

Create Achievements, Badges, and Certificates

Overview

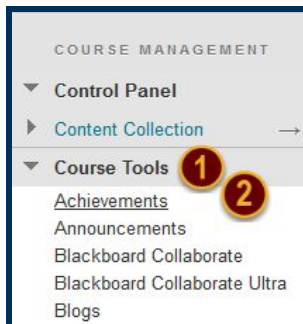
This tutorial will explain how to create **Achievements**, **Badges**, and **Certificates**. These options allow the instructor to set digital rewards for completing predetermined objectives. You can use Badges and Certificates to increase motivation and highlight learning objectives. Students can also [Share a Badge or Certificate](#) on LinkedIn or other social media platforms.

Quick Steps

Control Panel > Achievements > Create Achievement > About / Define Triggers / Select Reward

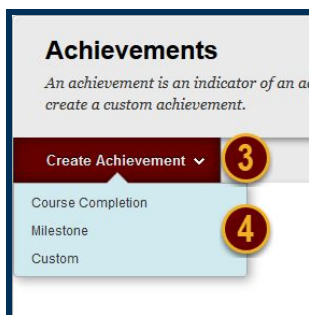
Step 1

To create an Achievement, you must first access the Achievements page. The Achievements page can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1]., and then click on the “Achievements” option [2].



Step 2

From the Achievements page, hover over the *Create Achievement* tab on the Action Bar [3] and select the type of Achievement you want to create from the contextual menu [4].



Course Completion	Course Completion Achievements are awarded for completing a course. A certificate is required. An additional badge is optional.
Milestone	Milestone Achievements are awarded for completing a unit, module, or one or more activities. This award can only be a badge.
Custom	Custom Achievements are awarded for completing custom objectives. The reward can be a badge, a certificate, or both.

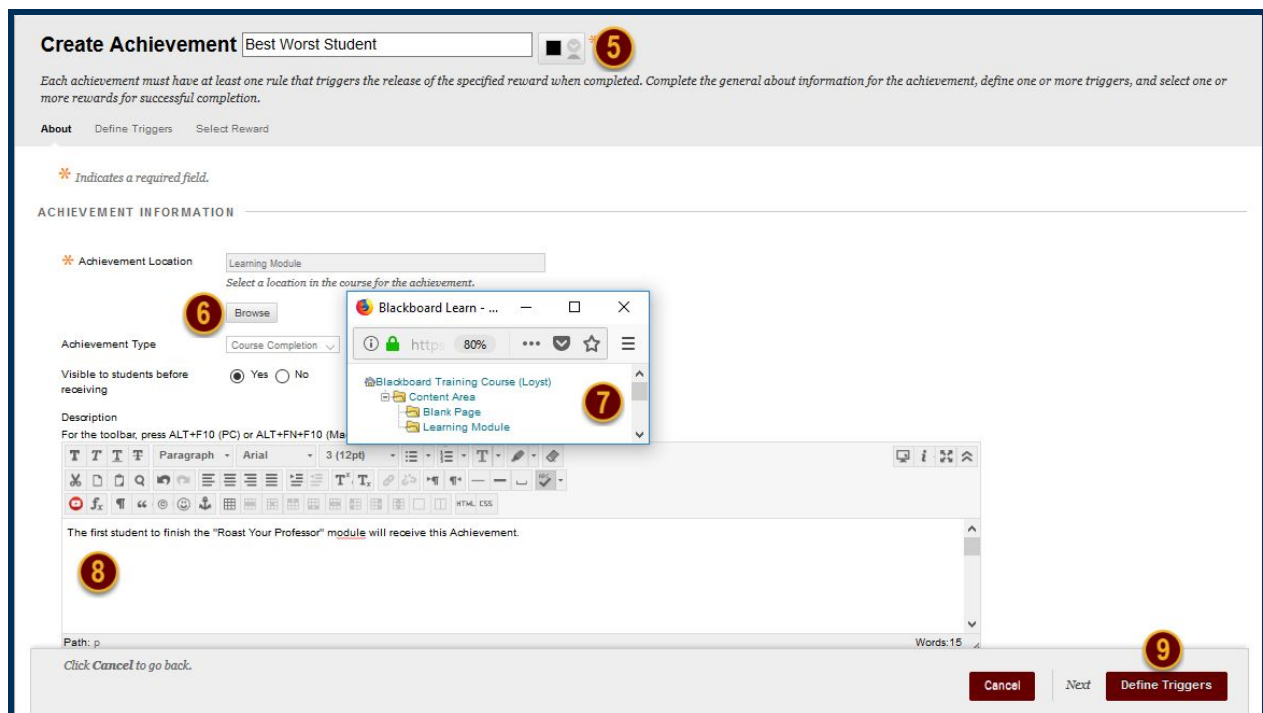
Step 3

From the Create Achievement page, use the field following “Create Achievement” to name it [5].

First, click the *Browse* button [6] in the Achievement Information section to open a navigation window [7]. Use this window to select the area of your course that the achievement will appear.

Next, use the Description editor [8] to describe what students will be required to do to secure the Achievement (e.g. completing the midterm, browsing three additional resources, 90% or better).

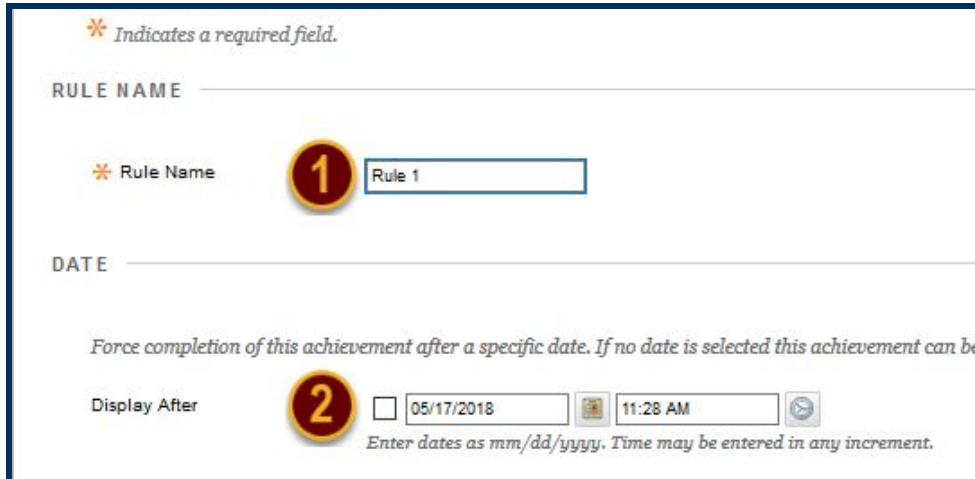
Last, click the *Define Triggers* button [9] to open the Define Triggers page.



The screenshot shows the 'Create Achievement' interface in Blackboard. At the top, there is a text input field for the achievement name, labeled with a circled '5'. Below this is a section titled 'ACHIEVEMENT INFORMATION'. In this section, there is a 'Browse' button labeled with a circled '6'. A pop-up window titled 'Blackboard Learn - ...' is open, showing a tree view of course content with 'Learning Module' selected, labeled with a circled '7'. Below the pop-up is a rich text editor for the description, labeled with a circled '8', containing the text: 'The first student to finish the "Roast Your Professor" module will receive this Achievement.' At the bottom right of the page, there is a 'Define Triggers' button labeled with a circled '9', along with 'Cancel' and 'Next' buttons.

Step 4

On the Define Triggers page, you must set one or more rules that trigger the release of the specified reward(s). Use the Rule Name field [1] in the Rule Name section to give the Rule a name that reflects the desired trigger criteria. Then, if you choose to force the Rule to complete after a certain period of time, select a date and time using the Display After fields [2] in the Date section. If no date is selected, the Achievement can be completed at any time.



* Indicates a required field.

RULE NAME _____

* Rule Name **1**

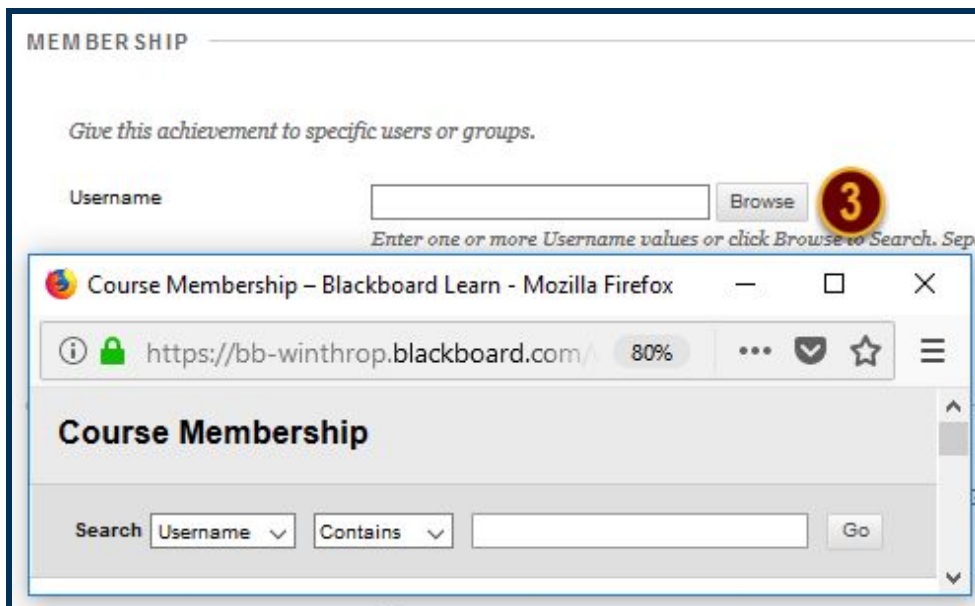
DATE _____

Force completion of this achievement after a specific date. If no date is selected this achievement can be

Display After **2**

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

In the Membership section, you can use the Username field [3] to award the Achievement to specific groups or users. Click the *Browse* button to open a navigation window and select them. If you leave this section blank, the Achievement can be earned by all students enrolled in the course.



MEMBERSHIP _____

Give this achievement to specific users or groups.

Username **3**

Enter one or more Username values or click Browse to Search. Sepa

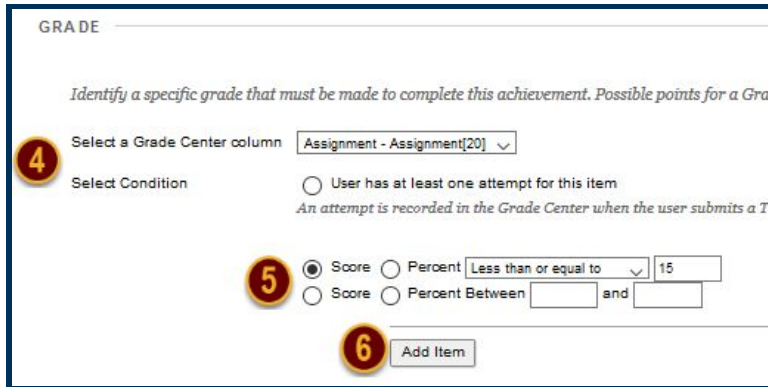
Course Membership – Blackboard Learn - Mozilla Firefox

<https://bb-winthrop.blackboard.com/> 80%

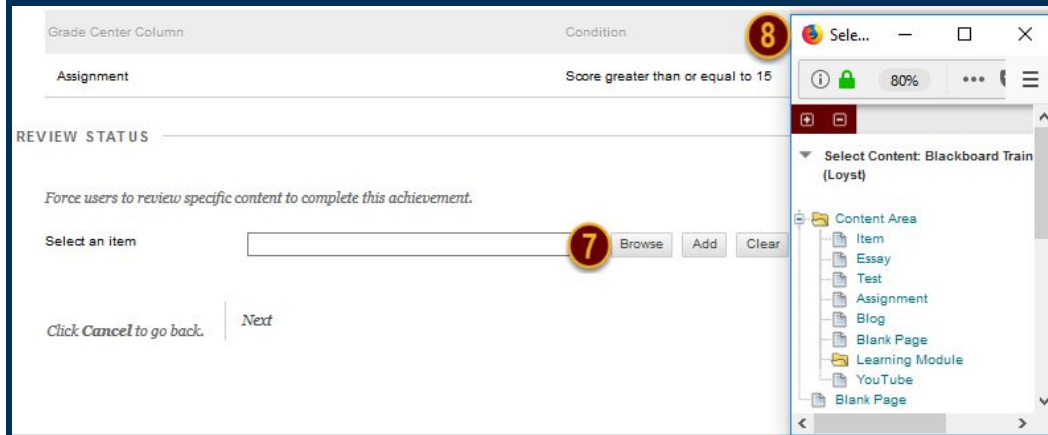
Course Membership

Search

In the Grade section, select the Grade Center column and Condition that must be met to earn this Achievement from the appropriate fields [4]. You can also select whether one attempt or a specific score is required to earn the Achievement using the radio buttons and dropdown menus [5]. Once you have finished creating a condition, click the *Add Item* button [6]. Additional conditions may be added by repeating the process.



In the Review Status section, you can require students to mark specific content as reviewed to complete the Achievement. Click the *Browse* button [7] to open a navigation window [8] and select the Items you want students to mark. Multiple Items can be added to this section.



When you have finished creating your Rule, click the *Select Reward* button [9] to open the Select Reward page.




Should you wish to create multiple Rules, use the *Add Another Rule* button from the navigation above the Rule Name section.

Step 5

On the Select Reward page, the Issuer Name field will automatically default to Winthrop University [1]. The rest of the Reward Details section can be used to set an expiration date, using the Expiration Date field [2], or to specify a time period the Achievement will be valid for, using the Valid for field [3].



REWARD DETAILS

✦ Issuer Name

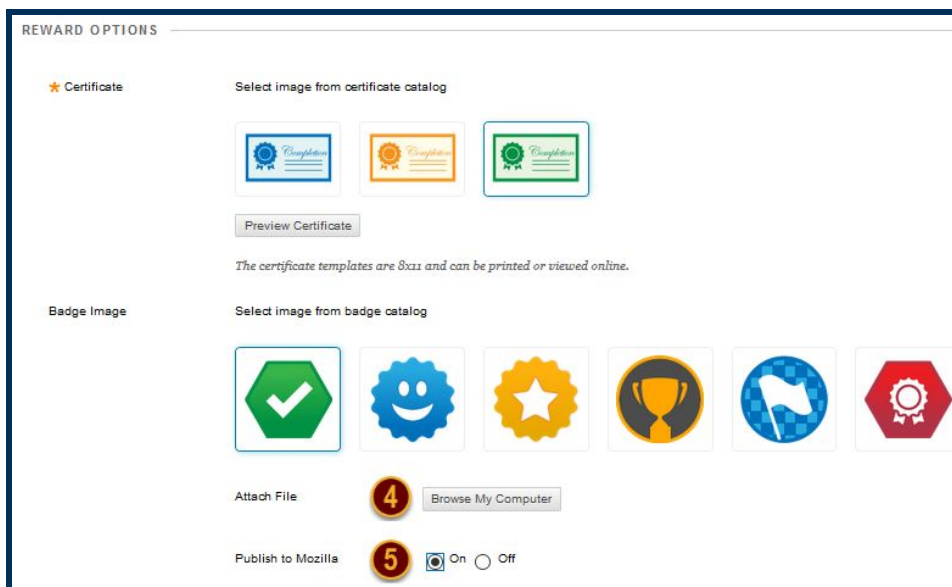
1  WINTHROP UNIVERSITY

Expiration Date

2 
Enter dates as mm/dd/yyyy

3 Valid for Day(s) 
When setting a validity time period rather than a specific expiration date, the expiry for the user earns the Achievement while offline, the expiry for the user earns the Achievement while online.




In the Reward Options section, select which Certificate and/or Badge Image you would like to award for completing the Achievement. You may upload a custom image for the Badge using the *Browse My Computer* button [4]. Be sure that the *Publish to Mozilla* option is set to “On” [5].



REWARD OPTIONS

✦ Certificate







Select image from certificate catalog


  


The certificate templates are 8x11 and can be printed or viewed online.

Badge Image

Select image from badge catalog

Attach File 

Publish to Mozilla  On Off

Step 6

Click the *Save and Exit* button to save your Achievement.

