
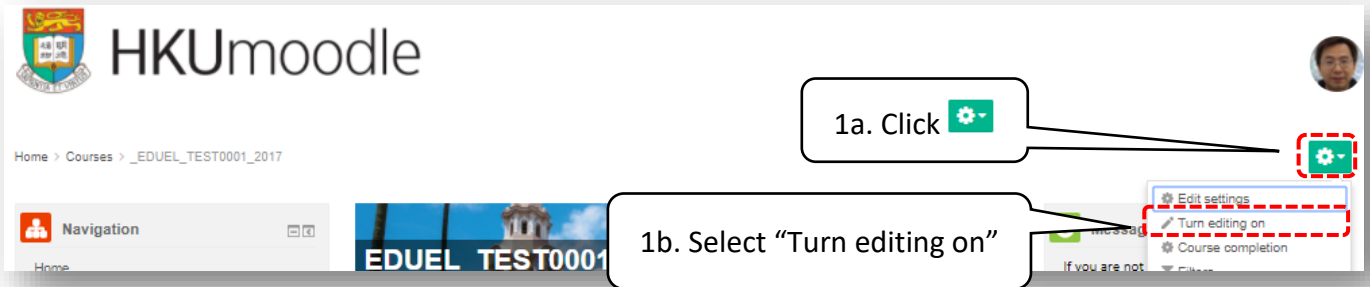


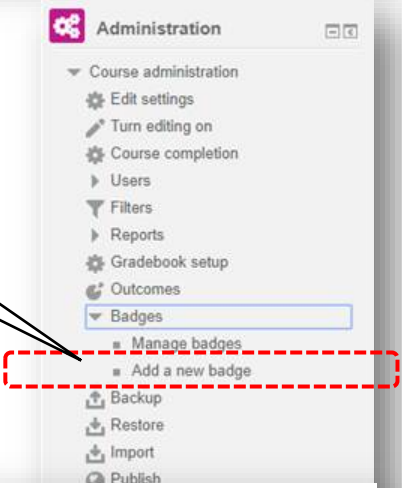
Using Manual issued Badge for Moodle (based on HKU Moodle version 3.2.3)

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. Click "Add a new badge" under the course administration box.

2. Click "Add a new badge"



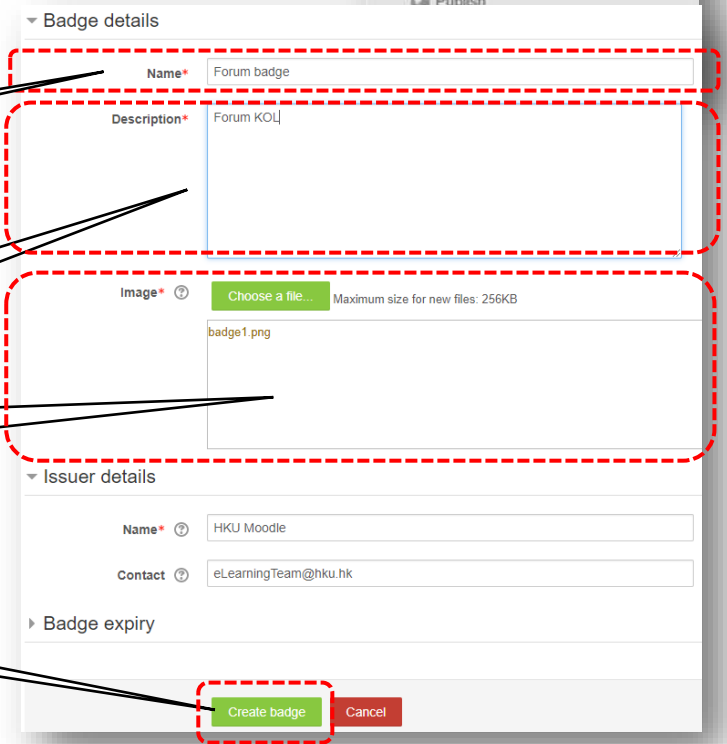
3. Input a name and description, drag and drop an image of the badge into the image field and click on the green "Create badge" button at the bottom.

3a. Input a badge name

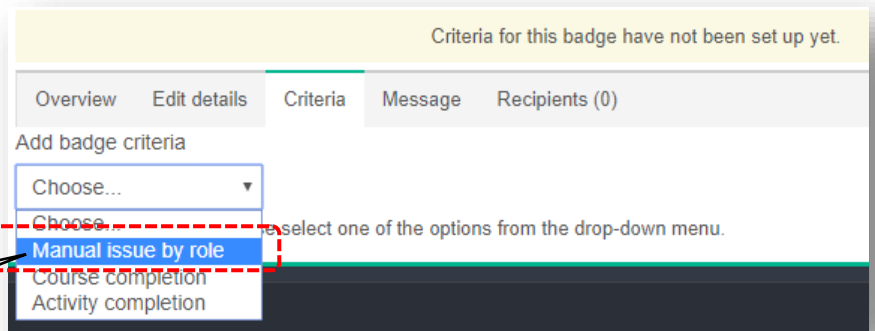
3b. Input a description

3c. drag and drop a badge image here

3d. Click "Create badge"



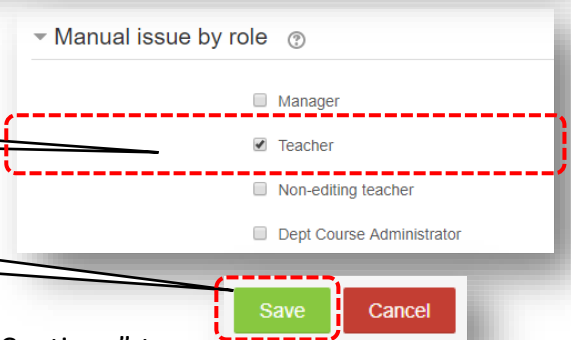
4. After creating the badge, you have to define the badge awarding criteria by selecting "Manual issue by role" under the "Add badge criteria". After that, check on "Teacher" and click "Save" at the bottom.



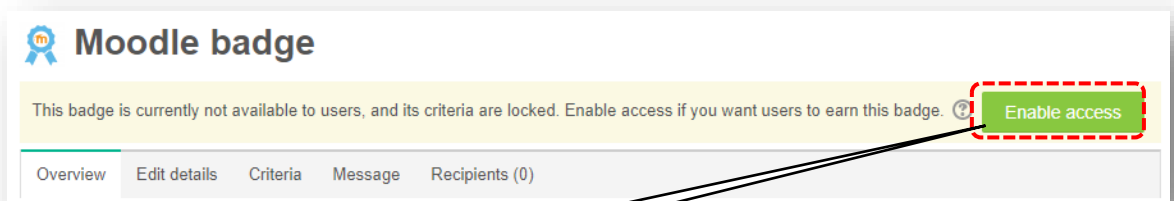
4a. Select "Manual issue by role"

4b. Check "Teacher"

4c. Click "Save"

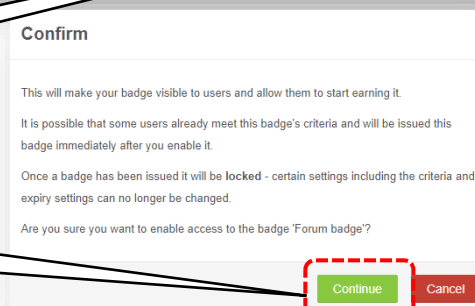


5. After that, click on the green "Enable access" and press "Continue" to confirm launching of the badge.



5a. Click "Enable access"

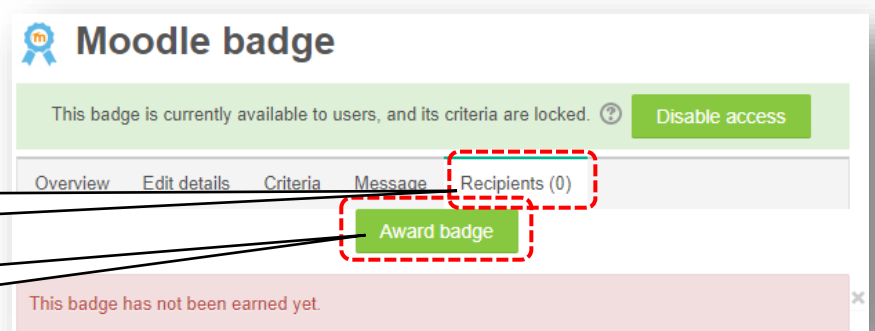
5b. Click "Continue"



6. Click "Recipients" and then click "Award badge" to proceed.

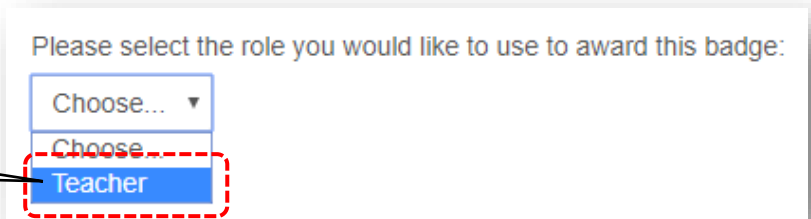
6a. Click "Recipients"

6a. Click "Award badge"



7. Select "Teacher" from the role available to award the badge.

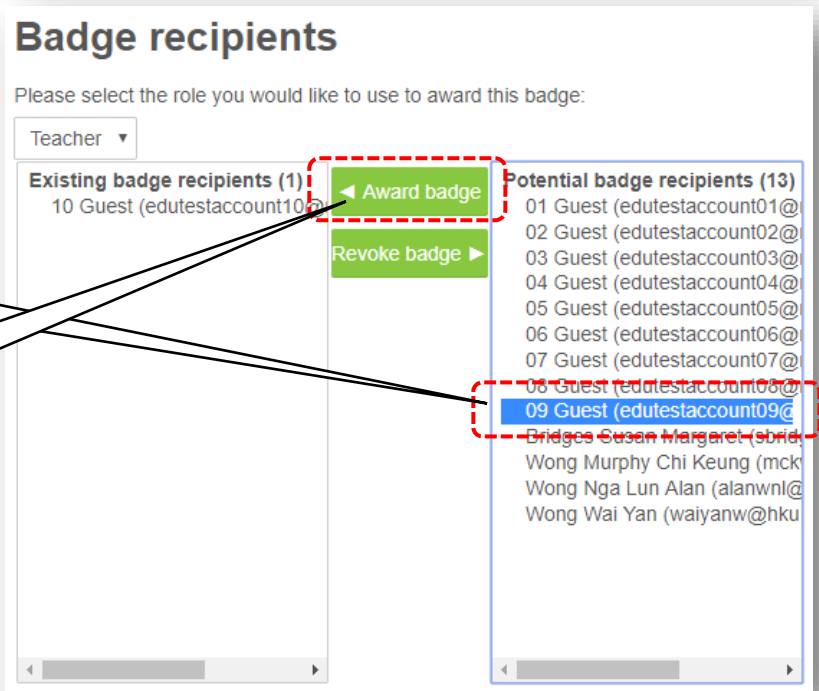
7. Select "Teacher"



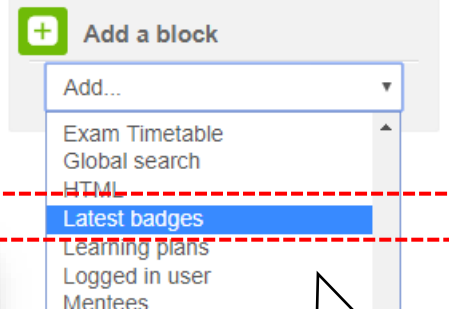
8. From the recipient list on the right hand side, highlight the user you are going to award the badge and click the green "Award badge" button in the middle.

8a. Highlight a user

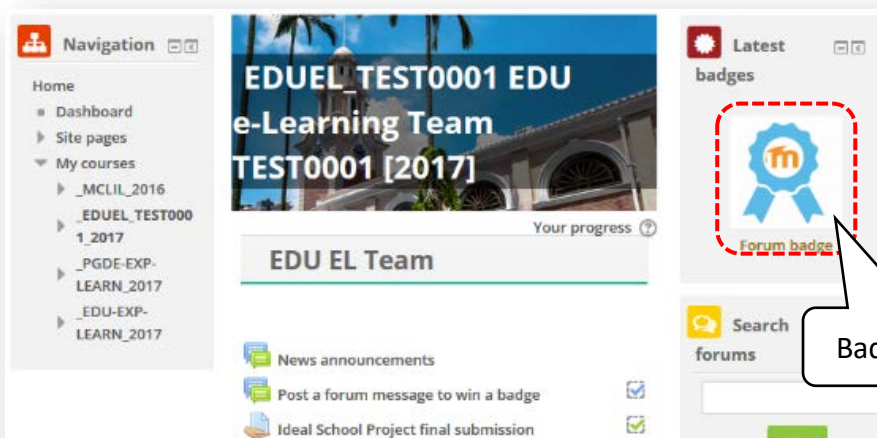
8b. Click "Award badge"



9. Finally, select "Latest badges" from the "Add a block" dialogue box to add a badge box on the right column of the screen. A badge will be displayed automatically for those students who has been awarded.



9. Select "Latest badges"



Badge awarded