How to Access and Create Achievements
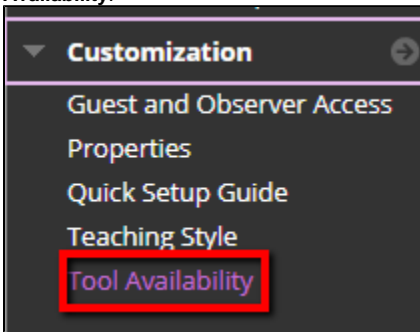
The Achievements Tool is used to create badges and certificates for students to recognize their work and to be used as mile markers of met goals.

- Accessing Achievements
- Creating an Achievement
    - Achievement Information
    - Define Triggers
    - Choose the Reward

Step-by-step guide

Accessing Achievements

1. Achievements are not shown under Course Tools by default. To make them available go to **Customization** in the Course Management menu on the lower left of your course. Then choose **Tool Availability**.

2. On the Tool Availability page click the two check boxes next to **Achievements**.

3. Check to be sure that you see Achievements in Course Tools in your Course Management menu, now.
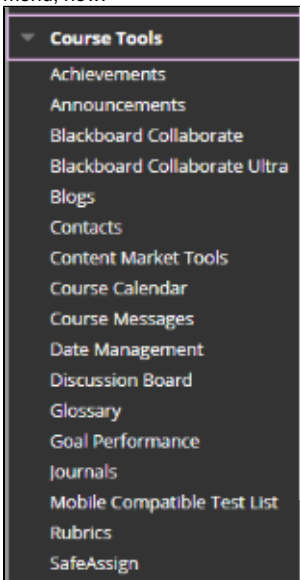
For information about why you should use Achievements, click here.

For information about ways that other instructors have used badges, click here.

Creating an Achievement

1. Open **Course Tools** and click **Achievements.**
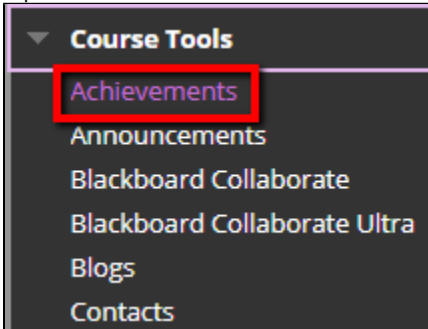
If you do not see Achievements you likely need to add it to your Available Tools,

see documentation here.

2. Click **Create Achievement** and choose the type you wish to make: (This can be changed later.)
   - **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.
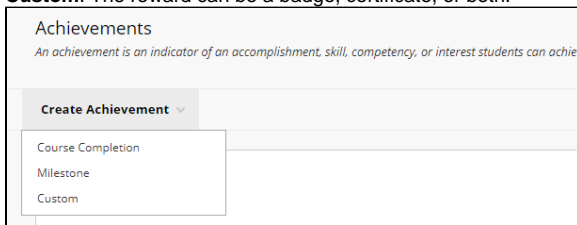
Achievement Information

1. On the Create Achievement page, provide a name

2. Select a presentation location. Choose a place in your course where students are likely to earn the badge or certificate. Students are presented with the content item and a notification of the new item.
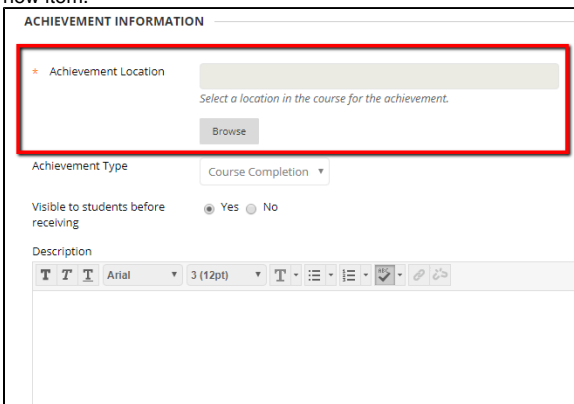
3. Select the type of achievement, and determine if students can see the existence of the achievement before earning it.
   - Choose Yes, if the reward is meant to motivate all students.

- Choose No, if there are special rewards that will only be granted to specific students that should not be seen by everyone.

4. Type a description if desired.

5. Click **Define Triggers** to continue.

Students will not be able to see an achievement until a trigger rule is defined and a reward is selected.

Define Triggers

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.

The achievements tool is built upon the content adaptive release technology of Blackboard Learn. This currently includes the following:

- Attempts on test, surveys, and assignments
- Grades on tests, surveys, assignments, graded discussion posts, graded wikis, graded blogs, and graded journals
- Manual Grade Center columns
- Marked reviewed statuses on course content
- Group membership or specific users
- Starting date for earning an achievement

On the Define Triggers Page, create your rules:

1. Name your rule.

2. Choose a Display After Date. (optional)

DATE

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

Display After   ☑ 03/07/2018   📅   01:25 PM   🕐

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

> Setting a **Display After** date means that students cannot earn the reward before that date, even if they have already met the criteria. Display After is not the same as an end date and is not a deadline.

3. Choose if this is an achievement only for specific users or groups. For example, you can award a mayor badge for leading discussions.

MEMBERSHIP

Give this achievement to specific users or groups.

Username   [ ]   Browse

Enter one or more Username values or click Browse to Search. Separate multiple Username values with commas.

Course Groups

Items to Select		Selected Items
Group 1	>	
Group 2	<	

Invert Selection   Select All   Invert Selection   Select All

4. Enter the specific criteria that must be reached to obtain the Achievement. For example, if you are creating a Course Completion Achievement you will likely want the student to complete all the tests and/or projects and then have a grade of 70% above in the total column. To do this:
   a. Select a Grade Center Column to associate the criteria with.

GRADE

Identify a specific grade that must be made to complete this achievement. Possible points for a Grade numeric.

Select a Grade Center column   Weighted Total[up to 0.00000] ▼

Select Condition

Assignment - Essay 1[100.00000]
Assignment - Group 1 paper[15.00000]
Assignment - Group 2 paper[15.00000]
Assignment - Midterm Short Story[50.00000]
Assignment - Short Story[20.00000]
Assignment - Week 3 Assignment[10.00000]
Assignment - Week One Homework[10.00000]
Discussion - Week 3 Discussion[15.00000]
Self and Peer - Peer Review Midterm[4.00000]

60

   b. Select if the User needs to only attempt the item, of they need a certain score/percentage or to be within a certain range of scores/percentages.

Select Condition   ○ Score ● Percent   Greater than or equal to ▼   60

    ○ Score ○ Percent Between [ ] and [ ]

Add Item

   c. Click **Add Item**.

GRADE

Identify a specific grade that must be made to complete this achievement. Possible points for a Grade Center grade or calculated column are listed in brackets beside the column name. The score entered must be numeric.

Select a Grade Center column   None ▼

Select Condition   ○ User has at least one attempt for this item

An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited.

    ○ Score ○ Percent   Less than or equal to ▼ [ ]

    ○ Score ○ Percent Between [ ] and [ ]

Add Item

GRADE CENTER COLUMN	CONDITION	REMOVE
Weighted Total	Percent greater than or equal to 60	✕

d. Continue to add columns until you have all the criteria you want.

5. If you want the users to review a specific content item (like the syllabus) add that.

6. Click **Select Reward** to continue.

In circumstances where different criteria are possible, click **Add Another Rule** to create another rule. For example, you have a group of learners who need accommodation and have different performance requirements to receive the reward.

Choose the Reward

On the final page, choose the reward. Depending on the achievement type, you can choose from different options. If a type of reward is required there will be an orange star in that section.
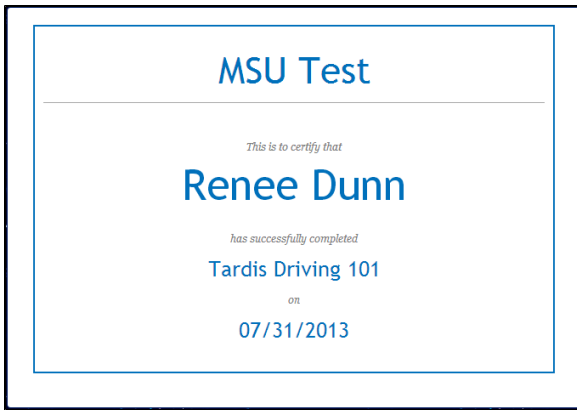

The reward requirements are:

- 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 Select Reward Page:

1. Choose your **Certificate** color.

a. You can preview how a certificate will appear to students. It includes the issuing institution as specified by the administrator, the user's name, the course name, and the date the criteria of the achievement were met.

MSU Test

This is to certify that

Renee Dunn

has successfully completed
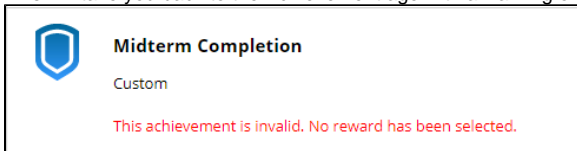
Tardis Driving 101

on

07/31/2013

2. Choose a Badge or upload an image to use for a badge from your computer. An uploaded badge image is available for reuse within your course. If you uploaded an image and need to remove it, you can delete the file from Course Files in the achievements directory. Uploaded images are automatically resized.
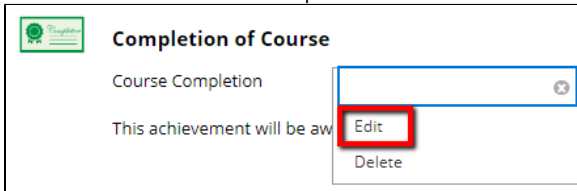

Badge Image   Select image from badge catalog

Attach File   Browse My Computer

Icon
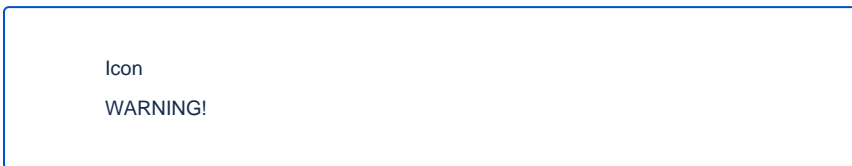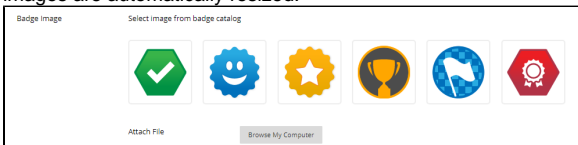
WARNING!

3. You CANNOT de-select a badge or certificate. If you accidentally chose one, click the **Cancel** button before you hit Submit.

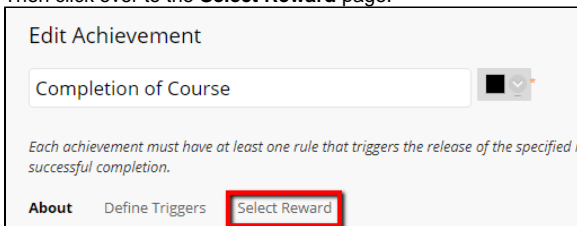Cancel   Save and Exit

   a. This will take you back to the Achievement age with a warning on your achievement.

   Midterm Completion
   Custom
   This achievement is invalid. No reward has been selected.

   b. Click **Edit** on the achievement drop down.

   Completion of Course
   Course Completion
   This achievement will be aw
   Edit
   Delete

   c. Then click over to the **Select Reward** page.

   Edit Achievement

   Completion of Course

   Each achievement must have at least one rule that triggers the release of the specified r successful completion.

   About   Define Triggers   Select Reward
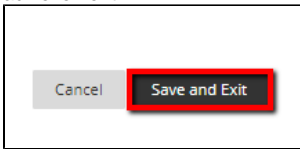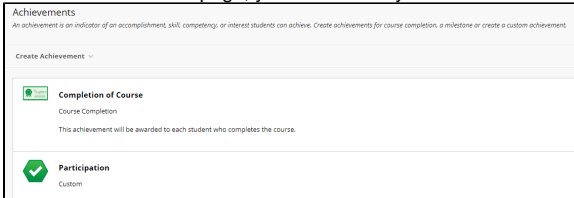
d. Then click <u>only</u> the reward you want.

4. When you are sure you have only the rewards selected you want, click **Submit** to issue the achievement.

5. On the Achievements page, you should see your new achievement!

References: https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Instructor/060_Course_Tools/Achievements/020_Create_and_Manage_Achievements

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