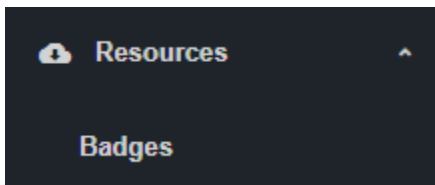


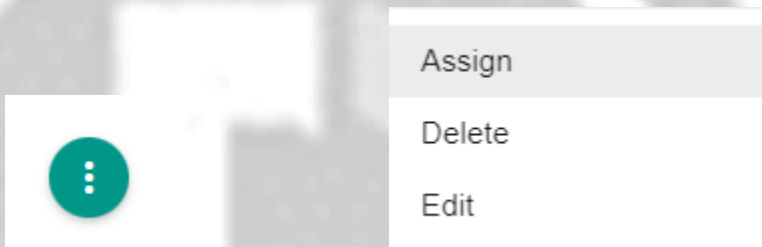
Assigning a Badge

Goal - Users will be able to assign a badge to learners

- 1 After logging into FocalPoint, select Resources -> Badges.



- 2 On the 'User Badges' screen, next to the appropriate badge, select the more options icon, then select 'Assign'.



- 3 On the 'Assign Badge' screen, select the appropriate site (if applicable) and check the appropriate learners. Then, select 'Award Badge'.

