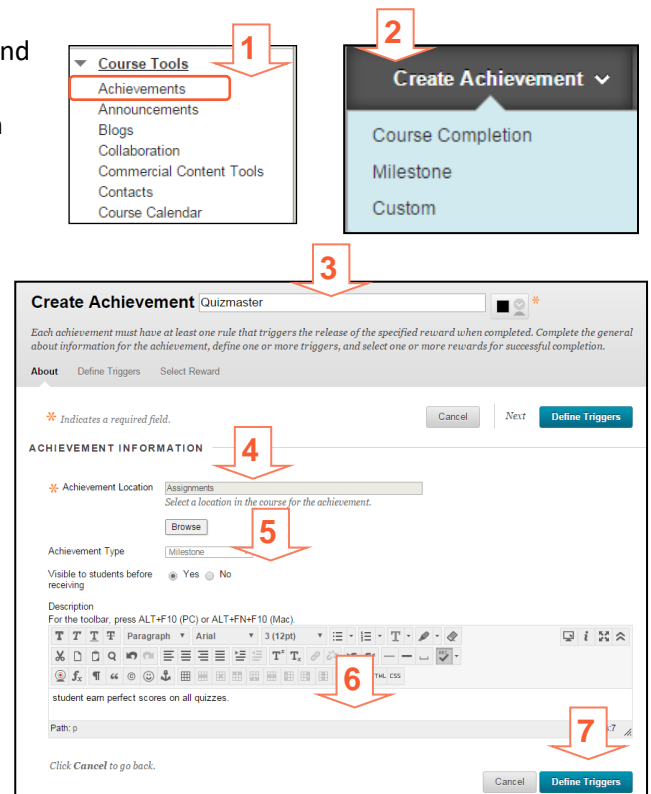


## Achievements

You can use the achievements tool to create opportunities for students to earn recognition for their work. You designate criteria for issuing achievements to students in the form of both badges and certificates.

### A. How to Create and Issue Achievements

- On the Control Panel, expand the Course Tools section and click **Achievements** [1].
- On the Achievements page, click **Create Achievement** on the action bar [2].
- Select the type of achievement:
  - Course Completion:** The certificate reward is required. An additional badge is optional.
  - Milestone:** The reward can only be a badge.
  - Custom:** The reward can be a badge, certificate, or both.
- On the Create Achievement page, provide a **name** [3].
- Select **Achievement location**. Choose a place in your course where students are likely to earn the badge or certificate [4].
- Visible to students before receiving**, select Yes if students can see the existence of the achievement before earning it [5].
- Optionally, type a **description**. This description should clearly define what you expect students to complete to earn the associated reward [6].
- Click **Define Triggers** to continue [7].

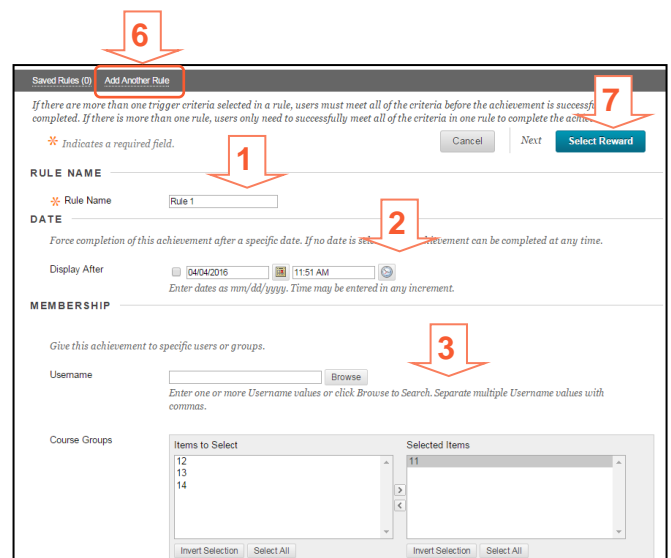


The screenshot shows the 'Create Achievement' interface. Callout 1 points to the 'Course Tools' menu where 'Achievements' is selected. Callout 2 points to the 'Create Achievement' dropdown menu with 'Milestone' selected. Callout 3 points to the 'Name' field. Callout 4 points to the 'Achievement Location' dropdown menu. Callout 5 points to the 'Achievement Type' dropdown menu. Callout 6 points to the 'Description' text area. Callout 7 points to the 'Define Triggers' button.

### B. Define Criteria Triggers for Achievements

For an achievement, you can define one or more rules that will trigger the release of the reward. You must define at least one rule. If there are more than one trigger criteria selected in a rule, users must meet all of the criteria before the achievement is successfully completed. If there is more than one rule, users only need to successfully meet all of the criteria in one rule to complete the achievement.

- Enter the **Rule name** (ex. Rule 1) [1]
- Select the trigger criteria from the following options:
  - Date:** Setting a Display After date means that students cannot earn the reward before that



The screenshot shows the 'Define Triggers' interface. Callout 1 points to the 'Rule Name' field. Callout 2 points to the 'DATE' section, specifically the 'Display After' date field. Callout 3 points to the 'MEMBERSHIP' section. Callout 6 points to the 'Add Another Rule' button. Callout 7 points to the 'Select Reward' button.

- date, even if they have already met the criteria. [2]
- **Membership:** Specify if this achievement is for specific groups or users [3]
- **Grade:** Identify a specific grade and/or attempt that must be made to complete this achievement [4]
- **Review Status:** Force users to review specific content to complete this achievement using “Review Status” tool [5]
- To create another rule for the same achievement, click “Add Another Rule” at the top of page [6]
- Once all rules are added, Click “Select Reward” to continue [7]

### C. Choose the Reward

- On the final page, choose the reward. Depending on the achievement type, you can choose from different options.
  - **Course Completion:** The certificate reward is required. An additional badge is optional.
  - **Milestone:** The reward can only be a badge.
  - **Custom:** The reward can be a badge, certificate, or both.
- Enter the **issuer name** (ex. University of Sharjah)
- Select the Badge Image or Certificate
- Optionally, you can upload Badge image from your computer by clicking Browse my Computer
- Click Save and Exit

### D. View Achievements and Recipients

- On the Control Panel, expand the Course Tools section and click **Achievements**
- List of all created Achievements for that course is shown
- Click on **Recipients** next to an achievement to view list of students received that achievement
- You can see a student's My Achievements view by clicking a student's name in the Recipients pane. The page will appear exactly as it will to that student.

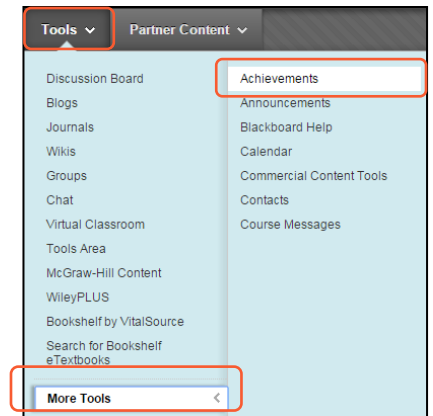
Achievements		
An achievement is an indicator of an accomplishment, skill, competency, or int achievements for course completion, a milestone or create a custom achievement		
Create Achievement ▾		
	<b>complete all assignmets</b> Milestone finish all assignmnet	Recipients(0)
	<b>QuizMastery</b> Milestone Students earn full mark on all quizzes	Recipients(1)
	<b>course completion</b> Course Completion student reviewed all materilas	Recipients(1)

## E. Add Achievements Link to a content area

In order for students to view the available achievements and the earned ones, instructors need to add achievements link in a content area or to course menu.

- Click on content area (ex. Course Information)
- Click on Tools >> More Tools >> **Achievements**
- Enter the link name
- Click Submit

For more information, check the [online Blackboard Guide](#).



## F. FOR HELP

