

ACHIEVEMENTS

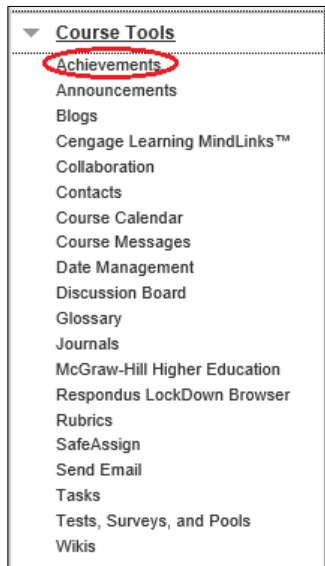
Achievements is a tool that recognizes student accomplishments. Achievements can be provided for the completion of the course, a milestone accomplishment, or another custom event. This may be particularly useful for certificate based programs as students can print out the certificates.

How to Create an Achievement Certificate for Course Completion

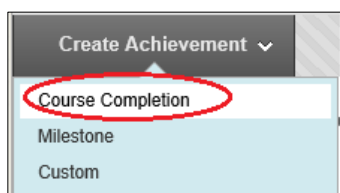
1. Begin with the Edit Mode ON



2. In the **Course Tools** menu click **Achievements**



3. Click on **Create Achievement**
4. Choose **Course Completion**



5. Name the Achievement (this is a mandatory step)

Create Achievement Certificate of Completion x [dropdown] *

6. Browse and select an **Achievement Location** where you want students to see the certificate/award when they have accomplished the course
Choose if you want the award to be visible to students prior to receiving it by selecting **Yes** or **No**
7. Provide a **Description** of award/steps that need to be accomplished to get the award if desired

Achievement Information

* Achievement Location: Course Documents
Select a location in the course for the achievement.

Browse

Achievement Type: Course Completion

Visible to students before receiving: Yes No

Description

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, Undo, Redo, Print, Refresh, Home, Back, Forward, Stop, Reload, Full Screen, Help, HTML, CSS.

Inset window: Blackboard Learn - Internet Explo...
https://blackboard.westernnc.edu/webapps/achievements
Blackboard Practice Class
Course Documents
Assignments
Practice Exams

8. **Define Triggers** (without this step the achievement will not be created)

Cancel **Define Triggers**

- a. **Rule Name:** Provide a name for rule 1 (you can leave it as Rule 1). **Note:** More than one rule can be added but students only need to meet all criteria in one rule to complete the achievement.
- b. **Date:** Decide if you want to force a completion date or if this is something that can be done at anytime
- c. **Membership:** If this rule is for the entire class, skip this. If you want a specific group to accomplish this task, then identify the particular users or groups

Rule Name

* Rule Name

Date

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any

Membership

Give this achievement to specific users or groups.

Username

- d. **Grade:** Choose a grade column to connect the certificate/award with such as Total and then define the parameters. For instance, if you want to provide a certificate for anyone who passes your course at 78% or greater, select percentage, then select “greater than or equal to” and finally type in the third box “78”.
- e. **Review Status:** Review status is optional. If you want the student to review an item, before getting the award, select that option.
- f. **Select Reward:** Select the award

Grade

Select a Grade Center column

Select **Condition**

User has at least one attempt for this item

Score Percent

Score Percent Between and

Review Status

Force users to review specific content to complete this achievement.

Select an item

Select Reward

Click Select Reward to select reward. Click Cancel to quit.

9. Complete **Reward Details**

Reward Details

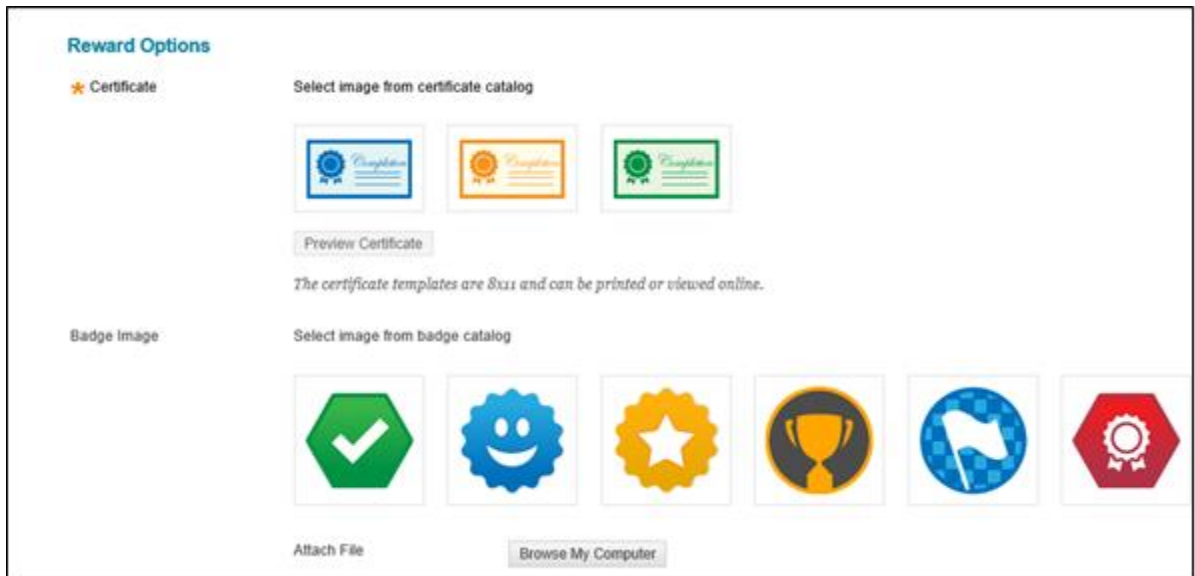
x

Expiration Date

Enter dates as mm/dd/yyyy

Valid for

10. Select a certificate and if desired an optional badge



11. Click **Submit**
12. When recipients meet this requirement, it will flash when they are in the class on Black Board. Instructors will be able to see the number of students who qualified for the certificate on the Achievements page. (i.e. Course Completion Recipients (26))

A Milestone (i.e. Assignment completion)

1. Create the assignment, test or other activity that you want to connect the recognition badge to the activity. (Please note that you cannot link the activity to a certificate only a recognition badge)
2. In the **Course Tools** click on **Achievements**
3. Select **Milestone**
4. **Name** the Achievement (this is a mandatory step)
5. Browse and select a location where you want students to see the certificate/award when they have accomplished the course
6. Choose if you want the award to be visible to students prior to receiving it by selecting **Yes** or **No**
7. Provide a description of award/steps that need to be accomplished to get the award if desired
8. **Define Triggers** (without this step the achievement will not be created)
 - a. **Rule Name:** Provide a name for rule 1 (you can leave it as Rule 1). **Note:** *More than one rule can be added but students only need to meet all criteria in one rule to complete the achievement.*
 - b. **Date:** Decide if you want to force a completion date or if this is something that can be done at anytime
 - c. **Membership:** If this rule is for the entire class, skip this. If you want a specific group to accomplish this task, then identify the particular users or groups

- d. **Grade** Choose a grade column to connect the award (i.e. homework assignment) and then establish the conditions for the student to get the award. For instance, if you want the student to have an 80% or higher, then “greater than or equal to” and type in the third box “80”.
 - e. **Review Status:** Review status is optional. If you want the student to review an item, before getting the award, select that option.
 - f. **Select Reward:** Select the award and identify if you want to identify expiration date with it
9. Click **Submit**
10. When recipients meet this requirement, it will flash when they are in the Black Board class. Instructors will be able to see the number of students who are awarded the badge on the Achievements page. (i.e. “Name of the Activity” Completion Recipients (26))

Example Certificate in Content Area



Additional Resources: Blackboard Help <https://help.blackboard.com>