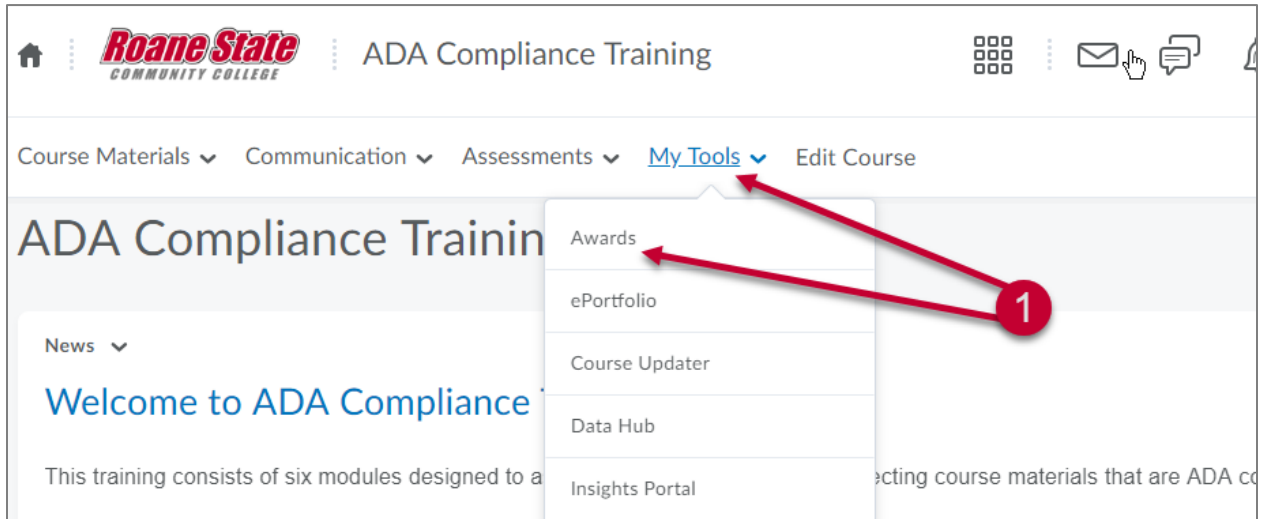


Brightspace Awards Tools

STEP 1: Access Awards tool

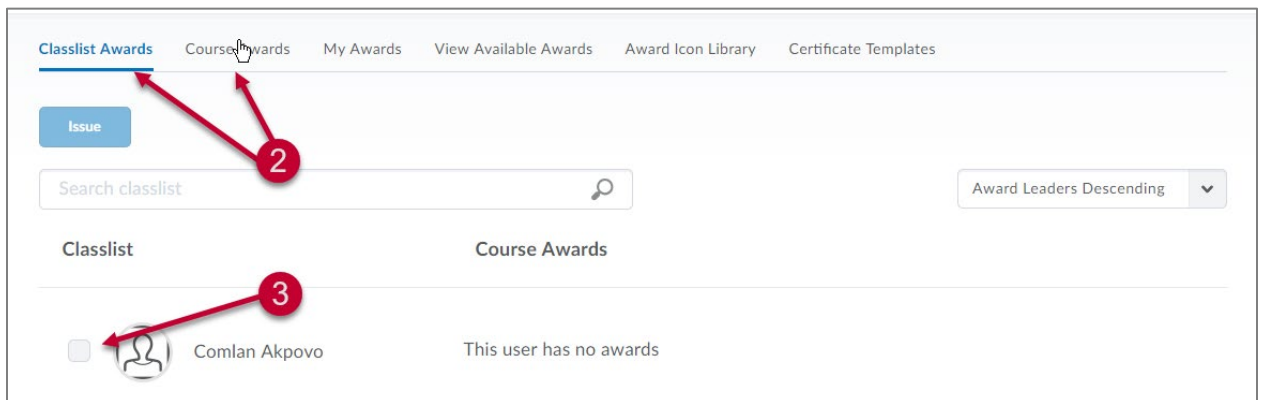
From the Navigation Bar, choose “My Tools.”



STEP 2 & 3: Selecting awards recipients - Skip STEP 3 if you are choosing an entire course

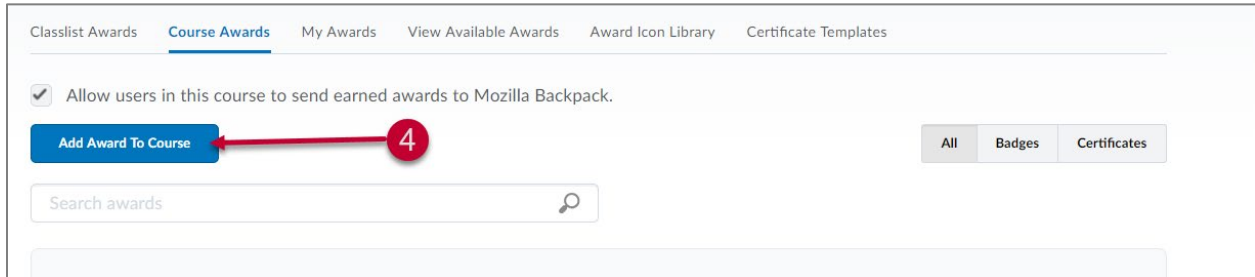
Click on “Classlist Awards” to award to separate students. Click “Course Awards” to award to the entire class.

Select the student(s) you would like to award an “Award” to.



STEP 4: Adding Awards to course

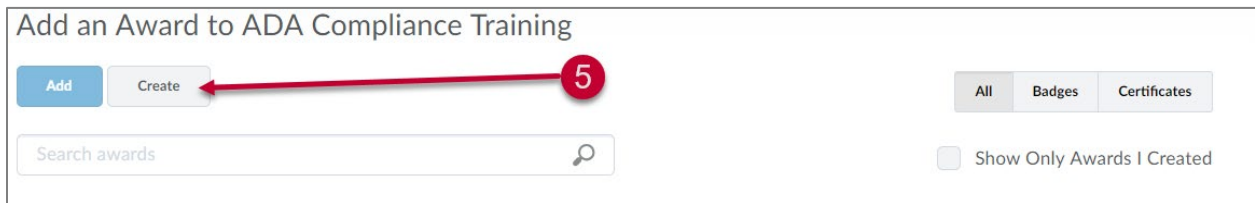
Click “Award to Course”



The screenshot shows the 'Course Awards' page with a navigation bar containing 'Classlist Awards', 'Course Awards', 'My Awards', 'View Available Awards', 'Award Icon Library', and 'Certificate Templates'. A checkbox is checked with the text 'Allow users in this course to send earned awards to Mozilla Backpack.' Below this is a blue button labeled 'Add Award To Course' with a red circle and arrow labeled '4' pointing to it. To the right are tabs for 'All', 'Badges', and 'Certificates'. A search bar labeled 'Search awards' is also visible.

STEP 5: Creating an Award


Click on “Create”



The screenshot shows the 'Add an Award to ADA Compliance Training' page. It features two buttons: 'Add' and 'Create', with a red circle and arrow labeled '5' pointing to the 'Create' button. To the right are tabs for 'All', 'Badges', and 'Certificates'. Below the buttons is a search bar labeled 'Search awards' and a checkbox labeled 'Show Only Awards I Created'.

STEP 6: Naming the award

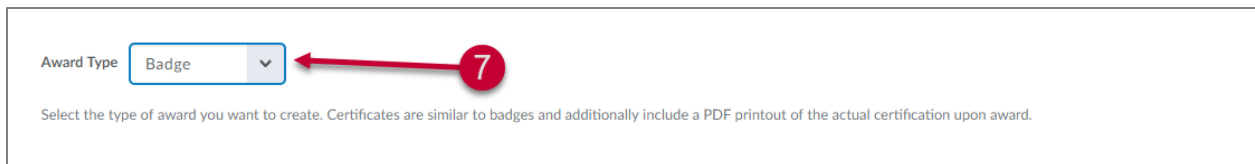
Enter the name and description of the award



The screenshot shows the 'New Award' form. It has two input fields: 'Name *' and 'Description *'. Red circles and arrows labeled '6' point to both fields. The 'Name' field is a single-line text input, and the 'Description' field is a multi-line text area.

STEP 7: Choosing award type

Click the dropdown menu to select either “Badge” or “Certificate”




The screenshot shows the 'Award Type' dropdown menu. The dropdown is open, showing 'Badge' as the selected option. A red circle and arrow labeled '7' points to the dropdown arrow. Below the dropdown is a text instruction: '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.'

STEP 8: Setting up availability of award

Click either “Make this award available to all of my courses” or “Make this award available to other award creators and their courses.”

Availability

Make this award available to all of my courses. 

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

Restrict award to ADA Compliance Training 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.

STEP 9: Setting expiration date

Click “Never” or “Fixed date” to set expiration date.

Click “Relative Time Period After Earning Award” to set number of days, weeks, or years within which the award expires.


Click “Relative Day Of Month” to set the specific day and month when the award expires.

Click “Notify Before Expiry” to set the number of days D2L will notify of the expiration.

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

STEP 10: Choosing Award image

Click “Create your own award image” to create your own award image or

Click “From existing Library” to choose the award image from existing library or

Click “Upload New Icon” to upload a new image.



Choose Award Image *

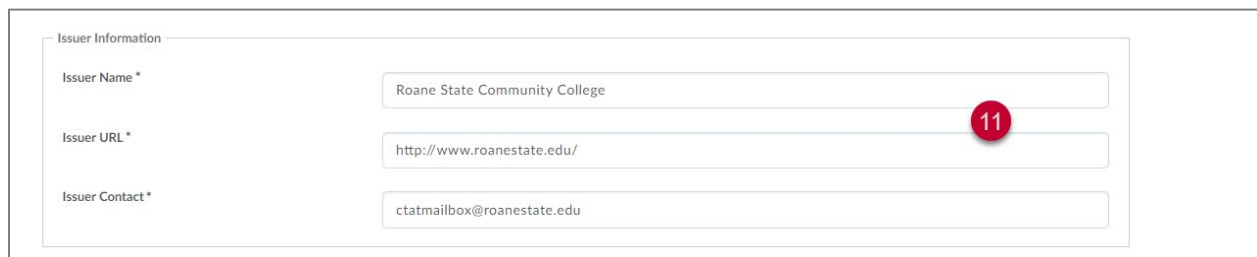
Create your own award image

From Existing Library Upload New Icon

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STEP 11: Entering issuer information

Enter “Issuer Name,” “Issuer URL,” and “Issuer Contact”



Issuer Information

Issuer Name * Roane State Community College

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

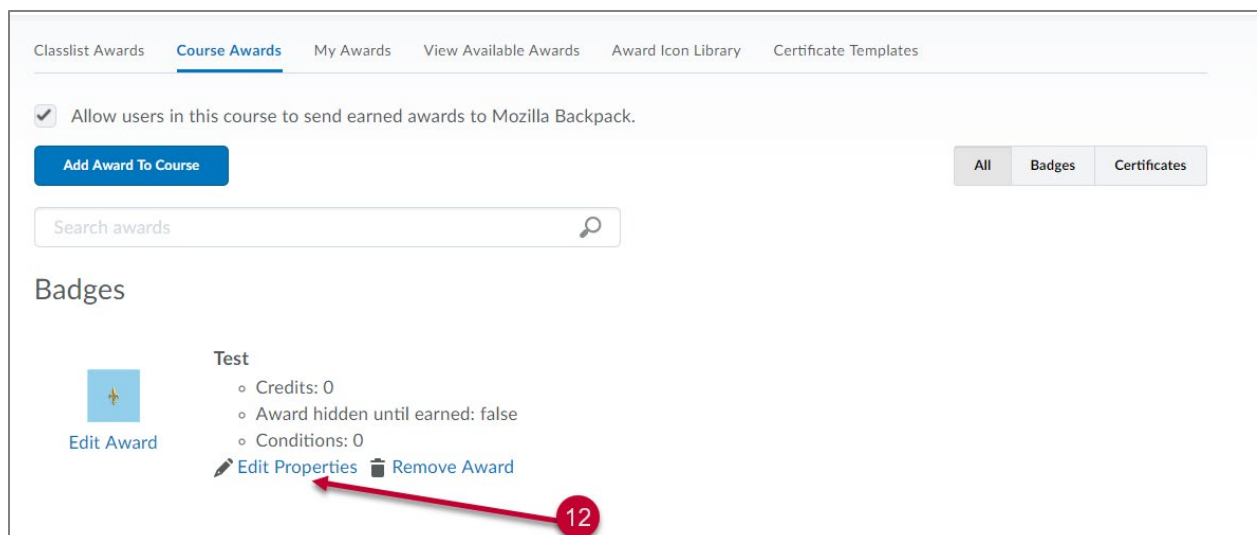
Issuer Contact * ctatmailbox@roanestate.edu

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Then Click “Save and Close”

STEP 12: Editing Award

Click “Edit Properties”



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

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

Add Award To Course All Badges Certificates

Search awards

Badges

Test

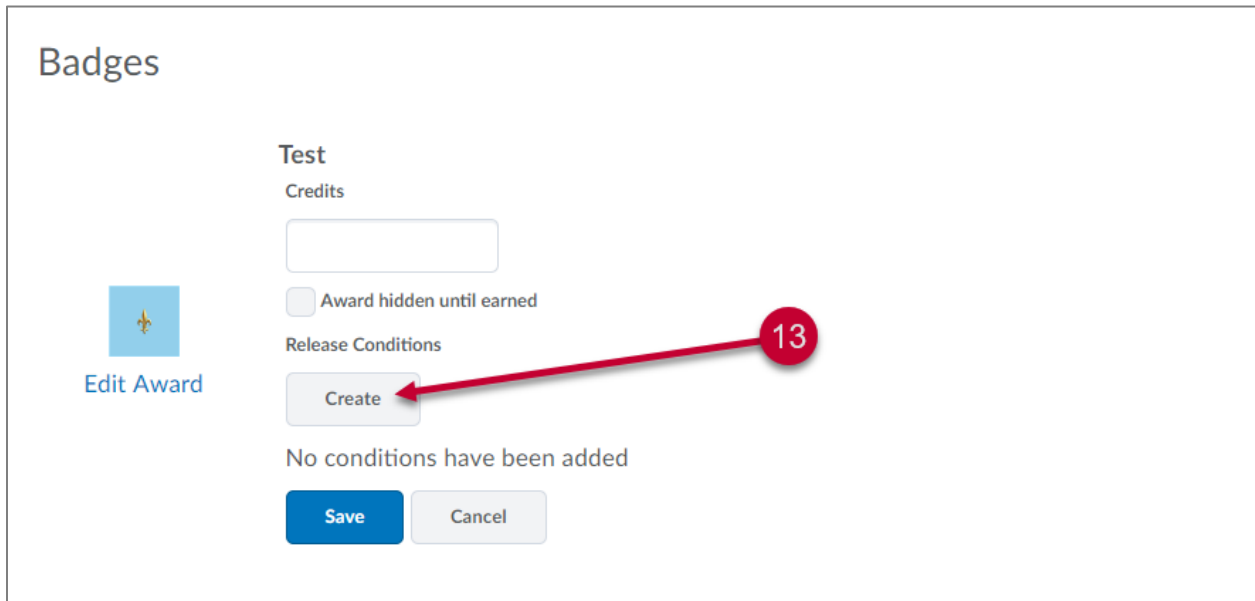
- Credits: 0
- Award hidden until earned: false
- Conditions: 0

Edit Award Edit Properties Remove Award

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STEP 13: Creating release conditions

Click "Create" to set your release conditions.



The screenshot shows a web interface for configuring a badge. On the left, there is a blue square icon with a gold fleur-de-lis and the text "Edit Award" below it. To the right, under the heading "Badges", there is a "Test" section with a "Credits" input field. Below that is a checkbox labeled "Award hidden until earned" which is currently unchecked. Under the "Release Conditions" section, there is a "Create" button highlighted with a red circle and a red arrow pointing to it from a red circle containing the number "13". Below the "Create" button, the text "No conditions have been added" is displayed. At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (grey).

STEP 14: Setting release conditions

Click the dropdown menu to choose your release condition

Create a Release Condition ×

Release this item when the following condition is met:

Condition Type

-- Select Condition Type -- ▼

- Select Condition Type --
- Awards
 - Award Earned
- Checklist
 - Completed checklist
 - Completed checklist item
 - Incomplete checklist
 - Incomplete checklist item
- Classlist
 - Group enrollment
 - Org unit enrollment
 - Section enrollment
 - Role in current org unit
 - Date of enrollment in current org unit
- Content
 - Visited content topic
 - Visited all content topics
 - Not visited content topic
- Discussions
 - Posts authored in topic

Create Cancel

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ⁱ For additional assistance with using the “Awards” tool, please contact CTAT at 865-882-4556 or email us at ctatmailbox@roanestate.edu