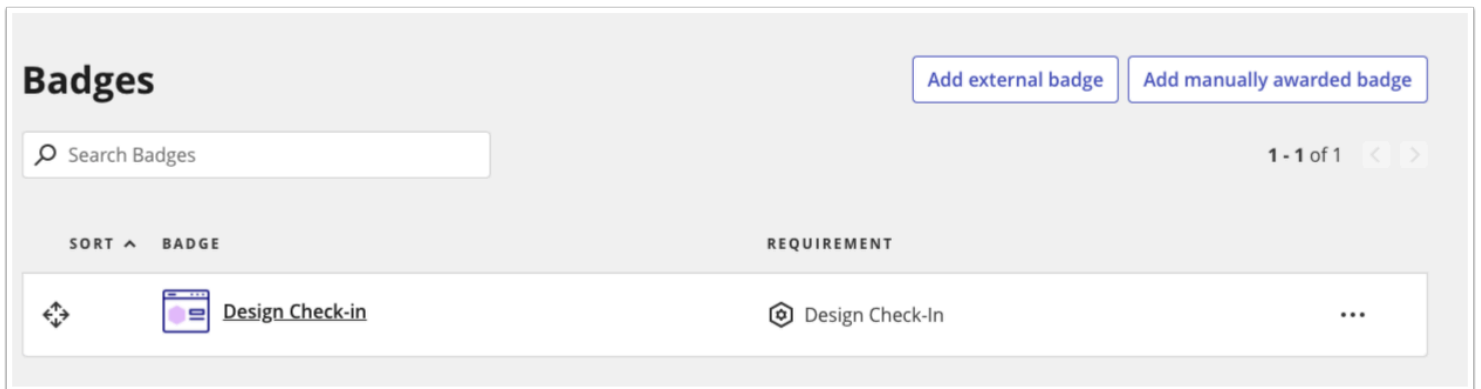


What are Groups in Canvas Badges?



This feature is currently in beta and may not be accessible

Once a [group](#) has been created, users can then add external badges and manually awarded badges from the **Setup** tab.

Adding a Badge



The screenshot shows the 'Badges' management interface. At the top, there are two buttons: 'Add external badge' and 'Add manually awarded badge'. Below these is a search bar labeled 'Search Badges' and a pagination indicator '1 - 1 of 1'. A table below lists the badges. The table has columns for 'SORT', 'BADGE', and 'REQUIREMENT'. The first row shows a badge icon, a 'Design Check-in' badge icon, the text 'Design Check-in', a requirement icon, the text 'Design Check-In', and a three-dot menu icon.

SORT	BADGE	REQUIREMENT
	 Design Check-in	 Design Check-In

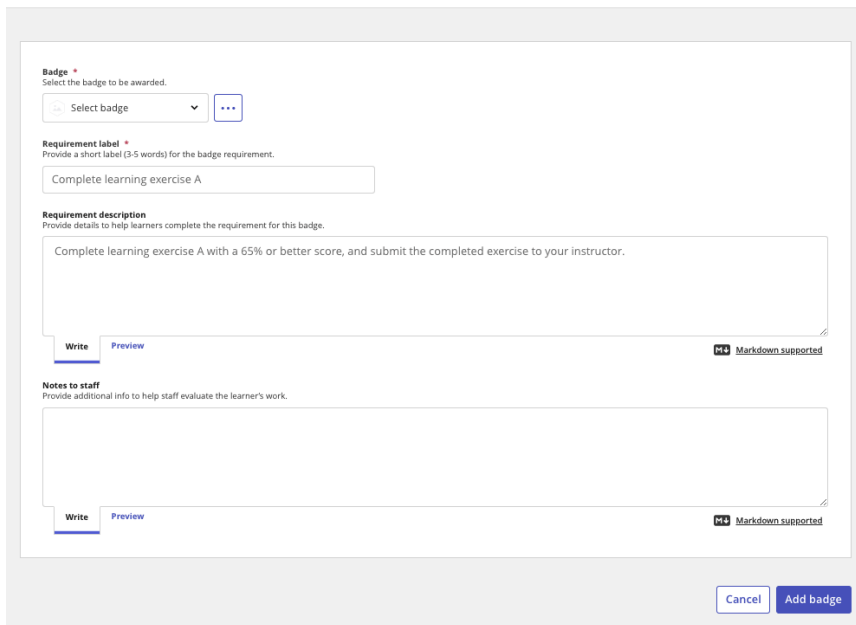
A **Manually Awarded badge** tracks learner progress on a requirement completed outside of Badgr. Issuers will manually mark learners as having the requirement in the group and a badge will then be automatically awarded.

To add a *manually awarded badge*, select the **Add Manually Awarded badge** button on the Setup tab. Users will then need to choose a badge from the dropdown that Badgr will award once the requirements have been manually marked as complete. Public and Private criteria will also need to be set. The public criteria includes information on how a member of the group can earn the badge. While the private criteria provides additional information that an issuer staff member should consider before awarding the badge.



Add manually awarded badge

Allow staff to manually award a badge to learners when they complete the requirements.

[Learn More](#) 



Badge *
Select the badge to be awarded.


Select badge  

Requirement label *
Provide a short label (3-5 words) for the badge requirement.


Complete learning exercise A

Requirement description
Provide details to help learners complete the requirement for this badge.

Complete learning exercise A with a 65% or better score, and submit the completed exercise to your instructor.

Write **Preview**  Markdown supported

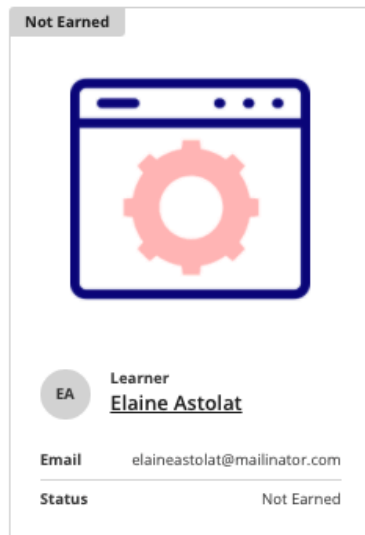
Notes to staff
Provide additional info to help staff evaluate the learner's work.

Write **Preview**  Markdown supported

Cancel **Add badge**

If the leaderboard #leaderboard has been enabled Badgr Pro users will then be able to assign leaderboard points. Leaderboard points can be used to give badges at different levels of importance to the issuer.

To mark a manual badge as complete from the progress tab, select the manual badge that you wish to award. Once you've selected the badge choose a learner from the learner progress list. After a user has been selected instructors will be able to click the **Award badge** button to award the user a badge.

[Badges and pathways](#) / [Systems Engineering Check-in](#) / Elaine Astolat

Systems Engineering Check-in

-  Offered by [Human Resources](#)
-  Requirement
System Engineering Check-In
-  Leaderboard points
1

[Award badge](#)

External badge tracking is a Badgr Pro feature

An **External Badge** tracks learner acquisition of a Badge. With this option, Badgr will look at a subscribed user's Badgr Backpack to see if they have earned a specific badge. If the subscriber has earned the badge the External Badge will be automatically marked as complete. Issuers may track badges that their Issuer or Organization award outside of this group.



To add an *Externally awarded badge*, users will select the **Add manually awarded badge** button. From there users just need to select the badge to be tracked from the dropdown and optionally assign leaderboard points. These badges will automatically show as completed once the recipient has the badge in their Badgr backpack.

Add externally awarded badge

Recognize a badge earned outside of this space.

[Learn More](#) 

External Badge *
Select a badge from your organization to be recognized.

 Select badge ▼ 

Cancel

Add badge

Adding Members

To add Learners to a Badgr Group, select the **Setup** tab and then the **Learners** option and click **Add Learner**. Learners can be added individually or by using the CSV Bulk import. Users can also use one of the LTI options to add Badgr Groups to their courses and enroll students from the course roster.

Add Learner

×

First Name

Last Name

ID *

Email, Phone or URL

Cancel

Add Learner

To add Staff members go to the **Staff** option and select **Add Staff**. Then enter their email address and optionally their first and last name. The user will then be sent an invitation email to the group.

Associating a pathway

From the **Setup** tab, select the **Pathways** option. Then click the Add pathway button. Users will be able to choose an existing Pathway to subscribe to the group.

Add pathway



Select an existing pathway from your issuer to add to this space.

1 - 1 of 1 < >

PATHWAY



Cancel

Add pathway

View Learner Progress

By selecting the **Progress** tab from the top menu and then the **Learner Progress** option, Issuers can see the individual learner progress for the group. Issuers will be able to see which badges have been earned and overall pathway progress.

EA

Astolat, Elaine
 (elaineastolat@mailinator.com)

Badges (0 earned)

Design Check-in
 Not earned

Systems Engineering Check-in
 Not earned

Pathways (0 complete)

Human Resources
 Incomplete pathway

Human Resources Guru
 Unearned milestone badge

Human Resource Tasks
 Unearned milestone badge

Human Resource Responsibilities
 Unearned milestone badge

Quarterly Check-in
 Unearned milestone badge

[Details](#) ^

From the **Details** option to the right of each member, Issuers can see a list of all badges and status for that member. By selecting one of the badges from the list Issuers can be taken directly to that badge for that member. Depending on the badge type, Issuers can either award the badge or use the Edit Status option to award the badge.

Exporting Learner Progress as a CSV File

While you are in your Badgr group select "Progress" from the top navigation bar, then select the "Learner Progress" tab. Select the "Export as CSV" button to export. A new window will appear where you can name the file, and choose a destination to save it. The CSV export will include all learners enrolled in the group and their completion status for each badge within the group.

Badgr Group Leaderboard

The Badgr Group Leaderboard can be used to see learner progress in the course in comparison to other learners. It also helps to gamify the learning experience by encouraging learners to earn as many badges as possible.

Issuers have the option of enabling/disabling the leaderboard, using aliases names on the leaderboard, and allowing individual learners to share their real names. All of these options can be found under the Leaderboard tab by selecting the Edit Options button.

Leaderboard Options



- ☒ **Display leaderboard to learners and staff**
- ☒ **Use aliases instead of learner names on the leaderboard**
- ☒ **Allow learners to share their real names**










Update Options

Cancel

Badgr Pro subscribers are additionally able to assign different leaderboard points to each badge. This can give additional importance to harder-to-earn badges or difficult concepts.

Managing LMS Badge Requirements

For groups that are connected to LTI integrations, users have the capability of assigning badges and setting the requirements within Badgr in addition to inside the LMS. You can select the item, set the requirement needed to earn the badge and the badge you'd like to associate with the item, all from within the integration. Badgr also gives you the capability for editing the badge from within the LMS.

 <input checked="" type="checkbox"/> New Test 11/5/21	Percentage score ▾	85	%	 Insurance Policies ▾	
 <input checked="" type="checkbox"/> Assignment 2	Points score ▾	40	of 50	 Morale Activities ▾	
 <input checked="" type="checkbox"/> Assignment 1	Points score ▾	85	of 100	 Human Resource Responsibilities ▾	

For information on LMS-specific functionality please see our [Badgr Groups in Blackboard](#) and [Badgr Groups in Canvas](#) articles.