# Create and Manage Achievements

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Your achievements appear in the content area and in the achievements tool.

How to Create and Issue Achievements

1. Access the achievements tool from the Control Panel > Course Tools -OR- from a content area > Tools on the action bar.
2. On the Create Achievement page, provide a name.
3. 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.
4. Select the type of achievement.
   o Course Completion: The certificate reward is required. An additional badge is optional.
   o Milestone: The reward can only be a badge.
   o Custom: The reward can be a badge, certificate, or both.
5. Determine if students can see the existence of the achievement before earning it.
   o Choose Yes, if the reward is meant to motivate all students.
   o Choose No, if there are special rewards that will only be granted to specific students that should not be seen by everyone.
6. Optionally, type a description. This description should clearly define what you expect students to complete to earn the associated reward. Optionally, use the functions in the content editor to format the text and add attachments.
7. Click Define Triggers to continue.

An achievement is not be presented to students in the student view of the achievements tool until a trigger rule is defined and a reward is selected.

## 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.

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

  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.

To create a rule, name it, and set each criterion necessary for fulfilling the requirements of the achievement. You can create additional criteria for grade and review status by clicking the add functions.

If students must complete four exams in your course and have a final grade of 70%, you will create the following:

1. Attempt on exam A
2. Attempt on exam B
3. Attempt on exam C
4. Attempt on exam D
5. Grade for the running total column of at least 70%

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.

To manually award an achievement, use the membership criteria options to select the recipients. For example, you can award a mayor badge for leading discussions.

Click Select Reward to continue.

**4. 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 [ ]

**Remove existing criterion**

Add Item ← **Add criterion**

| Grade Center Column | Condition | Remove |
|---|---|---|
| Chapter 3 Test | Percent greater than or equal to 90 | ✕ |
| Ch3 Disc. | Percent equal to 100 | ✕ |
| Sec 3.4 Quiz | Percent greater than or equal to 90 | ✕ |

**5. Review Status**

Force users to review specific content to complete this achievement.

Select an item: [ ] Browse Add Clear

| Rule | Remove |
|---|---|
| /Syllabus/Course Objectives | ✕ |

### 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.

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.

For badges, you can select an image from the catalog or upload a custom image. 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.

The issuer name is prepopulated based on the administrator's settings. If appropriate, and allowed by the administrator, you can modify the issuer name. You can specify an expiry date for the badge and, if allowed by the administrator, the badge can optionally be available for publishing to recipients' Mozilla Badge Backpacks.

Select Submit to issue the achievement.



How to Delete Achievements

1. Access the achievement.
2. Access an achievement's contextual menu and select Delete.

   If you choose to delete an achievement which has already been earned by a student, the associated reward will also be deleted.

View Achievements and Recipients

In the achievements tool under Course Tools in the Control Panel, you can see all of the achievements defined in your course, as well as a count of recipients for each of the achievements.

Clicking the Recipients link shows details about those students who have earned each of the achievements. Clicking a student's name will present that student's view of the My Achievements page.

The Date Received lets instructors know when the students saw the notification of their earning of the achievement. Typically this is immediately upon earning, but in cases where instructor grading or manual awarding was involved, the date received is when a student was shown their achievement reward.



Student View

Students can access the achievements tool on the Tools page, from a tool link on the course menu, or from a link in a content area.

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.

To learn more about how students use this tool, see Achievements.

Goals and Goal Alignment

The content items that you create with the achievements tool can be aligned to goals. These appear in the Goal Coverage reports.

In the content area, access an achievement's contextual menu and select Add Alignments.

Copy/Import/Export/Archive/Restore Behavior

Achievements are not handled by these processes as a distinct object. They are dependent on both content and adaptive release rules. If only content is copied between courses, the trigger rules will be lost. If content is not included in a copy or export/import, achievements are not captured. As long as both content and adaptive release rules are selected in the process, achievements will be handled properly.

The View Requirements page for an achievement displays the criteria required to earn the reward and current progress toward fulfillment.