
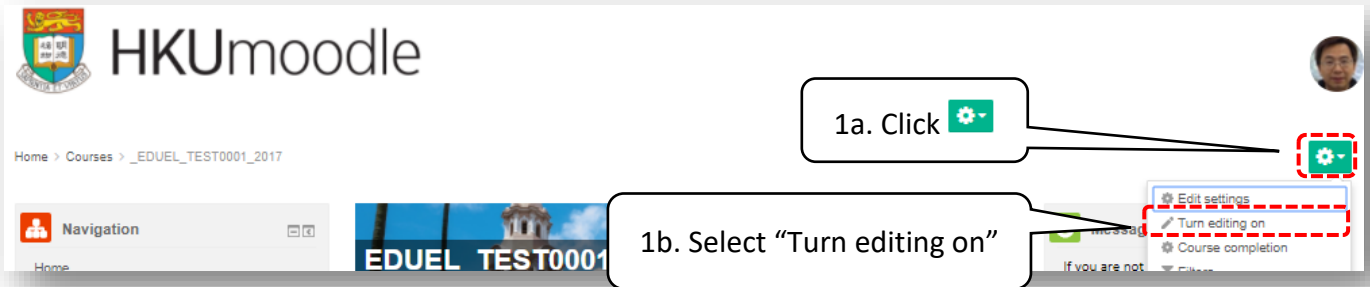
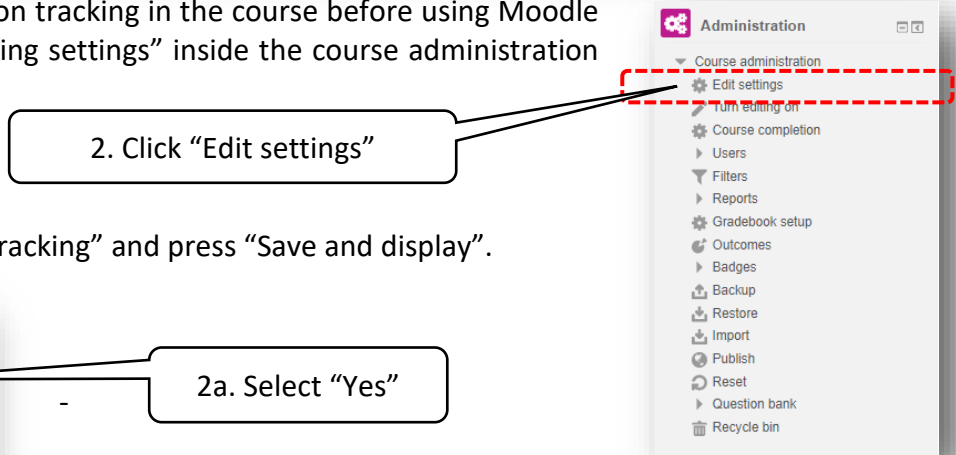


## Using Badge for Moodle Forum (based on HKU Moodle version 3.2.3)

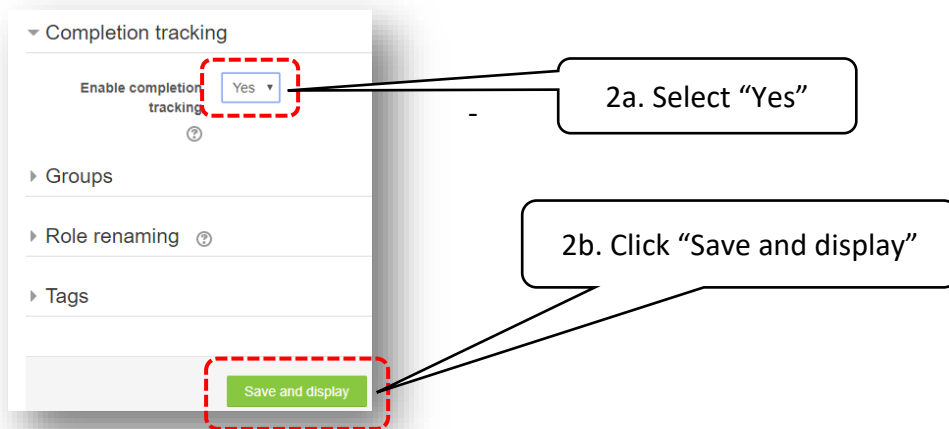
1. Please log in the HKU Moodle at <http://moodle.hku.hk/> and click on the  icon at the top right corner of the screen and select "Turn editing on".



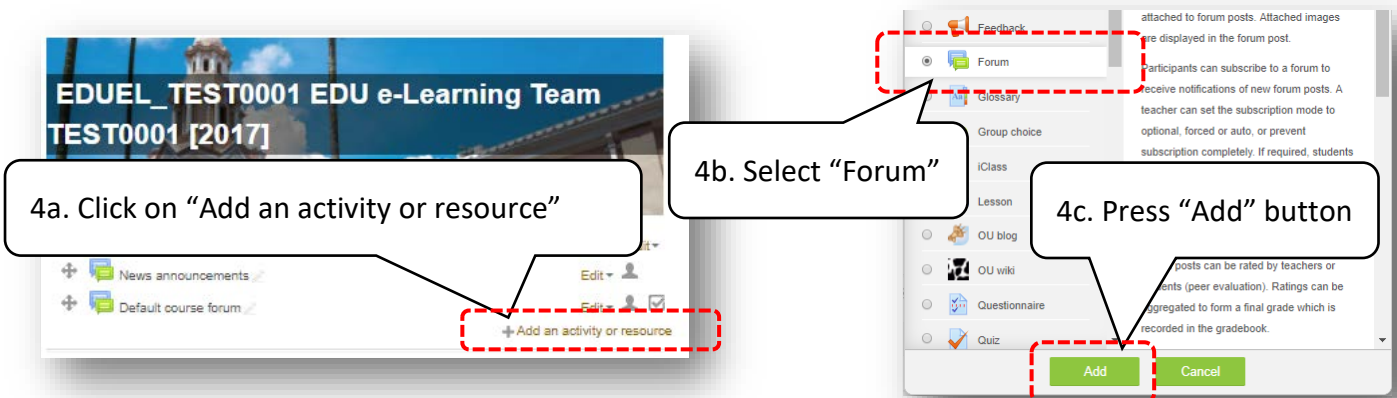
2. You have to enable completion tracking in the course before using Moodle badge,. Please click on "Editing settings" inside the course administration box.



3. Select "Yes" in "Completion tracking" and press "Save and display".



4. Click on "Add an activity or resource", select "Forum" from the popup box and press "Add".



5. Enter a forum name at the top and scroll to the “Activity completion” settings to change “Completion tracking” to “Show activity as complete when conditions are met”. Also, check the boxes and input the number of posts required. Click on “Save and return to course” at the bottom of the page.

5b. Select “Show activity as complete when conditions are met”

5c. Define completion requirement

5d. Press “Save and return to course”

6. Click “Add a new badge” under the course administration box.

7. Input a name and description, drag and drop an image of the badge into the image field and click on the green “Create badge” button at the bottom.

6. Click “Add a new badge”

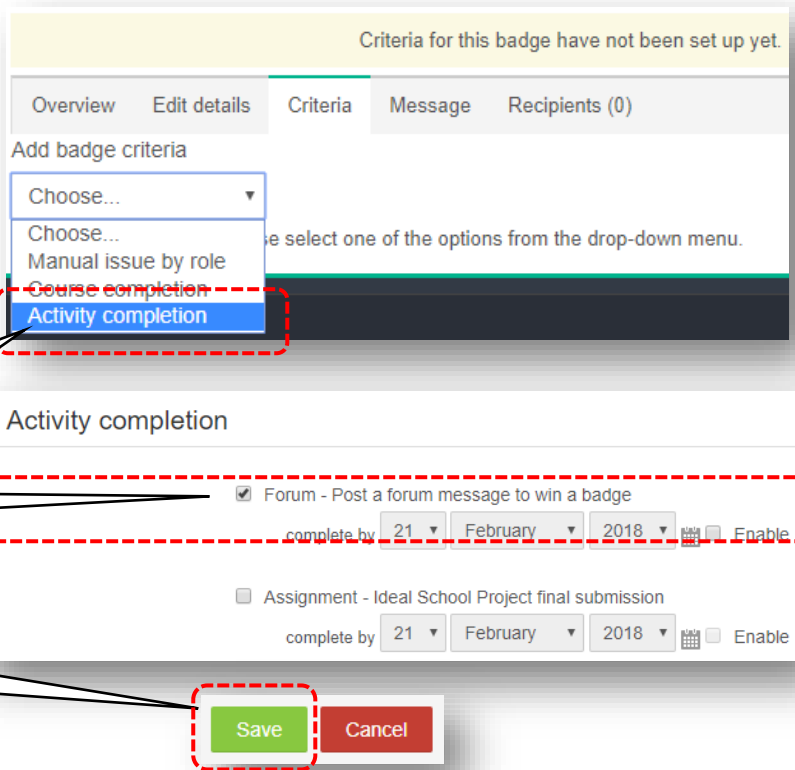
7a. Input a badge name

7b. Input a description

7c. drag and drop a badge image here

7d. Click “Create badge”

8. After creating the badge, you have to define the badge awarding criteria by selecting “Activity completion” under the “Add badge criteria”. Check the forum activity listed under the “Activity Completion” section and click “Save” at the bottom.

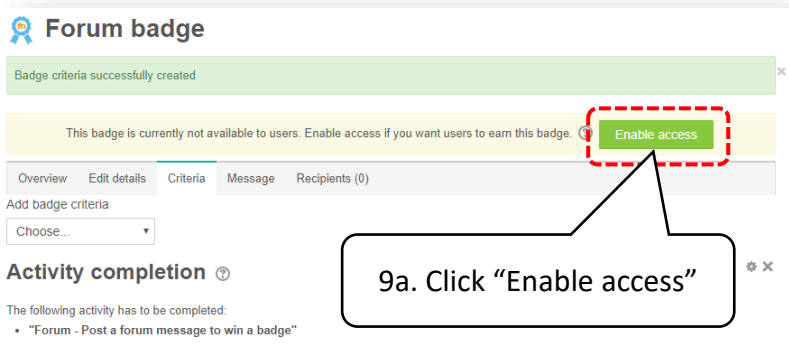


8a. Select “Activity completion”

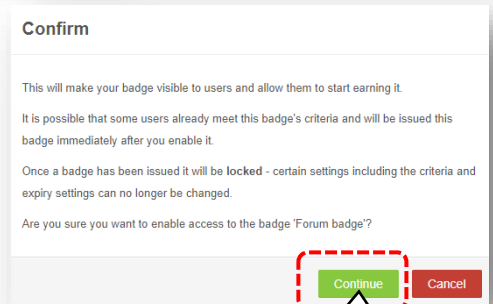
8b. Check activity

8c. Click “Save”

9. After that, click on the green “Enable access” and press “Continue” to confirm the launch the badge.

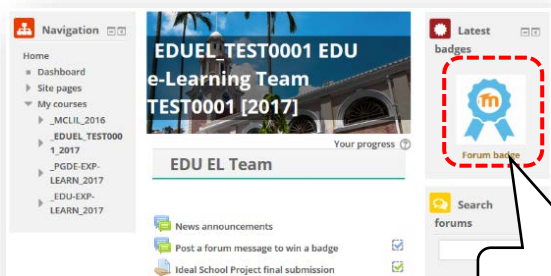


9a. Click “Enable access”

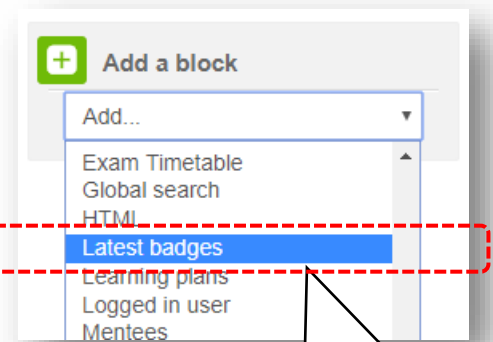


9b. Click “Continue”

10. Finally, select “Latest badges” from the “Add a block” dialogue box to add a badge box on the right column of the screen. Any student completed with the activity will be able to get a badge.



Badge awarded



10. Select “Latest badges”