

Nashville State Community College

Awards in D2L

Use the Awards tool to motivate students and encourage active participation.

Office of Online Learning

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Introduction to Awards in D2L

The Awards tool in D2L allows you to recognize the accomplishments of students in your course using digital **badges** or **certificates**. Awards do not count towards a student's final grade, but they can be used to incentivize participation and friendly competition among students.

Badges are digital icons that release to students once they fulfill a set of criteria determined by the instructor. For example, you could grant a "Discussion Starter" badge to the student who started or contributed to the most discussions, or a "Super Student" badge to the student who logged the most hours spent inside the course shell. Badges display in the student's Awards dashboard.

Badges



Super Student

In recognition of the student who logged the most hours in the course shell, according to the Class Progress tool.



Team Player

In recognition of a student who showed excellent team work ability and fostered a cooperative, positive group work experience.



Discussion Leader Award

For the student who started or contributed to the most course discussions.

Certificates are similar to badges, but in PDF form. Students can print out certificates if they wish. Certificates can be issued together with a badge, or in recognition of a student completing a course, a program, or acquiring a competency.

Certificates



NS Online Training Certificate

This certificate is awarded to participants who complete the NS Online Training course and score 100% on all quizzes. Certificate holders have demonstrated competency in using D2L online learning tools.

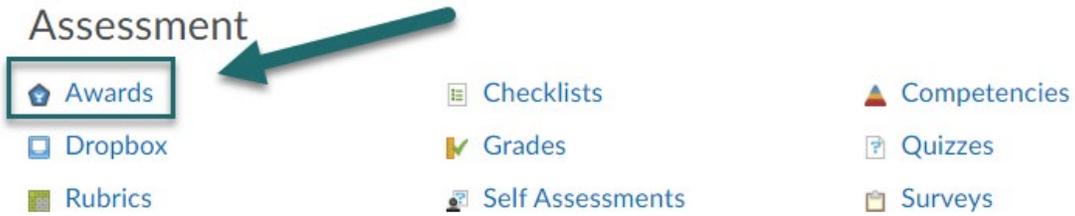
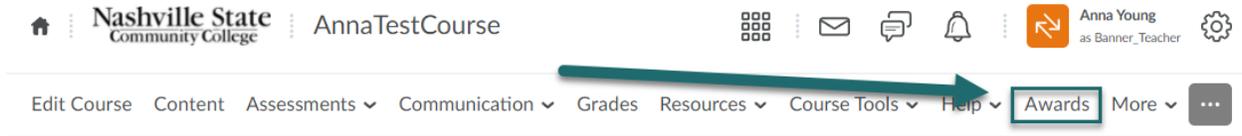


Beginning HTML and CSS

Awarded to students who successfully complete the Beginning HTML and CSS course.

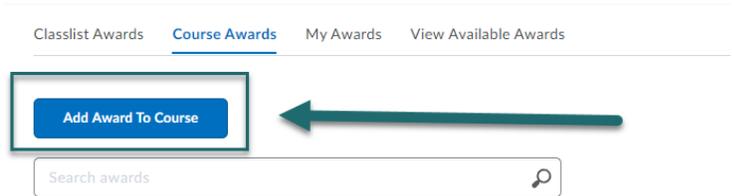
Locate the Awards Tool

The **Awards** tool can be found in the default Nashville State NavBar.



Create a New Award

1. Inside the Awards tool, navigate to the **Course Awards** tab. This tab lists all awards that currently exist in the course.



2. Select **Add Award to Course**.

Certificates

 **Beginning HTML and CSS**

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

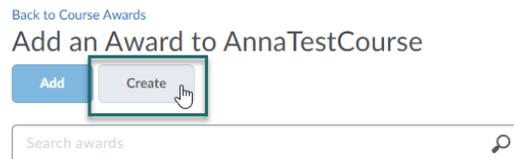
[Edit Award](#) [Edit Properties](#) [Remove Award](#)

 **NS Online Training Certificate**

- Credits: 0
- Award hidden until earned: false
- Conditions: 13

[Edit Award](#) [Edit Properties](#) [Remove Award](#)

3. Select **Create**.



Certificates

✓  **Beginning HTML and CSS**

Awarded to students who successfully complete the

Expiry Date: Never

[Edit Award](#) [Delete Award](#)

4. Enter a **Name** and **Description** for the award. Then, choose the **Award Type**—**Badge** or **Certificate**—from the drop down menu.

New Award

Name *

Flashcard Rockstar

Description *

Awarded to students who successfully completed all flashcard activities.

Award Type

Badge

Select the type of award to create. Certificates are similar to badges and additional

Badge

Certificate

5. Next, choose whether you want this award to be available in all of your courses, or if you would like to make this award available to all instructors at Nashville State to use in their courses. If you wish to make the award only available in the current shell, check **“Restrict award to [coursename] and its child org units.”**

Availability

- Make this award available to all of my courses.
 Make this award available to other award creators and their courses.
 Restrict award to AnnaTestCourse 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.

Expiry

- Never
 Fixed Date
 Relative Time Period After Earning The Award
 Relative Day Of Month

Relative expiry after the date the award is initially achieved.

Day:

7. Next, **Choose an Award Image.** Choose **From Existing Library** to select from several default icons. Or, choose **Upload New Icon** to upload an image file from your computer as an icon.

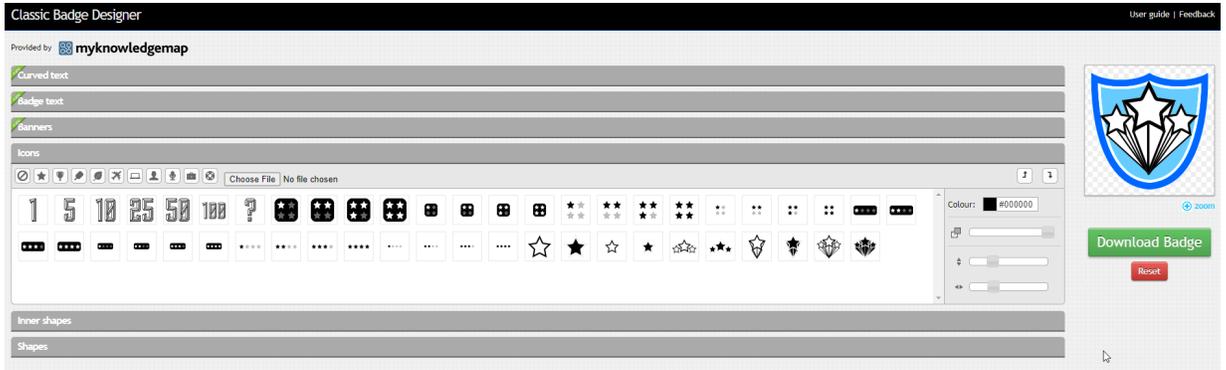
Choose Award Image *

Create your own award image

Badge_Avatar_Speech.png



You can also choose **Create your own award image**. This option will take you to the **Classic Badge Designer** through **myknowledgemap**. This interactive tool will allow you to create and download your own custom badge using several provided icons and shapes. You can then upload the badge you create to D2L using **Upload New Icon**.



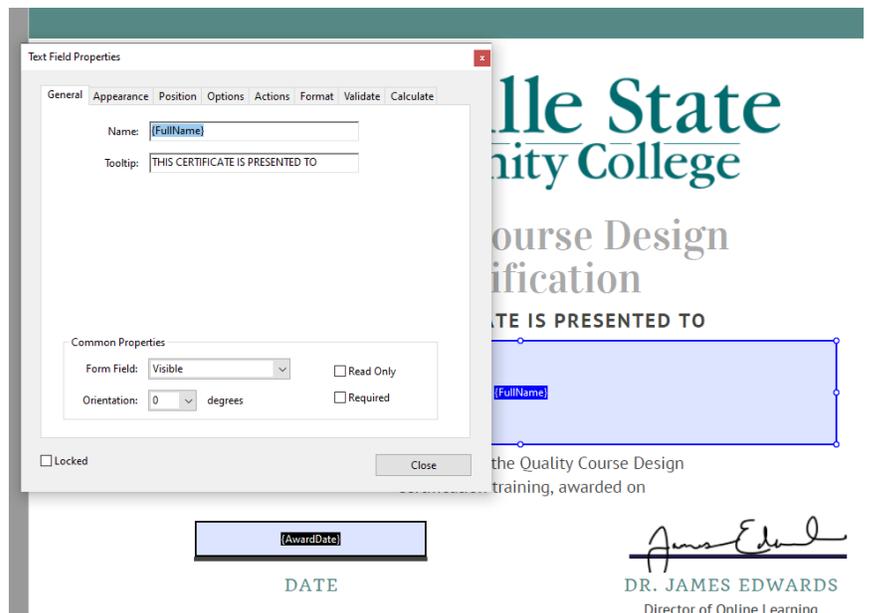
8. If you chose to create a certificate, you will next have to **Choose a Certificate Template**. If you have previously uploaded a PDF certificate, you can choose it **From Existing Library**. If not, you will need to **Upload a New Template** from a PDF file.

To create your own certificate, you can use a [template in Microsoft Word](#) or Publisher and export it to a PDF file.

Or, you can [create a fillable form using Adobe Acrobat](#).

To have your PDF form auto-fill with the recipient's name and the date of issue, create a blank text field using the **Prepare Form** tool. Then, right click on the field and select **Properties**.

Change the **Name** of the field to **{FullName}** to have the field auto-populate with the recipient's name, or **{AwardDate}** for the date of issue.



9. Finally, enter **Issuer** information for your award and select whether or not you would like to use it immediately in the current course. Select **Save and Close** when finished.

Issuer Information

| | |
|------------------|---|
| Issuer Name * | Office of Online Learning |
| Issuer URL * | https://www.nsc.edu/faculty-staff/office-of-online-learning |
| Issuer Contact * | online.learning@nsc.edu |

Use this award in AnnaTestCourse now.

[Save and Close](#) [Save](#) [Cancel](#)

Your new award will now appear in the **Course Awards** list.

Classlist Awards [Course Awards](#) My Awards View Available Awards

[Add Award To Course](#)

Search awards

Certificates

-  **Beginning HTML and CSS**
 - Credits: 0
 - Award hidden until earned: false
 - Conditions: 0[Edit Award](#) [Edit Properties](#) [Remove Award](#)
-  **NS Online Training Certificate**
 - Credits: 0
 - Award hidden until earned: false
 - Conditions: 13[Edit Award](#) [Edit Properties](#) [Remove Award](#)

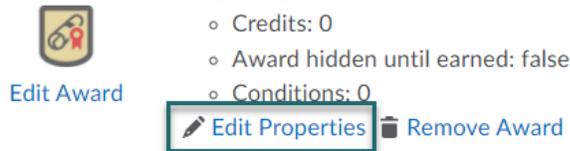
Add Conditions to Awards

Instructors can either manually issue awards to students, or they can create **Release Conditions** which will automatically release an award once students meet certain pre-defined criteria in the course.

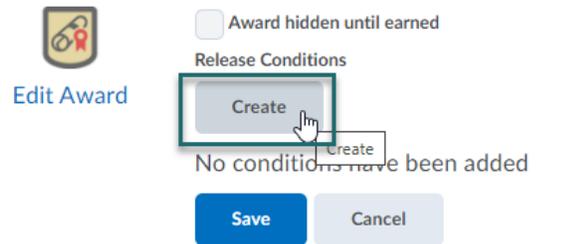
To set award conditions,

1. Navigate to the **Course Awards** tab.
2. Select **Edit Properties** next to the award in the list.

Certificates

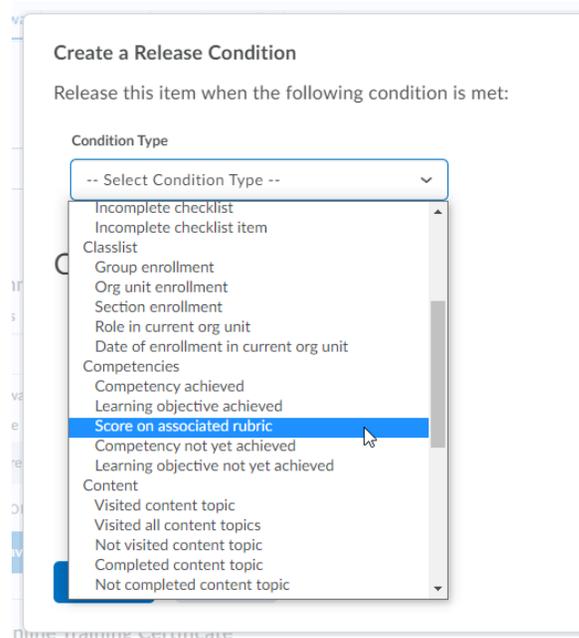


3. From this screen, you can choose whether you would like to issue numerical **Credits** with the award and whether or not you would like the award to be **hidden until earned**. To add Release Conditions, select **Create**.



You can then select from the **Condition Type** dropdown menu what conditions you would like students to fulfill before the award is automatically issued to them.

The next time the student logs in to D2L after meeting the criteria, they will get a pop-up notification of their award. The "Evidence" field of this notification will automatically fill with the condition requirements the student met.



Manually Issue an Award

The **Classlist Awards** tab shows the Classlist with all currently granted Course Awards. You can also **Issue** or **Revoke** awards to individual students from this page.

To issue an award,

1. Select the checkbox next to a name in the list and then **Issue**.

The screenshot shows the 'Classlist Awards' tab with a search bar and two buttons: 'Issue' (highlighted) and 'Revoke'. Below is a table with columns 'Classlist' and 'Course Awards'.

| Classlist | Course Awards |
|--|-------------------------|
| <input checked="" type="checkbox"/> Anna Young | |
| <input type="checkbox"/> Beverly Bradley | This user has no awards |
| <input type="checkbox"/> MockStudent Bradley | This user has no awards |

2. **Select an Award** from the dropdown list.
3. Briefly state what **Award Criteria** the student met to receive the award.
4. Select **Issue** when finished.

The 'Issue Award' dialog box contains the following fields and options:

- Select an Award ***: A dropdown menu with 'Super Student' selected.
- Award Criteria ***: A text input field containing 'For being a super student!'.
- Enter the reason or evidence for this earned award. This will be visible to the recipient of the award.**: A larger text area.
- Selected users**: A list showing 'Anna Young'.
- Buttons: 'Issue' and 'Cancel'.

The next time the student logs in to D2L, they will get a pop-up notification of their award.

The notification reads: 'Congratulations, Anna Young! Super Student'. It includes a graduation cap icon and the following details:

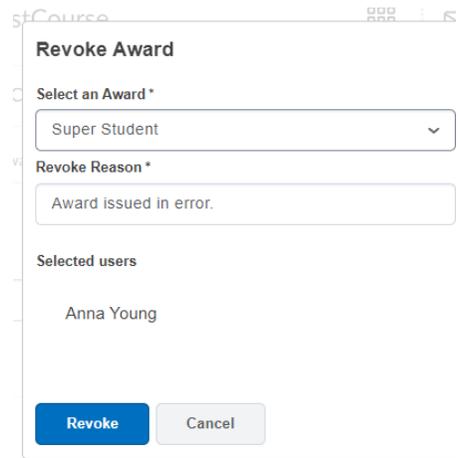
- Course**: AnnaTestCourse
- Evidence**: For being a super student!
- Issue Date**: 2/25/2022
- Issuer**: Brightspace

Buttons: 'Close this Dialog' and 'View Awards'.

Manually Revoke an Award

To revoke an award,

1. Go to the **Classlist Awards** tab.
2. Select the checkbox next to a name in the list and then **Revoke**.
3. **Select an Award** from the dropdown list.
4. Briefly state the **Revoke Reason**.
5. Select **Revoke** when finished.



The screenshot shows a 'Revoke Award' dialog box. At the top, it says 'Revoke Award'. Below that is a section labeled 'Select an Award *' with a dropdown menu currently showing 'Super Student'. Underneath is a section labeled 'Revoke Reason *' with a text input field containing the text 'Award issued in error.'. Below the text field is a section labeled 'Selected users' which lists 'Anna Young'. At the bottom of the dialog are two buttons: a blue 'Revoke' button and a grey 'Cancel' button.