

## Blackboard: Using Achievements

The Achievements tool in Blackboard enables instructors to define specific criteria for issuing rewards for accomplishing specific goals or meeting pre-determined benchmarks within the learning environment. This is especially helpful for instructors as a way to track the completion of certain milestones in a course, and it is a great way to keep students on track by providing a little extra incentive to their learning experience.

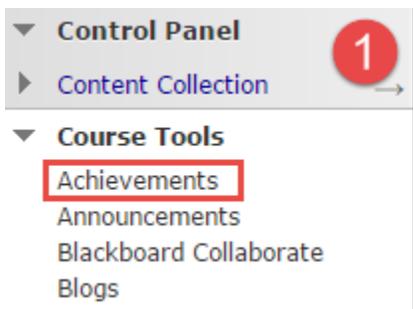
### Learning Objectives

After participating in this session, you will be able to:

- Create achievements and associate them with items in your course.
- Track student progress by viewing the Recipients tool.

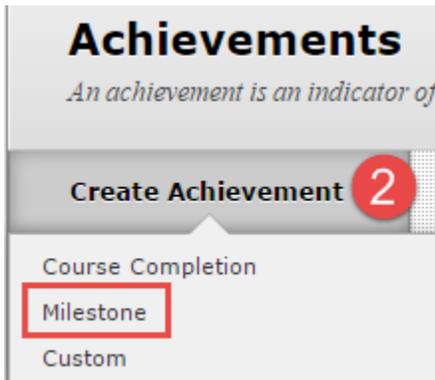
### Creating Achievements

1. On the **Control Panel**, click **Course Tools** and then select **Achievements** from the expanded menu.



2. Click the **Create Achievement** button, and choose from the 3 options that display:

- **Course Completion** – the reward is a certificate.



- **Milestone** – the reward is a badge.
- **Custom** – badges, certificates, or both can be issued.

For this example, we will be using the **Milestone** achievement. Click **Milestone** to proceed to the next screen.

3. When creating an achievement, we first need to give it a name.

Enter a name for your achievement at the top of the screen in the **Create Achievement** field.



For this example, we will be creating an achievement that is given upon the completion of a discussion board post entitled, "Introduce Yourself". Once the student completes the discussion board post, they will be awarded the achievement.

- Now, we need to choose the location of the item in the course that will be associated with this achievement. To do so, click the **Browse**  button below the **Achievement Location** field.

\* Achievement Location   
*Select a location in the course for the achievement.*

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A dialog box now opens in a new, smaller, window and we need to choose the location of the item that we wish to associate the achievement with.

- Click on the folder that contains the item to associate the achievement with.

TLC16 Blackboard: Achievements (COMPTR-0584-001)

- Welcome
- Syllabus
- Introduce Yourself 5

- Add a brief description of the achievement in the **Description** text box.
- Then, to proceed to the next step, click the **Define Triggers** button.

Description 6  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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The Define Triggers page now displays, and there are 5 sections on this page that we need to look at:

- Rule Name** – if multiple rules are going to be created for the same achievement, we will want to name them differently. Blackboard defaults to "Rule 1", "Rule 2", etc. This does not need to be edited.
- Date** – a date restriction can be set. If a Display After date is entered, then the achievement cannot be completed before that date. If no date is chosen, it can be completed at any time.
- Membership** – allowing for the achievement to be given to a specific user or group. If nothing is specified, the entire class is eligible for the achievement.
- Grade** – achievement earned by completion of a grade center item (assignment, discussion, quiz, etc).
- Review Status** – achievement earned by reviewing a course item (syllabus, blog, discussion, etc).

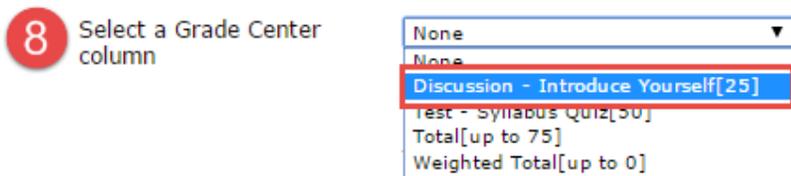
In this case, since the achievement in this example is not date restricted, open to all students in the class, and is earned when a student completes the discussion board post “Introduce Yourself”, we are going to complete the Define Triggers sections as follows:

- **Rule Name** – Rule 1
- **Date** – do not enter anything. There is no date restriction for this achievement.
- **Membership** – do not specify users or groups, this achievement is for the whole class.
- **Grade** – see step 8 below for specifications of this section.
- **Review status** – none; this achievement is earned by completion of a grade center item

8. Click the **Select a Grade Center column** drop-down box and choose the desired grade center item.

9. Since we want the student to earn the achievement upon completion of this item, click the **Select Condition**

10. Click the **Select Reward** button.

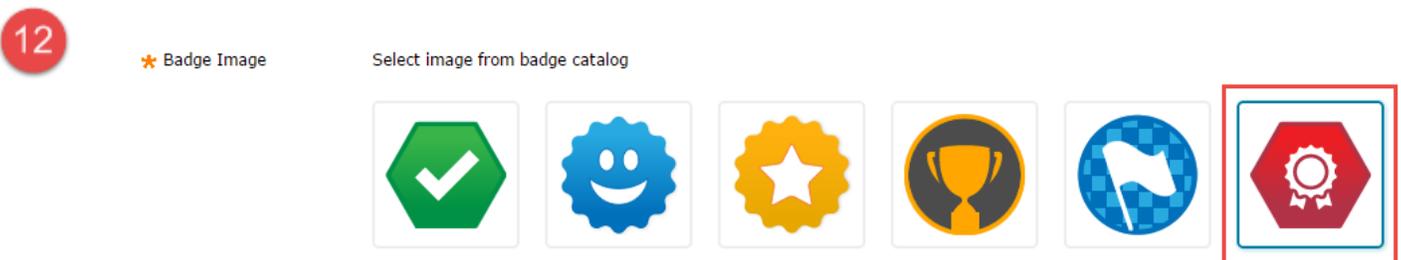


The **Select Reward** page now displays there are two required fields, **Issuer Name** and **Badge Image**.

11. Enter your name in the **Issuer Name** field.

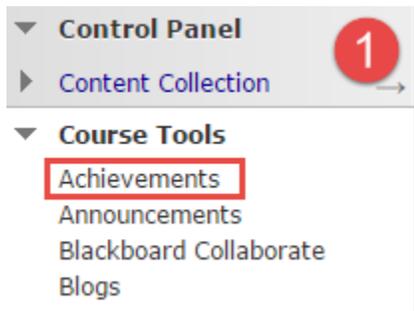
12. Select from the available **Badge Images** (or you can choose to upload your own badge image).

13. Click **Save and Exit** button.



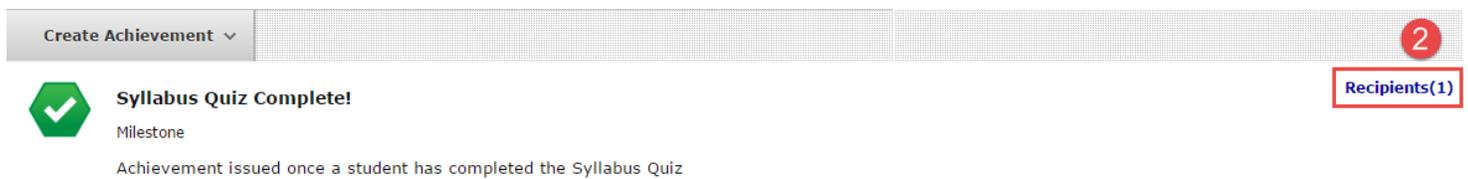
## Tracking Progress by viewing Recipients

1. On the **Control Panel**, click **Course Tools** and then select **Achievements** from the expanded menu.

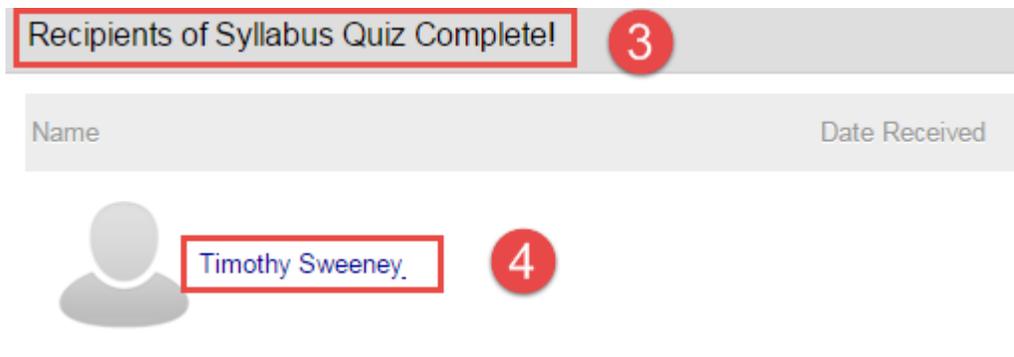


Aside from the option to **Create Achievement** as we did before, all the existing achievements for the course are displayed here as well. Here we can view the students that have completed the objectives needed to earn each achievement. To do so:

2. Click **Recipients** on the far right-hand side of the achievement you wish to view.



3. A small window now appears and shows the **Recipients** of the selected achievement:
4. To view the information for that student, click on the **Student Name** in the window.



From here, we can see all the achievements earned and still unearned for each student individually as well as the achievement requirements and reward details.