

# Canvas Badges Owner Guide

As a program (“issuer”) owner in Canvas Badges, please review and ensure your adherence to the information below.

As the owner of an issuer, you can add additional staff to your issuer. It’s your responsibility to ensure that you and your issuer’s users adhere to FERPA guidelines.

## Adding an Issuer Contact Email Address to an Issuer

The contact information for your issuer is displayed on the [Vanderbilt Canvas Badges public site](#) as an envelope icon under your issuer name to allow learners to contact you with questions. Once granted access to the system, update the contact email for your program by clicking on the three dots next to the issuer name -> **Edit Issuer** -> select the email from the dropdown list under **Contact Email**. If you need to add a shared mailbox as the contact for your issuer, click on the person icon at the top right of your screen and then on **Canvas Badges account settings**. From there, add the shared mailbox email and follow the steps to verify the account.

## Adding Staff to an Issuer

Navigate to the **Staff** tab on the issuer page -> **Add Staff** -> Add staff email address and select role. Though you are able to add additional owners to your issuer, we ask that all owner requests be routed through PSI via the [security request form](#).

## Badge Certificates

You can allow learners to print a certificate when they’ve earned a badge. Though Canvas Badges offers many design options, the enabled default option is pictured here.



## Creating a New Badge

Please see this Knowledge Base article for detailed instructions on creating a badge: <https://community.canvaslms.com/t5/Canvas-Badges/Creating-badges-as-an-issuer/ta-p/528721>

You can create images for all individual badges **except** Pathway completion badges. Individual badge images can contain the Vanderbilt University name in plain text but cannot contain any other Vanderbilt University branding (font/colors/Vanderbilt V design).

## Awarding Badges

Please see this Knowledge Base article for detailed instructions on awarding badges manually or in bulk: <https://community.canvaslms.com/t5/Canvas-Badges/Awarding-badges/ta-p/528742>

To avoid confusion and badges being split across different learner accounts, please encourage learners to use the same email address when registering for and completing badged activities.

## Pathways

Pathways is a feature that allows for sequencing, or stacking, of badges. Learner’s progress through the pathway as they earn badges and receive a master completion badge. Example Pathways can be found on the [Vanderbilt Canvas Badges public site](#). Pathway completion badge designs are managed by VU Marketing in collaboration with PSI. Before creating or modifying a Pathway or completion badge, please contact PSI.