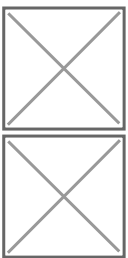


How to Set Up Badges

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).



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).

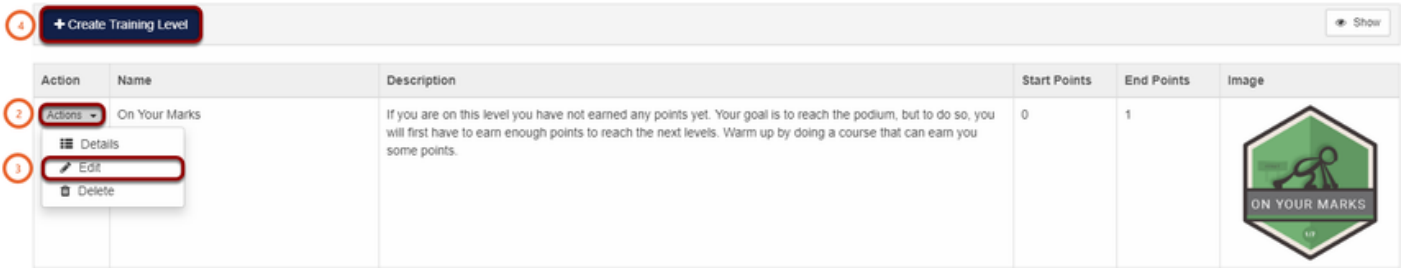
The screenshot shows a web application interface for managing training levels. At the top, there is a navigation bar with a home icon, a search bar, and several menu items: 'Modules', 'Subgroup', 'Reporting', 'System Administration', and 'Admin Portal'. On the right side of the navigation bar, there are links for 'Page Help' and 'Log O'. Below the navigation bar, the page title is 'Training Levels'. A prominent button labeled '+ Create Training Level' is highlighted with a red box and a circled '1'. To the right of this button is a 'Show' button. Below these elements is a table with the following columns: 'Action', 'Name', 'Description', 'Start Points', 'End Points', and 'Image'. The table contains two rows of data:

Action	Name	Description	Start Points	End Points	Image
Actions	On Your Marks	If you are on this level you have not earned any points yet. Your goal is to reach the podium, but to do so, you will first have to earn enough points to reach the next levels. Warm up by doing a course that can earn you some points.	0	1	
Actions	Starter	If you are on this level it means that you have started with your learning journey and earned between 1 and 49 points – well done! Your next goal is to become a Stroller by earning at least 50 points.	1	50	

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

OR

- Click on Create Training Level (4).



- Enter the Level Name (5).
- Enter 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

Level Name * 5

Level Description * 6

Image * 7 



Start Points * 8

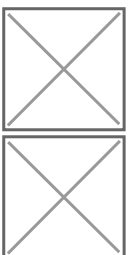
End Points * 9

10

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:

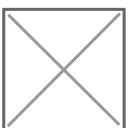
- Programmes.
- Qualifications.
- Unit Standards.
- Training Interventions.

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.



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