



## Using Badges in Moodle – for Teachers

### What are Badges?

Badges are an informal and fun way to motivate your students by providing them with online recognition of their participation and achievements in your course.



You can create badges for just about anything and these can be linked to activity completion so that (for example) a student automatically gets a badge for making five posts in the discussion forum or for getting a high grade on a quiz. You can also choose to issue badges yourself at your own discretion.

Badges used in Moodle are connected to the [Mozilla OpenBadges system](#), which means that they can be used and recognised widely across the Internet. OpenBadges have additional data embedded in them including the issuing organisation and what the badge recipient achieved to be awarded their badge.

Please note that this guide has been created for eLearn, CIT's Moodle 2.6 system and your Moodle system may look different to some of the screenshots.

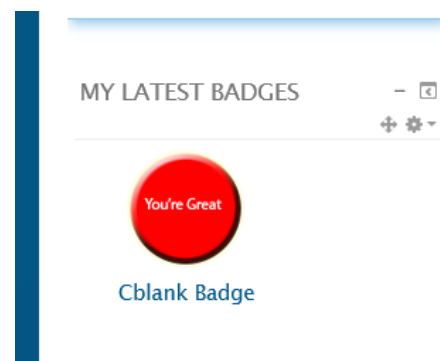
### How are badges displayed in Moodle?

Badges for specific subjects will appear in the "My Latest Badges" block in the recipient's Moodle course. (You will need to add this block to your course)

Only badges created for the specific Moodle subject that the student currently has open are visible.

Students can see all of their badges here, by visiting their profile in Moodle or by going to their [Backpack](#), a website that displays all OpenBadges earned.

Badges from elsewhere in their OpenBadges Backpack can also be displayed in the student's profile section.



## Creating a badge

You can create images for your badges using any image editing software you wish. Just be sure to save your badge image as a .jpg or .gif file. There is also a handy online tool at <https://www.openbadges.me/designer.html> that helps you create badge images step by step. (Instructions for OpenBadge Designer can be found [here](#))

Badges in Moodle are displayed at dimensions of 90 x 90 pixels. If you create a larger badge, it will be resized automatically. Badges should be created in matching dimensions (i.e. same height and width) – recommended dimensions are 90 x 90, 150 x 150 or 256 x 256.

The file size of the badge image can be no more than 256KB

## Adding a badge to your Moodle course

Click **Add a new badge** in the Administration block of your Moodle course.

### Complete the required fields in the form.

The **name of the badge** will appear anywhere that the badge does, so choose something reflective of the learner's achievement.

The **Description** should detail what the learner did to earn the badge.

**Upload** your image by clicking **Choose a file** and then **Upload a file**.

### Click Create Badge to continue.

Select **Criteria** that determine how the badge is awarded.

The screenshot shows the Moodle course administration interface. At the top, there is an 'ADMINISTRATION' block with a minus sign and a refresh icon. Below this, a list of administrative options is shown, including 'Course administration', 'Turn editing off', 'Activity chooser off', 'Edit settings', 'Course completion', 'Users', 'Filters', 'Reports', 'Grades', 'Outcomes', and 'Badges'. The 'Badges' section is expanded, showing 'Manage badges' and 'Add a new badge'. A large red arrow points to the 'Add a new badge' option. Below the administration block, the 'Badge details' form is visible. It includes a 'Name' field with the value 'Prodigious poster', a 'Description' field with the text 'For making more than 10 informative posts to the Discussion forum', and an 'Image' field with a 'Choose a file...' button and a note 'Maximum size for new files: 256KB'. Below the image field is a dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them. Please note, all teachers must upload course content to eLR as per CIT policy.'. Below the 'Badge details' section is the 'Issuer details' section, which includes a 'Name' field with the value 'Canberra Institute of Technology' and a 'Contact' field with the value 'eLearn.Support@cit.edu.au'. At the bottom of the form, there is a 'Badge expiry' section with a 'Create badge' button and a 'Cancel' button.

You can **choose to Manually issue** this badge to students or have **Moodle automatically issue** the badge based on completion of an activity or of the entire Moodle course.

If you **choose to Manually Issue badges**, you simply need to **nominate which roles are able to issue badges** and whether they need to be issued by any or all of these roles.

Completion of an activity or the course is linked to the **Course Completion** tool.

If you **choose to automatically Issue badges** based on **Activity Completion**, you can select any activity (or resource) in your Moodle course that already has an **Activity Completion condition** applied to it.

(E.g. to complete the Discussion forum in this example, a student needs to make 5 posts and reply to 3)

You can then also choose whether these activities need to be completed by a specific date for the badge to be awarded.

**Click Save to continue.**

If you **choose to Issue badges by Course completion**, you will need to nominate a minimum grade for the student to achieve in the course.

**Click Save to continue**

Overview
Edit details
Criteria
Message
Recipients (0)

Add badge criteria Choose...

Choose...

Choose...

Manual issue by role

Course completion

Activity completion

Please select one of the options from the drop-down menu.

**Manual issue by role** ?

- Teacher
- Manager
- ED Tech
- Non-editing teacher
- eLearn Support Administrator

**This criterion is complete when...**

All of the selected roles award the badge  
 Any of the selected roles awards the badge

Save
Cancel

**Activity completion**

- Forum - Discussion forum  
 complete by    
  Enable
- Glossary - Glossary  
 complete by    
  Enable
- Oublog - OU Blog  
 complete by    
  Enable
- Book - Information book  
 complete by    
  Enable
- Quiz - COPYRIGHT QUIZ (Images)  
 complete by    
  Enable

**This criterion is complete when...**

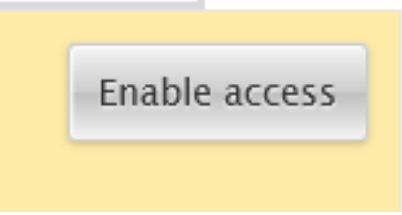
All of the selected activities are complete  
 Any of the selected activities is complete

Save
Cancel








































**Course completion**

Minimum grade required  complete by   
   Enable

Save
Cancel

<p>Whichever conditions you apply to Issuing the badge, you will still need to <b>Enable Access</b> to the badge for your students.</p> <p>Do this by <b>clicking the Enable Access button</b> on the main page of the Manage Badges tool.</p> <p>Click <b>Continue</b> and your students are now able to earn your badge.</p>	
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## Manually awarding a badge

<p>When you decide to award a badge that has been set up to be issued manually, <b>go to the Manage Badges section</b> from the <b>Administration block</b>.</p> <p>Any badges that you have added to your Moodle course will be visible on this page.</p> <p>Under the actions column are a set of icons that enable you to enable/disable access, edit settings, copy and delete your badge.</p> <p>For badges that have been set up to be manually issued you will see an additional icon shaped like a trophy.</p>  <p><b>Click the trophy icon to manually issue the badge.</b></p> <p><b>Select the student</b> from the list on the right <b>and click Award badge.</b></p>	<p>Colin Blank: Manage badges</p> <p>Number of badges available: 2</p> <p><a href="#">Add a new badge</a></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Badge status</th> <th>Criteria</th> <th>Recipients</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td> Cblank Badge</td> <td>Available to users</td> <td>o Awarded by <b>ANY</b> of: ED Tech, Teacher</td> <td>1</td> <td>    </td> </tr> <tr> <td> eLR star</td> <td>Available to users</td> <td>Complete <b>ANY</b> of: o Complete: <b>"Oublog - OU Blog"</b> by <i>6 March 2014</i> o Complete the course <b>"Colin Blank"</b> with minimum grade of <i>70</i></td> <td>0</td> <td>   </td> </tr> </tbody> </table> <p><b>Actions</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">      </div> <div style="border: 1px solid #ccc; padding: 5px;">     </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p><i>Existing badge recipients</i></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p><i>Potential badge recipients (1)</i> COLIN SIMPSON (COLIN.SIMPSON@CIT.EDI)</p> </div> </div> <p style="text-align: center; margin-top: 10px;"><a href="#">← Award badge</a></p>	Name	Badge status	Criteria	Recipients	Actions	 Cblank Badge	Available to users	o Awarded by <b>ANY</b> of: ED Tech, Teacher	1	    	 eLR star	Available to users	Complete <b>ANY</b> of: o Complete: <b>"Oublog - OU Blog"</b> by <i>6 March 2014</i> o Complete the course <b>"Colin Blank"</b> with minimum grade of <i>70</i>	0	   
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