# Setting up a Site-Level Badge in eLearn

Please provide the following information to set-up a Site-level Badge. For some fields, the default has been provided. You may change the default.

For information on creating and using badges, please visit [Badges and Backpacks](https://elearn.capu.ca/mod/book/view.php?id=538559&chapterid=3681) in the Faculty Help Pages on eLearn or the Center for Teaching Excellence’s [Using the Badges Function in eLearn](https://cte.capilanou.ca/resources/educational-technologies/badge/). If you have questions or need assistance, please email CTE at edtech@capilanou.ca or IT Services at askit@capilanou.ca.

|  | *Notes/Recommendations* | Required field? | PLEASE COMPLETE THIS COLUMN:Default information/Your information |
| --- | --- | --- | --- |
| Name | *The name of the Badge should provide some indication of what the Badge has been awarded for. An easily recognized name increases the value of the Badge, e.g., reflect what has been accomplished/the skill that has been attained* | Y |  |
| Version | *The version field may be used to keep track of the badge’s development. If specified, the version is displayed on the badge page.* | N |  |
| Language | *The default is English. 50+ language options are available. If you would prefer a different language, please edit the default information in the adjacent column.* | N | English |
| Description | * *An explanation of what the Badge is for and/or what it signifies, e.g. introductory level, intermediate, advanced level of the skill that has been acquired.*
* *Include an overview of tasks or activities completed, the learning outcomes and/or the topics covered for the Badge to be awarded*
* *Provide the name of issuing person or group, e.g., the instructor’s, “Capilano Library Services”*

*It is not necessary to include the “congratulatory” message for the student that earns the Badge. The Description is what others will see after the Badge has been earned. (The congratulatory message can be included in the Message Setting).* | Y |  |
| Image  | *Paste the image you would like to use in the adjacent column. Max size: 256KB* | Y |  |
| Image author’s name | *If specified, the name of the Badge image author is displayed on the badge page. If the image author’s name is known, please provide it in the adjacent column.* | N |  |
| Image author’s email | *If specified, the email address of the Badge image author is displayed on the badge page. If the image author’s email is known, please provide it in the adjacent column.* | N |  |
| Image author’s URL | *If specified, a link to the Badge image author’s website is displayed on the badge page, e.g., a LinkedIn profile page.* | N |  |
| Badge expiry | *Set an expiry date if possible/appropriate (avoids cluttering a student’s eLearn profile). An expiry date can be relative (e.g., set to expire a number of days, weeks, hours, minutes or seconds after the Badge is earned) or a fixed date.*  | RECOM-MENDED | Please indicate:* Relative date *(indicate the number of weeks, days, hours, minutes or seconds the Badge should expire after being awarded to a recipient)*:

OR* Fixed date: DD/MM/YYYY
 |
| Criteria | *Options are listed below. Provide the relevant information for the option you prefer** *Manually awarded by a person within the department – provide name and Capilano email address or username*
* *Completing a set of courses – identify which courses as they appear in eLearn (e.g., BADM 101 03 – Fall 2021)*
* *Previously awarded site-level badges – identify which badges (Please note: badges created or earned at the course level cannot be applied here)*
 | Y |  |
| Endorsement | *An endorsement from a third party may be used to add value to the badge. For example, a badge issued by a teacher may be endorsed by the school, or a badge issued by a local awarding body may be endorsed by the national awarding body.* | N | Name of the endorsing organization (required): |
| Contact email address for endorsing organization (Required): |
| Website of the endorsing organization (required): |
| Link from third party that contains endorsement information for issuer (required): |
| Endorsement comment from endorsing organization (optional):  |
| Related Badges | *Badges with a connection may be marked as related. For example, badges with the same criteria which are displayed in different languages may be marked as related. Any related badges are displayed on the badge page. Identify which Badges should be related to this Badge.* | N |  |
| Alignment | *External skills or standards, which the badge is aligned with, may be specified. Any external skills or standards are displayed on the badge page*  | N | Name of the external site or standard which the Badge is aligned with (required): |
| Link to a page describing the skill or standard (required): |
| The name of the external skill or standard framework (optional): |
| A unique string identifier for referencing the external skill or standard within its framework (optional): |
| Description (optional):  |
| Message | *The generic message is shown in the adjacent column. If you would like to change the generic message, edit/add the text you would prefer.* | Y | *You have been awarded the badge “%badgename%”!**More information about this badge can be found on the %badgelink% badge information page.**You can manage and download the badge from your Manage badges page.* |
| Notify badge creator | *If you would like to receive an email report of awarded badges, indicate in the adjacent column one of the following options:** *Every time*
* *Daily*
* *Weekly*
* *Monthly*
 | N |  |
| Date that the Badge is available to be awarded | *The Badge will be made available for awarding as soon as it is created. If you would like a specific date that it becomes available, please indicate in the adjacent column.*  | Y | Immediately |

Once completed, please submit the form to edtech@capilanou.ca. The Badge will be created within 5 business days.