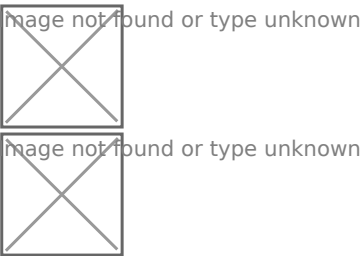# Badges

- [How to Set Up Badges](#)
- [How to Set Up Campaigns and Leaderboards](#)

How to Set Up Badges

How to configure Training Level

How to get there?

Click on System Administration (1), then with your cursor hover over System Administration (2) | Database (3) | Training Levels (4).

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What to do?

On this screen you can view the default training levels set up. You can edit the existing levels or add new levels by clicking on the Create Training Level (1).

- Click on Actions (2).
- Then click on Edit (3).

OR

- Click on Create Training Level (4).

- Enter the Level Name (5).
- Ender a detailed Level Description (6).
- Click on the Hand icon (7) to access your badge images or to upload an image.
- Enter the Start Points (8). This is the minimum badge point required to unlock this level.
- Enter the End Points (9). This is the minimum points required to move to the next level.
- Then Click on Save (10).

Note: The End Points (9) of the first level should be equal to the Start Points (8) for the next level.

For example:

Training Level	Start Points	End Points
Level 1	0	50
Level 2	50	100
Level 3	100	150

How to add a badge to a training type

How to get there?

Click on System Administration (1), then with your cursor hover over System Administration (2) | Database (3) | Programmes (4) OR Qualification (5) OR Unit Standards (6) OR Training Interventions (7).

What to do?

You can add badges to these training types:

- Programmes.
- Qualifications.
- Unit Standards.
- Training Interventions.

Navigate to the badges section on one of these training types and click on the Show as Badge (1) tick box to expand the menu.
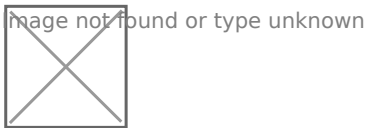

- Click on Select Image (2) to select an image from the library or to upload an image.
- Select one of the radio buttons When they have been found competent OR When they have completed the course (3).
- Enter the Maximum Points that a user can obtain for this badge (4).
- Enter the Score that the user must achieve to receive the Maximum Points (5). The user will receive the Maximum Points if they receive this score at (5) or higher.
- Enter the Minimum Points that a user can obtain (6).
- Enter the Minimum Score (7). If the user receives this Minimum Score (7) they will receive the minimum points.
- Enter the value For how long the points will be valid for (8).
- Tick the Show score distribution graph for this course on Achievements page (9), if you would like the score distribution graph to be visible.
- Tick the Show Leaderboard on Achievements page (Names will be shown) (10), if you would like the Leaderboard to be visible.
- Click on Save (11).

> Note: If the user receives a score between the maximum score (5) and the minimum score (7), the system will calculate a Badge point between the maximum (4) and minimum (6) badge points and the score the user received.
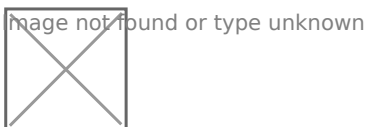
How to Set Up Campaigns and Leaderboards

Leaderboards have been revised, and the LMS Portal now includes an additional Campaigns Leaderboard section. The Campaigns Leaderboard will enable any employee, who forms part of the campaign, to track their progress, points and badges as well as their leaderboard position against other employees in the campaign.
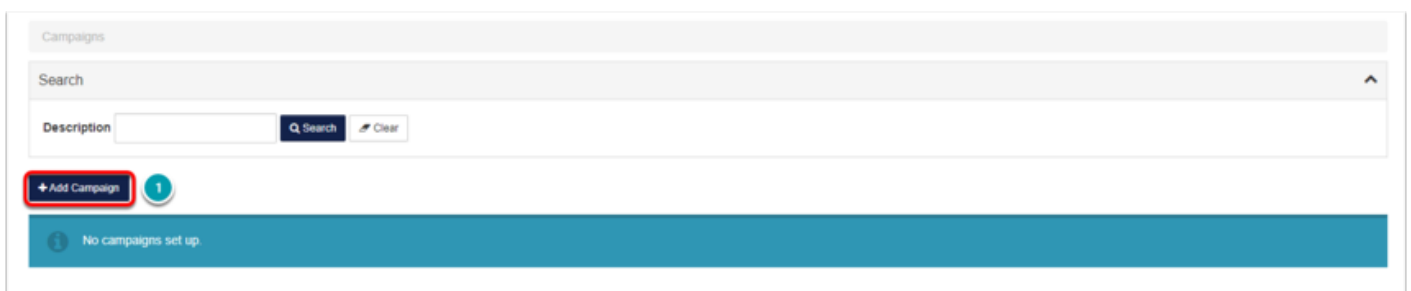
Campaign Leaderboards

How to get there?

Tip: Click on System Administration (1), then with your cursor hover over System Administration (2) | Database (3) | Leaderboards (4) | Campaign Leaderboards (5).

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Image not found or type unknown

What to do?

Click on the Add Campaign (1) button to create a Campaign Leaderboard.

1. This is the name of the Campaign, for example, Heineken Campaign.
2. From when will this campaign be available to the target audience.

3. Until when will this campaign be available to the target audience.
4. This is the date that the leaderboard will show on the portal with the results.
5. When this is selected, the list of subgroups is displayed. The Organisation Structure subgroups need to be displayed first for selecting. Only one subgroup can be selected to be linked to the campaign.
6. This will be the icon showing next to the campaign on the portal. The images can be pre-loaded or uploaded directly. The preferable image size is 240px x 240px which is the same as the badges image dimensions.
7. This is the colour of the progress bar. This will be a colour picker or you can add the colour codes.
8. This display order will be used on the Campaign Leaderboard.
9. This determines whether the campaign should be displayed on the Campaign Leaderboard.
10. Select the Save button to save the Leaderboard.

Note: When the End Date(3) is reached, the training done, will no longer be taken into account for the leaderboard. Nothing will be changed on the leaderboard, thus positions will no longer move.

When an employee started the training between the start and end date but completed the training after the end date, they will not be taken into account.

Information: Once the Campaign Details have been saved, the Linked Requirements tab will become available.

Link Requirements:

The following training can be selected to link as requirements:

- Training Interventions
- Units
- Programmes
- Qualifications

Information: When the training requirements are set and the campaign has started and visible, these requirements can be changed. A message will be displayed on the training requirements tab to indicate what will be changed.

General Leaderboards

How to get there?

Tip: Click on System Administration (1), then with your cursor hover over System Administration (2) | Database (3) | Leaderboards (4) | General Leaderboards (5).

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What to do?

On the General section, the default values for the leaderboards will be:

- Job Leaderboard
- Job Family Leaderboard
- Organisational Unit Leaderboard
- Parent Organisational Unit Leaderboard
- Topmost Organisational Unit Leaderboard
- Training Level Leaderboard

Select one of the leaderboard to edit it.

1. This is the name of the Campaign, for example, Job Family Leaderboard.
2. This will be the icon showing next to the leaderboard on the portal. The images can be pre-loaded or uploaded directly. The preferable image size is 240px x 240px which is the same as the badges image dimensions.
3. This is the colour of the progress bar. This will be a colour picker or you can add the colour codes.
4. This display order will be used on the General Section.
5. This determines whether the leaderboard should be displayed on the General Section.

Select the Save (6) button to save the settings.

Information: The settings will be moved from *System Administration | Tools | Configuration | Framework | Human Resources | Learning* to this master data page. This will determine what is displayed on the LMS Portal.
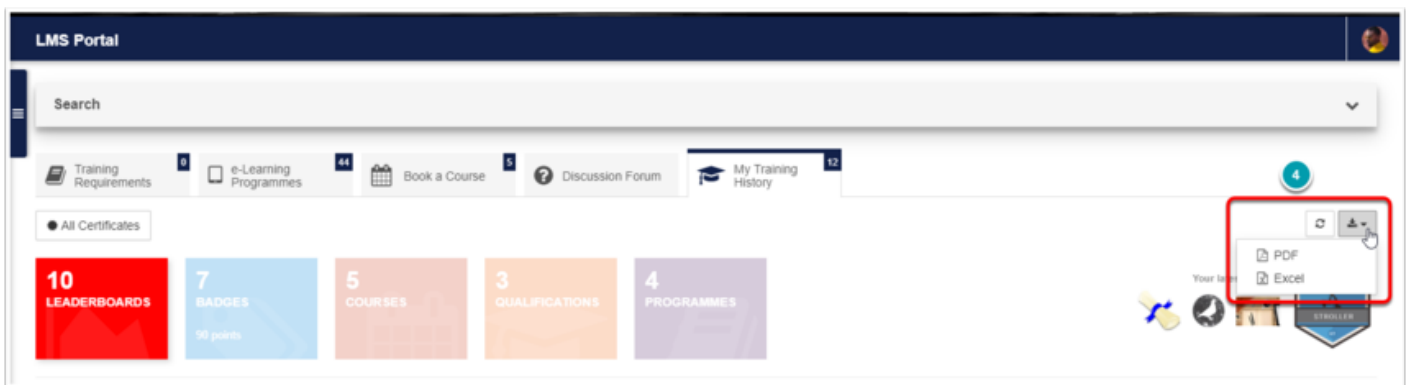
My Achievements tab

When the Leaderboards are setup and active they will display on the LMS Portal (1) under the My Achievements tab in the Leaderboards (2) section.
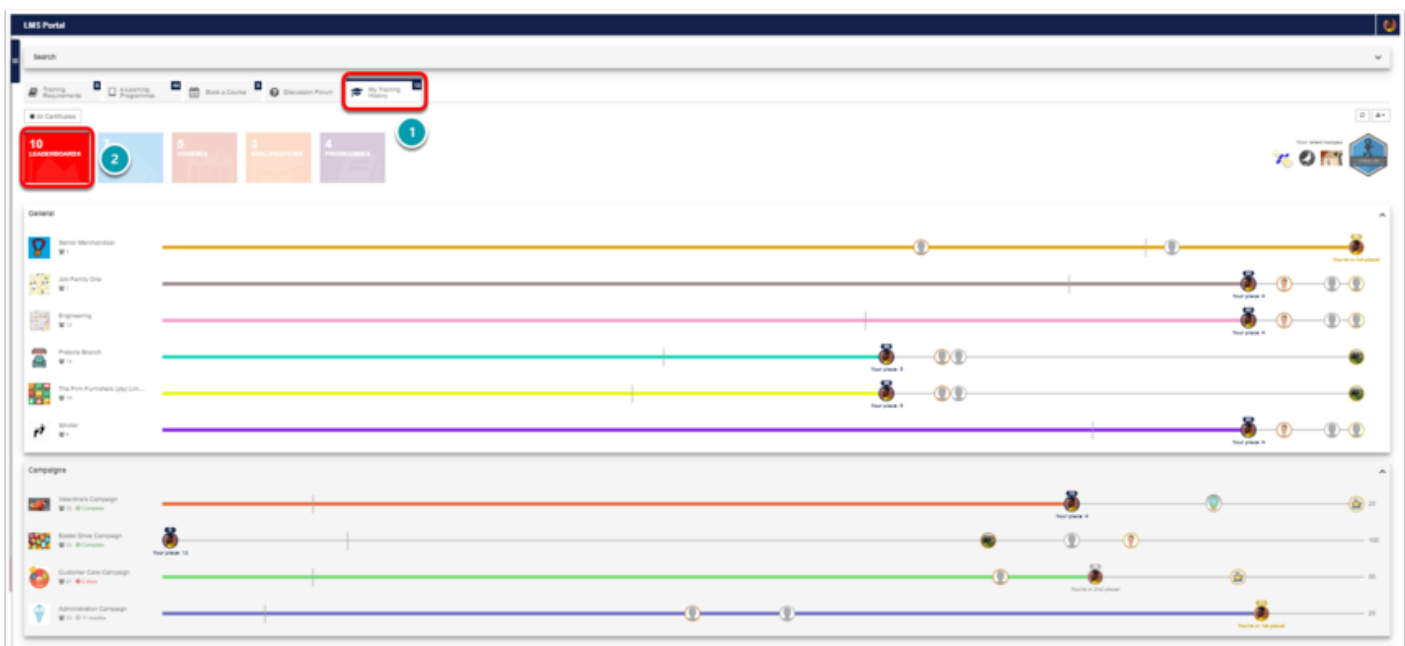
The following screen (3) will display when there are not active Leaderboards
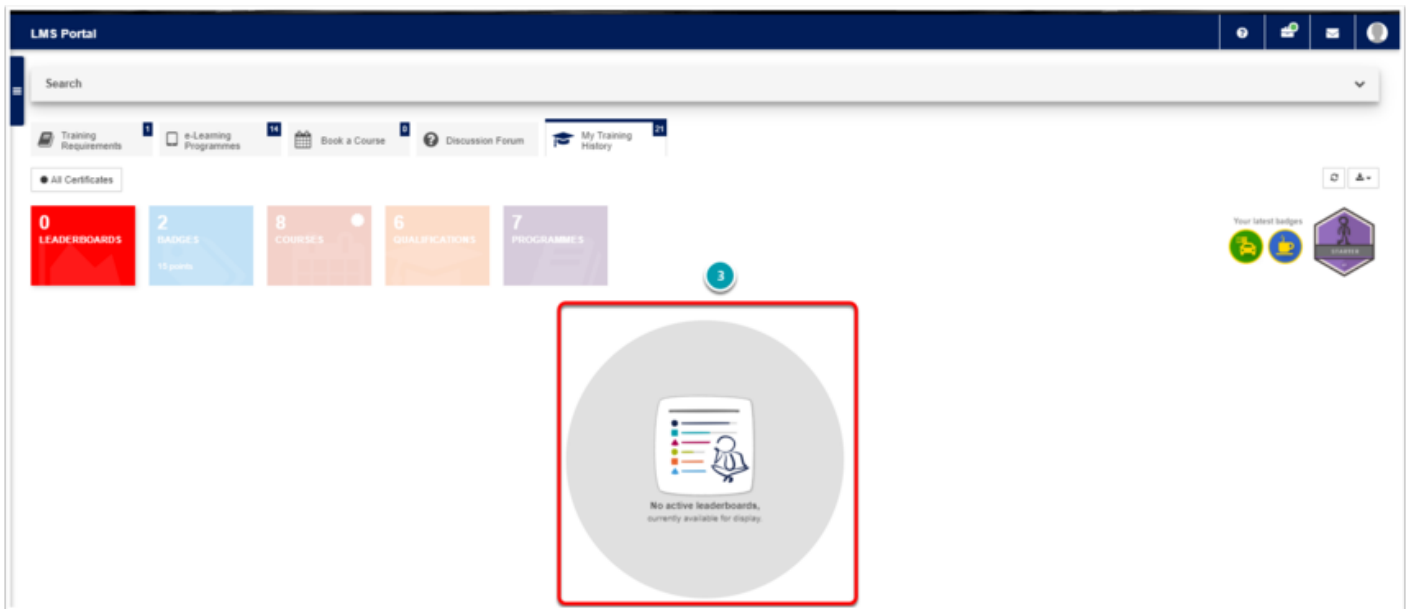
A user will be able to export the leaderboards page to Excel or PDF (4).

When selecting a Leaderboard the user will be able to see more details on the Leaderboard.