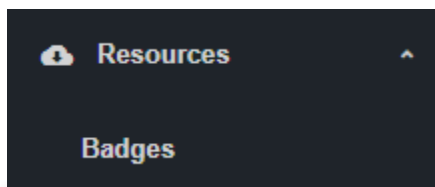


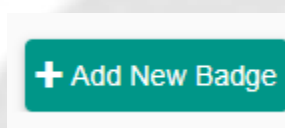
## Adding a Badge

**Goal - Users will be able to create a badge**

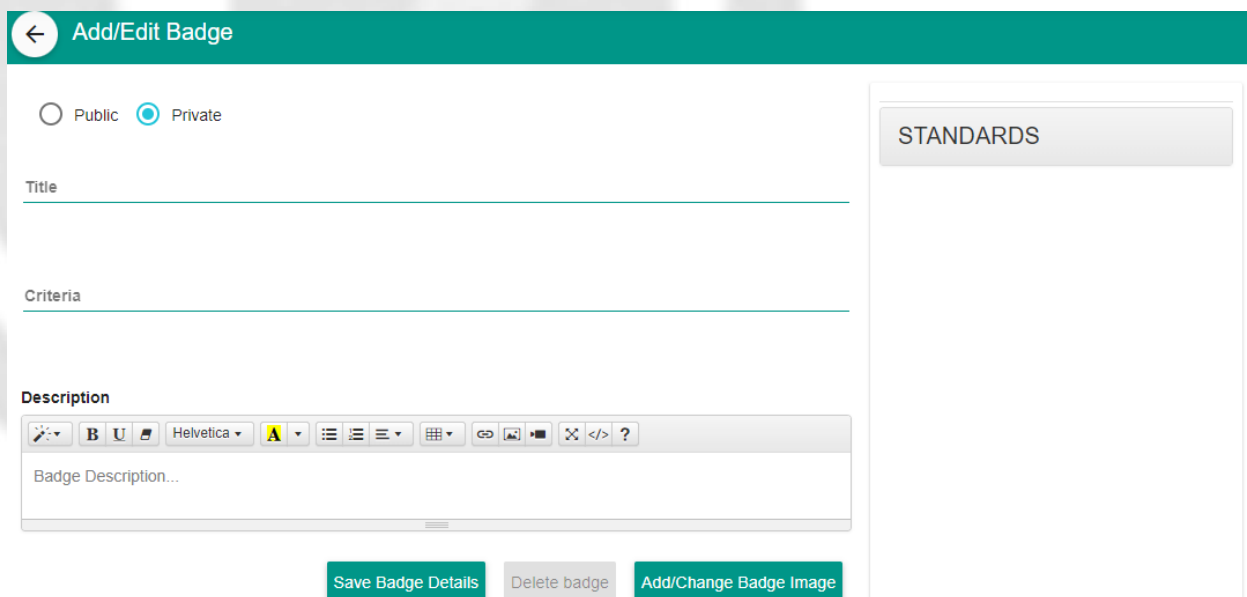
- 1 After logging into FocalPoint, select Resources -> Badges.



- 2 On the 'User Badges' screen, select '+ Add New Badge'



- 3 On the 'Add/Edit Badge' screen, give the badge a Title, enter the criteria to earn the badge, and give the badge a description.

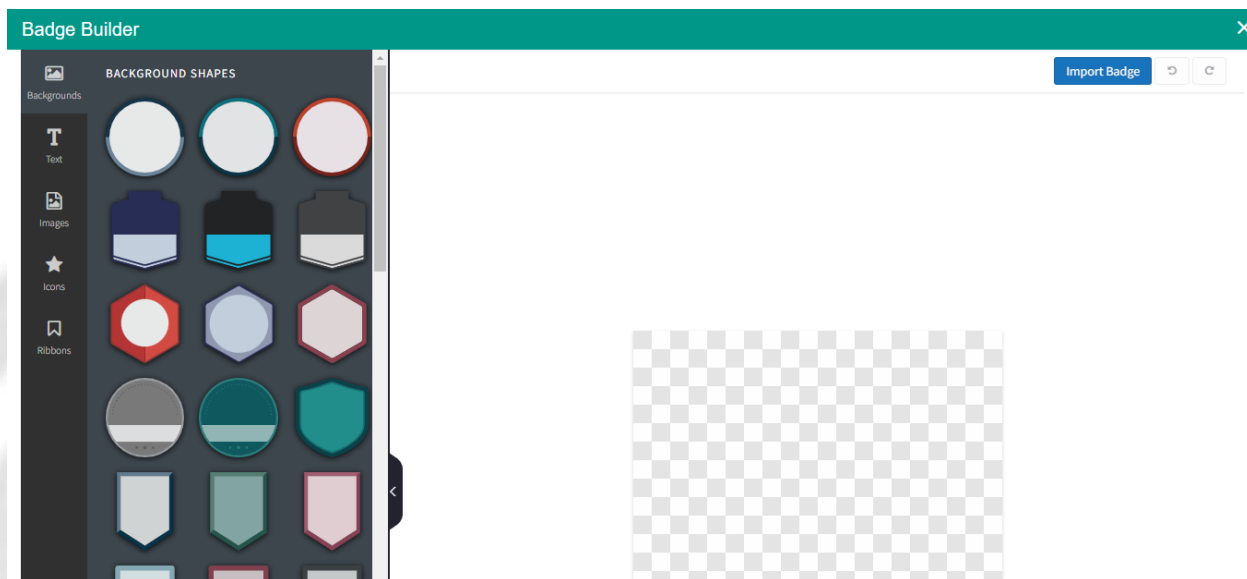


The 'Add/Edit Badge' form includes a teal header with a back arrow and the title 'Add/Edit Badge'. Below the header are radio buttons for 'Public' and 'Private' (selected). The form has three main input sections: 'Title' (a single-line text field), 'Criteria' (a single-line text field), and 'Description' (a rich text editor with a toolbar containing bold, italic, font color, background color, list, link, unlink, and code icons). To the right of the form is a 'STANDARDS' section. At the bottom of the form are three buttons: 'Save Badge Details' (green), 'Delete badge' (grey), and 'Add/Change Badge Image' (green).

- 4 Select 'Add/Change Badge Image' to build the badge.

## Adding a Badge

- 5 On the 'Badge Builder' screen, users can build and edit the badge's appearance, and also import a previously created badge.



- 6 After building the badge and entering the Title, Criteria, and Description, select 'Save Badge Details' on the 'Add/Edit Badge' screen.
- 7 Observe the newly created badge on the 'User Badges' screen.