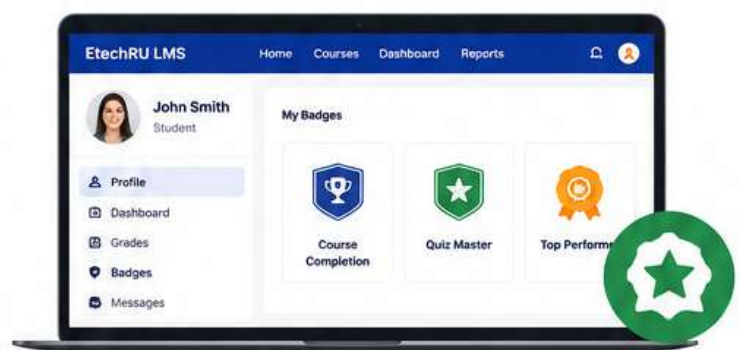


Badges in EtechRU LMS

Badges are digital achievements awarded to learners for completing courses, activities, or meeting specific criteria. They help motivate learners and recognize accomplishments visually.






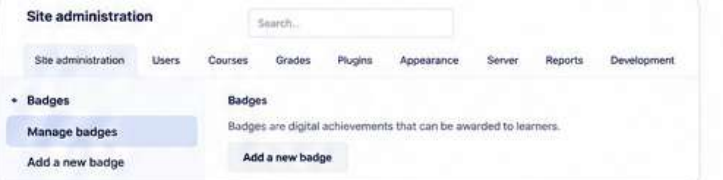

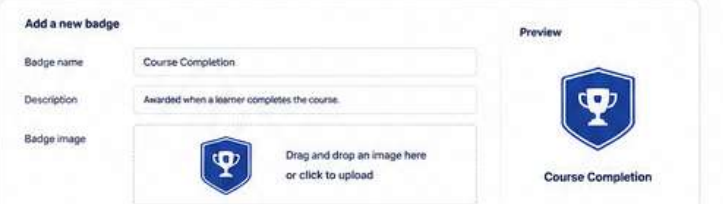

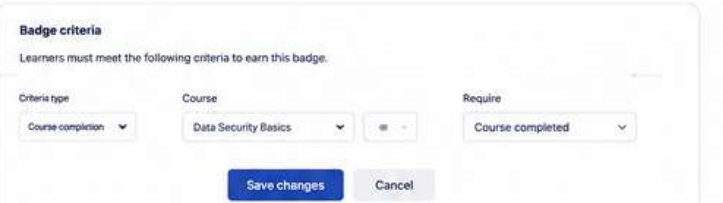






✓ PREREQUISITES

- ✓ You have Teacher, Manager, or Administrator access in EtechRU LMS.
- ✓ Course completion and/or activity completion tracking is enabled.
- ✓ The course is already created and accessible.

★ BEST PRACTICES

- Use meaningful badge names and clear descriptions.
- Keep the criteria achievable and motivating.
- Use high quality images for better visual impact.
- Review badge recipients regularly.

STEP-BY-STEP PROCESS

<p>1</p>  <p>Badging On</p>	<p>Turn Editing On</p> <ul style="list-style-type: none"> • Enter the course. • Click Turn editing on (top right). 																	
<p>2</p> 	<p>Access Badges Settings</p> <ul style="list-style-type: none"> • From the Site administration. • Select Badges -> Manage Badges. 																	
<p>3</p> 	<p>Add a New Badge</p> <ul style="list-style-type: none"> • Click Add a new badge. • Enter the Badge name and Description. • Upload a Badge image. 																	
<p>4</p> 	<p>Set Badge Criteria</p> <ul style="list-style-type: none"> • Choose the criteria learners must meet to earn the badge: <ul style="list-style-type: none"> ✓ Course completion ✓ Activity completion ✓ Manual issue by role • Configure the required conditions and save. 																	
<p>5</p> 	<p>Enable and Issue the Badge</p> <ul style="list-style-type: none"> • Once criteria are set, click Enable access. • The badge becomes active. • Badges are issued automatically when learners meet the criteria (or manually, if configured). 																	
<p>6</p> 	<p>Review Issued Badges</p> <ul style="list-style-type: none"> • Go to Badges -> Recipients. • View the list of learners who have earned the badge. 	 <table border="1"> <thead> <tr> <th>Recipient</th> <th>Email</th> <th>Awarded on</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>John Smith</td> <td>john.smith@email.com</td> <td>15/05/2025</td> <td>Awarded</td> </tr> <tr> <td>Mary Johnson</td> <td>mary.j@email.com</td> <td>15/05/2025</td> <td>Awarded</td> </tr> <tr> <td>Robert Brown</td> <td>robert.b@email.com</td> <td>16/05/2025</td> <td>Awarded</td> </tr> </tbody> </table>	Recipient	Email	Awarded on	Status	John Smith	john.smith@email.com	15/05/2025	Awarded	Mary Johnson	mary.j@email.com	15/05/2025	Awarded	Robert Brown	robert.b@email.com	16/05/2025	Awarded
Recipient	Email	Awarded on	Status															
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Mary Johnson	mary.j@email.com	15/05/2025	Awarded															
Robert Brown	robert.b@email.com	16/05/2025	Awarded															
<p>7</p> 	<p>Display Badges to Learners</p> <ul style="list-style-type: none"> • Learners can view earned badges in their Profile or Dashboard. • Badges can be downloaded or shared externally if enabled. 																	

✗ COMMON MISTAKES

-  Forgetting to enable the badge after adding criteria.
-  Not enabling course or activity completion before setting badge rules.
-  Uploading low resolution images that appear unclear.
-  Setting overly strict criteria, resulting in no badges being awarded.