

USING THE ACHIEVEMENTS TOOL



Blackboard Learn

The Achievements tool in Blackboard allows instructors to issue achievement badges or course completion certificates based on specific criteria that the instructor designates. These are useful for giving students feedback and recognition for developing their skills and satisfying learning objectives in the course. The opportunity to earn badges may [motivate students to participate in learning activities](#) and perform at a desired level.



In most cases, you will pair an achievement badge or certificate with an assessment grade in a course.

CREATING A MILESTONE BADGE

A milestone badge is used to give students recognition for achieving a specific outcome in a course, such as completing a unit of instruction with 80% accuracy on the lesson's assessments.

1. In your course, navigate to the **CONTROL PANEL** and click **COURSE TOOLS**. Select the **ACHIEVEMENTS** tool.
2. On the **ACHIEVEMENTS** page, roll your mouse over **CREATE ACHIEVEMENTS** and select **MILESTONE** from the drop-down menu.
3. You will be taken to the **CREATE ACHIEVEMENT** page. On the **ABOUT** tab, do the following:
 - a. Give the achievement a **NAME**.
 - b. Click the **BROWSE** button to select a content area or folder to post the badge to in the course.
 - c. Keep **VISIBLE TO STUDENTS BEFORE RECEIVING** set to **NO**.
 - d. Add a short statement describing the achievement in the **DESCRIPTION** field.
 - e. When you are done, click the **DEFINE TRIGGERS** button.
4. On the **DEFINE TRIGGERS** page, you may create a rule, similar to adaptive release, that triggers the badge to be issued. On this page you will see tools for creating **date**, **membership**, **grade**, and **review status** criteria criteria – we recommend keeping your rule criteria as simple as possible to achieve the desired result. In this tutorial, we will focus on creating a simple rule with grade criteria.
 - a. Scroll down to the **GRADE** criteria section. In the **SELECT A GRADE CENTER COLUMN** menu, select the column associated with an assessment you want to associate with the badge.

A screenshot of the 'GRADE' criteria configuration form. The form has a title 'GRADE' and a dropdown menu for 'Select a Grade Center column' with 'Test - Test 1[100]' selected. Below this is a 'Select Condition' section with three radio button options: 'User has at least one attempt for this item', 'Score', and 'Percent'. The 'Percent' option is selected, and it has a dropdown menu set to 'Greater than or equal to' and a text input field containing '80'. There is also a 'Percent Between' option with two empty text input fields. At the bottom of the form is an 'Add Item' button.

b. In the **SELECT CONDITION** section, use the provided tools to evaluate a student's grade on the selected assessment. For example, you could issue the badge when a student earns an 80% or better on the assessment.

c. When done, click the **ADD ITEM** button. If desired, you may add additional grade criteria by following steps A through C again.

d. When you are done, click the **SELECT REWARD** button.

5. On the **SELECT REWARD** page, in the **REWARD DETAILS** area, type your name or the institution's name in the **ISSUER NAME** field. In the **REWARD OPTIONS** area, select one of Blackboard's badge icons. When you are done, click the **SAVE AND EXIT** button.

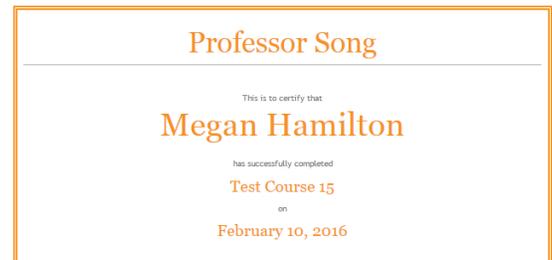
6. The achievement will be added to your achievements tool page. You will see a link next to the achievement indicating how many students have earned the achievement. Click the link to see what students have earned the badge.

CREATING A COURSE COMPLETION CERTIFICATE

We recommend pairing the course completion certificate with a final grade column in the course *after* you have tallied and verified final grades to ensure that the certificate is issued appropriately.

1. In your course, navigate to the **CONTROL PANEL** and click **COURSE TOOLS**. Select the **ACHIEVEMENTS** tool.

2. On the **ACHIEVEMENTS** page, roll your mouse over **CREATE ACHIEVEMENTS** and select **COURSE COMPLETION** from the drop-down menu.
3. On the **CREATE ACHIEVEMENT** page's **ABOUT** screen, do the following:
 - a. Give the achievement a **NAME**.
 - b. Click the **BROWSE** button to select a content area or folder to post the certificate to in the course.
 - c. Keep **VISIBLE TO STUDENTS BEFORE RECEIVING** set to **NO**.
 - d. Add a short statement describing the achievement in the **DESCRIPTION** field.
 - e. When you are done, click the **DEFINE TRIGGERS** button.
4. On the **DEFINE TRIGGERS** page, create a rule using the provided date, membership, grade, or review status criteria tools. We recommend using a grade criteria rule that looks at the final grade, keeping your rule as simple as possible to ensure that the certificate is released. When you are done selecting your criteria, click the **SELECT REWARD** button.
5. On the **SELECT REWARD** page, in the **REWARD DETAILS** area, type either your name or the institution's name in the **ISSUER NAME** field. In the **REWARD OPTIONS** area, select one of Blackboard's certificate icons.
 - a. If desired, click the **PREVIEW CERTIFICATE** button to see how the certificate template will look. Please note that the template is not editable and is filled out automatically with the issuer's name, the name of the class, date, and the student's information.



6. When you are done, click the **SAVE AND EXIT** button. The certificate will be added to your achievements tool page. You will see a link next to the certificate indicating how many students have earned the achievement.

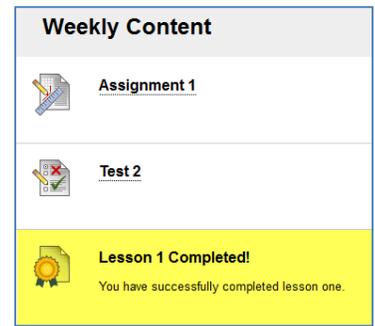
Click the link to see what students have earned the certificate.

Achievements	
Create Achievement ▾	
 Course Completion Certificate Recipients(2)	
Course Completion You have successfully completed the course	
 Lesson 1 Completed! Recipients(2)	
Milestone You have successfully completed lesson one.	

HOW DO STUDENTS VIEW THEIR ACHIEVEMENTS?

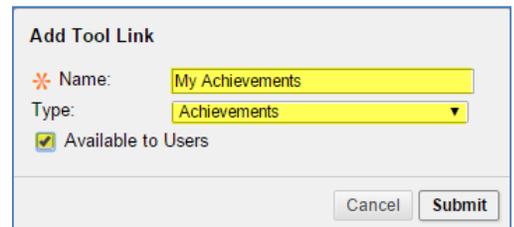
When students earn an achievement, they may see simple notifications posted to content areas or content folders associated with the badge or certificate.

However, we strongly recommend adding an Achievements tool link to your course menu so that students have a **centralized location** in the course for viewing all earned achievements and **additional tools** for tracking their progress.



1. While **EDIT MODE** is turned on in the course, roll your mouse over the **+** button that appears above your course menu and select **TOOL LINK** from the list of options that appears.

2. In the form that appears, give the tool link a name and select the **ACHIEVEMENTS** tool from the drop-down menu. Check the checkbox next to **AVAILABLE TO STUDENTS**. Then, click **SUBMIT**.

A screenshot of the 'Add Tool Link' form. It has a 'Name' field with 'My Achievements' entered, a 'Type' dropdown menu set to 'Achievements', and a checked checkbox for 'Available to Users'. There are 'Cancel' and 'Submit' buttons at the bottom right.

3. The tool will be added to your course menu.

When students click on this tool link, they will see their personal achievements page and any achievements they have earned.

On each achievement, the student will see links to tools for viewing the achievement's requirements and details or printing certificates.

