Classlist




1. From the top Navigation panel, go to **Course Tools > Edit Course**.
2. Sort the tools by **Category** and select the option **Awards** under **Assessments**.
3. Click **Classlist Awards**.



4. Select the sort order.

Search classlist  Award Leaders Descending ▾

5. Review the **Classlist** and associated **Course Awards**.

Classlist	Course Awards
<input type="checkbox"/>  DTA Demo Student	
<input type="checkbox"/>  Demo Instructor - 2	This user has no awards

Manually Grant Awards

1. From the top Navigation panel, go to **Course Tools > Edit Course**.
2. Sort the tools by **Category** and select the option **Awards** under **Assessments**.
3. Click **Classlist Awards**.

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

4. Select one or more learners in the Classlist. And click **Issue**.

Issue | Revoke

5. From the drop-down list, **Select an Award**, and in the **Award Criteria** field, enter a reason for granting the award. Click **Issue**.

Issue Award

Select an Award *

Awesome All Rounder ▾

Award Criteria *

good

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

Selected users

Demo Student - 1
Demo Student - 2
Demo Student - 3

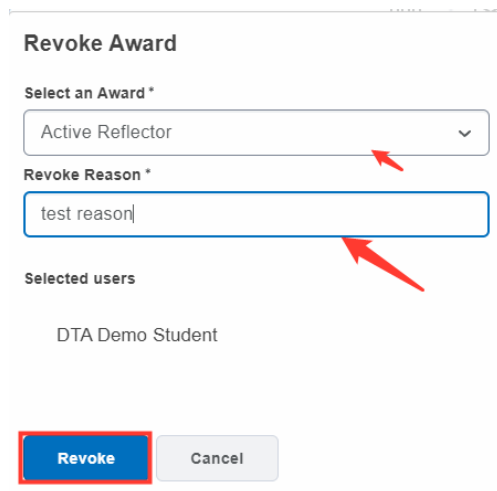
Issue | Cancel

Revoke Awards

1. From the top Navigation panel, go to **Course Tools > Edit Course**.
2. Sort the tools by **Category** and select the option **Awards** under **Assessments**.
3. Click **Classlist Awards**. And select one or more learners in the Classlist.
4. Click **Revoke**.



5. From the drop-down list, select an award. In the **Revoke Reason** field, enter a reason for revoking the award. Click **Revoke**.

A screenshot of a web form titled 'Revoke Award'. The form contains the following elements:

- A dropdown menu labeled 'Select an Award *' with 'Active Reflector' selected. A red arrow points to the dropdown arrow.
- A text input field labeled 'Revoke Reason *' containing the text 'test reason'. A red arrow points to the input field.
- A section labeled 'Selected users' containing the text 'DTA Demo Student'.
- At the bottom, two buttons: 'Revoke' (dark blue with white text) and 'Cancel' (light grey with dark grey text). The 'Revoke' button is highlighted with a red rectangular border.