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| Corporate & Commercial  **Learner and Discovery Services** |  |
| **OpenLearn Create – Course badge setup form OLC3** | | |

This form is used for submitting information for setting up badges in an OpenLearn Create course.

If a course has more than one badge, please complete separate information for each badge using the fields provided as some information will be unique to each badge (name and description), though the email notification message might be the same for all of them. If your course has more than 5 badges, please copy the last 2 pages of the form to add more badges on the end.

Please complete the separate form for setting up course and activity completion tracking and an optional Statement of Participation or Custom Moodle Certificate.

Once complete please email to: [openlearncreate@open.ac.uk](mailto:openlearncreate@open.ac.uk) with the course or project name in the subject line.

Please complete all details as the badge cannot be set up without this information.

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| **Date** |  |
| **Contact Name** |  |
| **Contact Details** |  |
| **Project name** (if this course is part of a project) |  |
| **Project delivery date** |  |
| **Life of project** |  |

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| **Course title** |  |
| **Course URL** |  |
| **Number of badges in the course** |  |

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| **Name of Badge 1** |  |
| **Description for Badge 1**  Please amend this text to describe the badge.  ***Please note that there is no formatting (font, numbering) within the badge system and URLs will not be live links*** | This badge has been issued for participating in the activities in the free non-accredited [Course name] course. This free course supported demonstration of the following key learning outcomes:  1. xxx  2. xxx  3. xxx  4. xxx  You can review this course at the link [Course URL]. This badge does not represent formal credit or award. It does demonstrate participation in informal learning activity. |
| **Badge 1 Image**  ***Please insert the badge here as it helps to avoid confusion if a course has several badges.***  ***Send the image as a separate file with this form.***  A badge must be supplied to the follow criteria:  File format: .PNG  Size: 220px x 220px  You are advised to resize the badge to the following sizes to check that it is readable:  64px x 64px; 90px x 90px;  128px x 128px |  |

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| **Badge 1 criteria: What does the learner need to do to achieve the badge?**  For example – visit specific pages in the course, attempt or complete or pass (grade boundary set) specific course activities such as quizzes. |
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| **Badge 1 email sent to the learner on completion of the badge**  ***Below is the default text of the badge message (this will be used if you do not amend the default message in the box below):***  Congratulations! You just earned a badge!  You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.  ***This default text can be amended as appropriate for the badge. The text in RED enables the email to be personalised dynamically by using information about the badge in the system.*** | |
| **Please amend the default message text in the box below with your message for learners about Badge 1:** | |
| **Subject line:** | Congratulations! You just earned a badge! |
| **Content:**  ***You can use bold or italics in the content of the email message.*** | You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page. |

***This is an example email message to learners:***

Congratulations! You just earned a badge!

Congratulations, you have been awarded the badge "%badgename%" for successfully completing the free non-accredited course ***[course title]*.**

More information about this badge can be found at %badgelink%.

You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.

If you would like to take your learning further, why not join over 250,000 students who study with [The Open University](http://www.open.ac.uk/).

Best wishes

The ***[Project]*** course team

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| **Name of Badge 2** |  |
| **Description for Badge 2**  Please amend this text to describe the badge.  ***Please note that there is no formatting (font, numbering) within the badge system and URLs will not be live links*** | This badge has been issued for participating in the activities in the free non-accredited [Course name] course. This free course supported demonstration of the following key learning outcomes:  1. xxx  2. xxx  3. xxx  4. xxx  You can review this course at the link [Course URL]. This badge does not represent formal credit or award. It does demonstrate participation in informal learning activity. |
| **Badge 2 Image**  ***Please insert the badge here as it helps to avoid confusion if a course has several badges.***  ***Send the image as a separate file with this form.***  A badge must be supplied to the follow criteria:  File format: .PNG  Size: 220px x 220px  You are advised to resize the badge to the following sizes to check that it is readable:  64px x 64px; 90px x 90px;  128px x 128px |  |

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| **Badge 2 criteria: What does the learner need to do to achieve the badge?**  For example – visit specific pages in the course, attempt or complete or pass (grade boundary set) specific course activities such as quizzes. |
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| **Badge email message is the same for all the badges in the course** |  |

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| **Badge 2 email sent to the learner on completion of the badge**  ***Below is the default text of the badge message (this will be used if you do not amend the default message in the box below):***  Congratulations! You just earned a badge!  You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.  ***This default text can be amended as appropriate for the badge. The text in RED enables the email to be personalised dynamically by using information about the badge in the system.*** | |
| **If you want a different email message for each badge in the course, please amend the default message text in the box below with your message for learners.**  **Badge 2 email sent to learner on completion of the badge** | |
| **Subject line:** | Congratulations! You just earned a badge! |
| **Content:**  ***You can use bold or italics in the content of the email message.*** | You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page. |

***This is an example email message to learners:***

Congratulations! You just earned a badge!

Congratulations, you have been awarded the badge "%badgename%" for successfully completing the free non-accredited course ***[course title]*.**

More information about this badge can be found at %badgelink%.

You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.

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Best wishes

The ***[Project]*** course team

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| **Name of Badge 3** |  |
| **Description for Badge 3**  Please amend this text to describe the badge.  ***Please note that there is no formatting (font, numbering) within the badge system and URLs will not be live links*** | This badge has been issued for participating in the activities in the free non-accredited [Course name] course. This free course supported demonstration of the following key learning outcomes:  1. xxx  2. xxx  3. xxx  4. xxx  You can review this course at the link [Course URL]. This badge does not represent formal credit or award. It does demonstrate participation in informal learning activity. |
| **Badge 3 Image**  ***Please insert the badge here as it helps to avoid confusion if a course has several badges.***  ***Send the image as a separate file with this form.***  A badge must be supplied to the follow criteria:  File format: .PNG  Size: 220px x 220px  You are advised to resize the badge to the following sizes to check that it is readable:  64px x 64px; 90px x 90px;  128px x 128px |  |

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| **Badge 3 criteria: What does the learner need to do to achieve the badge?**  For example – visit specific pages in the course, attempt or complete or pass (grade boundary set) specific course activities such as quizzes. |
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| **Badge 3 email sent to the learner on completion of the badge**  ***Below is the default text of the badge message (this will be used if you do not amend the default message in the box below):***  Congratulations! You just earned a badge!  You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.  ***This default text can be amended as appropriate for the badge. The text in RED enables the email to be personalised dynamically by using information about the badge in the system.*** | |
| **If you want a different email message for each badge in the course, please amend the default message text in the box below with your message for learners.**  **Badge 3 email sent to learner on completion of the badge** | |
| **Subject line:** | Congratulations! You just earned a badge! |
| **Content:**  ***You can use bold or italics in the content of the email message.*** | You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page. |

***This is an example email message to learners:***

Congratulations! You just earned a badge!

Congratulations, you have been awarded the badge "%badgename%" for successfully completing the free non-accredited course ***[course title]*.**

More information about this badge can be found at %badgelink%.

You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.

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Best wishes

The ***[Project]*** course team

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| **Name of Badge 4** |  |
| **Description for Badge 4**  Please amend this text to describe the badge.  ***Please note that there is no formatting (font, numbering) within the badge system and URLs will not be live links*** | This badge has been issued for participating in the activities in the free non-accredited [Course name] course. This free course supported demonstration of the following key learning outcomes:  1. xxx  2. xxx  3. xxx  4. xxx  You can review this course at the link [Course URL]. This badge does not represent formal credit or award. It does demonstrate participation in informal learning activity. |
| **Badge 4 Image**  ***Please insert the badge here as it helps to avoid confusion if a course has several badges.***  ***Send the image as a separate file with this form.***  A badge must be supplied to the follow criteria:  File format: .PNG  Size: 220px x 220px  You are advised to resize the badge to the following sizes to check that it is readable:  64px x 64px; 90px x 90px;  128px x 128px |  |

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| **Badge 4 criteria: What does the learner need to do to achieve the badge?**  For example – visit specific pages in the course, attempt or complete or pass (grade boundary set) specific course activities such as quizzes. |
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| **Badge 4 email sent to the learner on completion of the badge**  ***Below is the default text of the badge message (this will be used if you do not amend the default message in the box below):***  Congratulations! You just earned a badge!  You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.  ***This default text can be amended as appropriate for the badge. The text in RED enables the email to be personalised dynamically by using information about the badge in the system.*** | |
| **If you want a different email message for each badge in the course, please amend the default message text in the box below with your message for learners.**  **Badge 4 email sent to learner on completion of the badge** | |
| **Subject line:** | Congratulations! You just earned a badge! |
| **Content:**  ***You can use bold or italics in the content of the email message.*** | You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page. |

***This is an example email message to learners:***

Congratulations! You just earned a badge!

Congratulations, you have been awarded the badge "%badgename%" for successfully completing the free non-accredited course ***[course title]*.**

More information about this badge can be found at %badgelink%.

You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.

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Best wishes

The ***[Project]*** course team

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| **Name of Badge 5** |  |
| **Description for Badge 5**  Please amend this text to describe the badge.  ***Please note that there is no formatting (font, numbering) within the badge system and URLs will not be live links*** | This badge has been issued for participating in the activities in the free non-accredited [Course name] course. This free course supported demonstration of the following key learning outcomes:  1. xxx  2. xxx  3. xxx  4. xxx  You can review this course at the link [Course URL]. This badge does not represent formal credit or award. It does demonstrate participation in informal learning activity. |
| **Badge 5 Image**  ***Please insert the badge here as it helps to avoid confusion if a course has several badges.***  ***Send the image as a separate file with this form.***  A badge must be supplied to the follow criteria:  File format: .PNG  Size: 220px x 220px  You are advised to resize the badge to the following sizes to check that it is readable:  64px x 64px; 90px x 90px;  128px x 128px |  |

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| **Badge 5 criteria: What does the learner need to do to achieve the badge?**  For example – visit specific pages in the course, attempt or complete or pass (grade boundary set) specific course activities such as quizzes. |
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| **Badge 5 email sent to the learner on completion of the badge**  ***Below is the default text of the badge message (this will be used if you do not amend the default message in the box below):***  Congratulations! You just earned a badge!  You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.  ***This default text can be amended as appropriate for the badge. The text in RED enables the email to be personalised dynamically by using information about the badge in the system.*** | |
| **If you want a different email message for each badge in the course, please amend the default message text in the box below with your message for learners.**  **Badge 5 email sent to learner on completion of the badge** | |
| **Subject line:** | Congratulations! You just earned a badge! |
| **Content:**  ***You can use bold or italics in the content of the email message.*** | You have been awarded the badge "%badgename%"!  More information about this badge can be found at %badgelink%.  You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page. |

***This is an example email message to learners:***

Congratulations! You just earned a badge!

Congratulations, you have been awarded the badge "%badgename%" for successfully completing the free non-accredited course ***[course title]*.**

More information about this badge can be found at %badgelink%.

You can manage and download the badge from your [Manage badges](http://www.open.edu/openlearnworks/badges/mybadges.php) page.

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Best wishes

The ***[Project]*** course team