



Badge & Point Preferences

Organizations can use rewards and recognition to make the learning experience more engaging and encourage employees to complete training.

The Badges tab of the Badge & Point Preferences page enables administrators to create and configure the badges that can be awarded to a user, including the points that are awarded when the user receives the badge. [See *Badge & Point Preferences - Badges*](#).

The Points tab of the Badge & Point Preferences page enables administrators to configure the Leaderboard page that exists within Universal Profile: Snapshot. [See *Badge & Point Preferences - Points*](#).

To manage Badges and Points:

- Go to [Admin > Tools > Core Functions > Core Preferences > Badges & Points](#).
- Go to [Admin > Tools > Learning > Learning Preferences > Badges & Points](#).

Permissions

PERMISSION NAME		PERMISSION DESCRIPTION	CATEGORY
Badge & Point Preferences - Manage		Enables user to access and edit preferences on the Badge & Point Preferences page. The availability of this permission is controlled by a backend setting. This permission can be constrained by OU and User's OU. This is an administrator permission.	Core Administration.

Badge Image Recommendations

For badge images, the acceptable file types are .png, .jpeg, and .gif. Badge images should be square with a recommended size of 100 x 100 pixels. To have a square badge image display properly on the My Badges page, use a 66 x 66 pixel image centered on a white square that is 100 x 100 pixels.

Next Steps

After a badge is created, it is awarded to a user via the Universal Profile: Feedback page. You can also associate it with a learning object (LO) so that it is automatically awarded when a user completes the associated LO.

- [See *Badge - Give a Badge*](#).
- [See *Course Catalog - General*](#).

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