Magic Digital Badges User Manual

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Magic Digital Badges Video Tutorial

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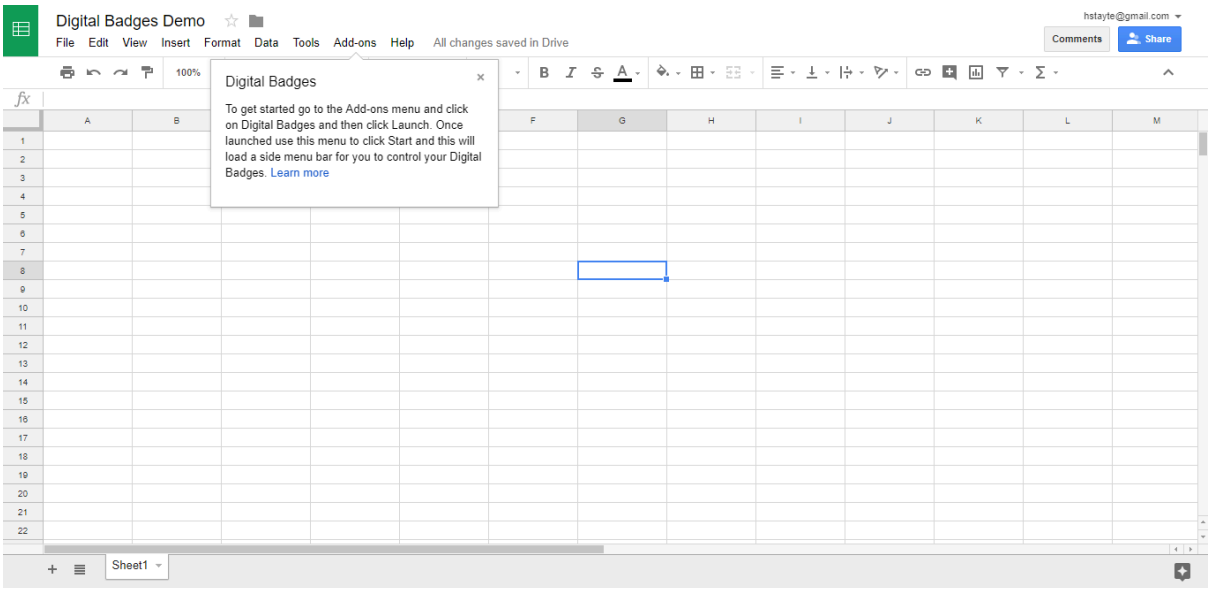
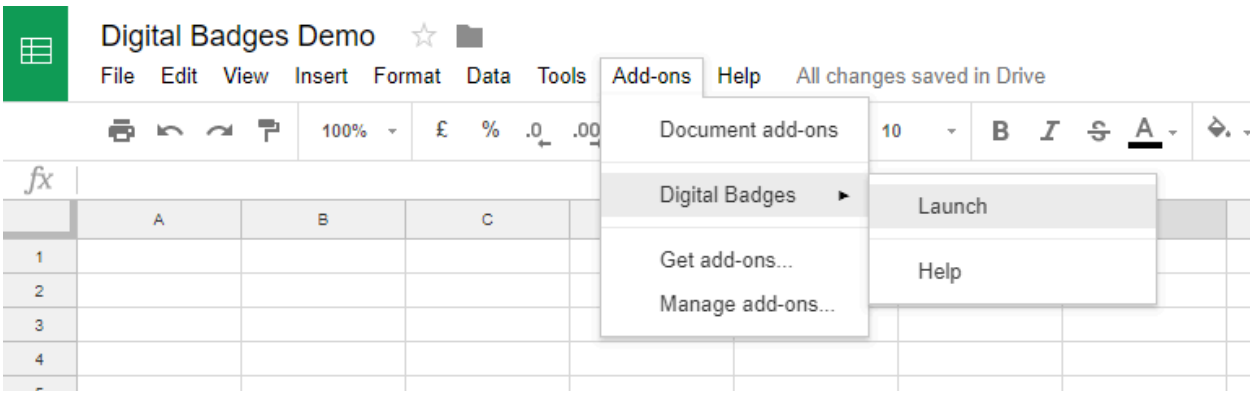
Initial Setup

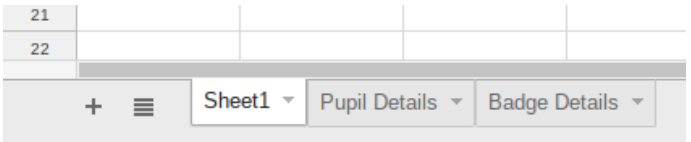
Please note the Magic Digital Badges now has paid features. For more information click here to go to the Paid Features section.

The first thing you need to do is to create a Google Drive folder called Digital Badges where you will store the master files of your Digital Badges. You will make this folder public or visible to anyone in your domain. Add all of your Digital Badges to this folder.



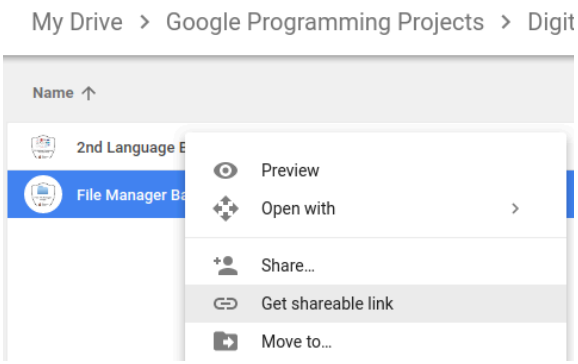
Once you have installed the add-on you need to activate it on your current Google Sheet by going to the add-on menu and clicking 'Launch' as shown below:





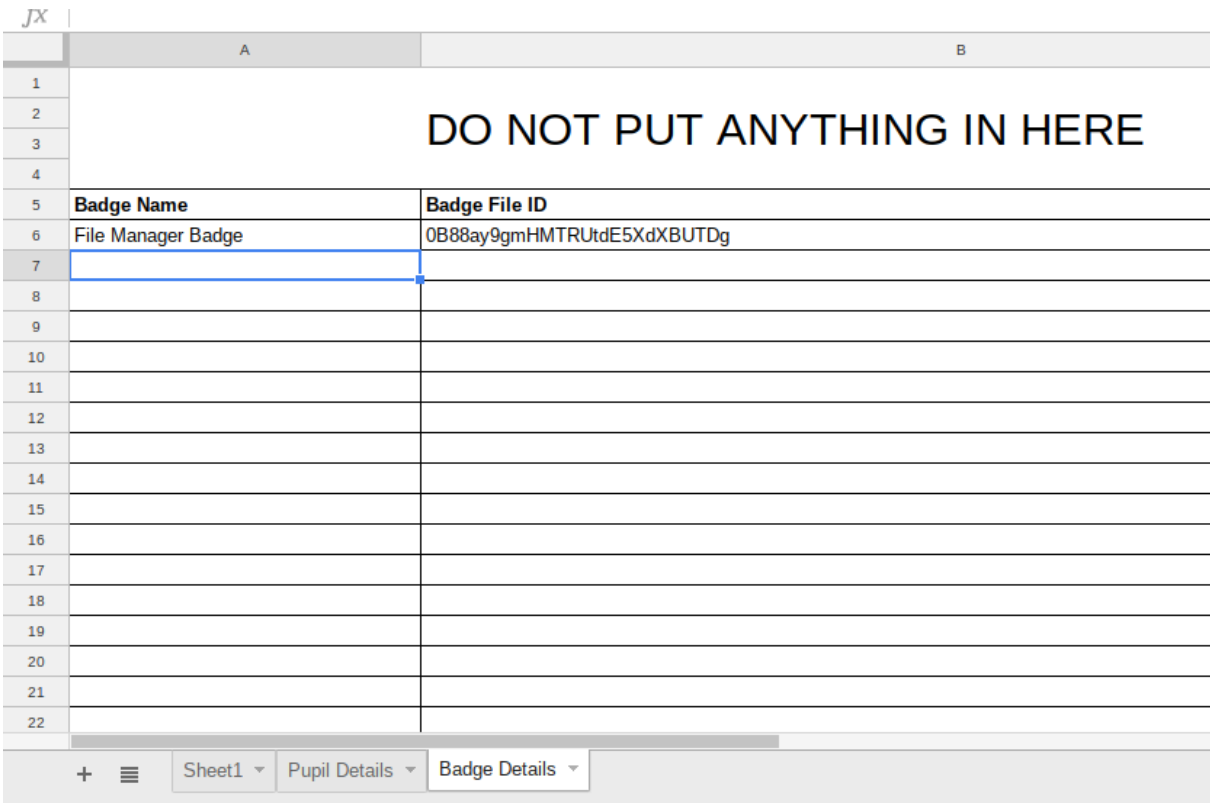
Adding Badges to MDB

You will now have two new worksheets that will control your Digital Badges. You will need to start by editing the Badge Details worksheet. Open each one of your Digital Badges from Drive and copy the file ID to the worksheet called Badge Details.



Example Link - https://drive.google.com/open?id=0B88ay9gmHMTRUtdE5XdXBUTDg

The FileID you need to copy is the part from the link above after the = sign i.e.
0B88ay9gmHMTRUtdE5XdXBUTDg



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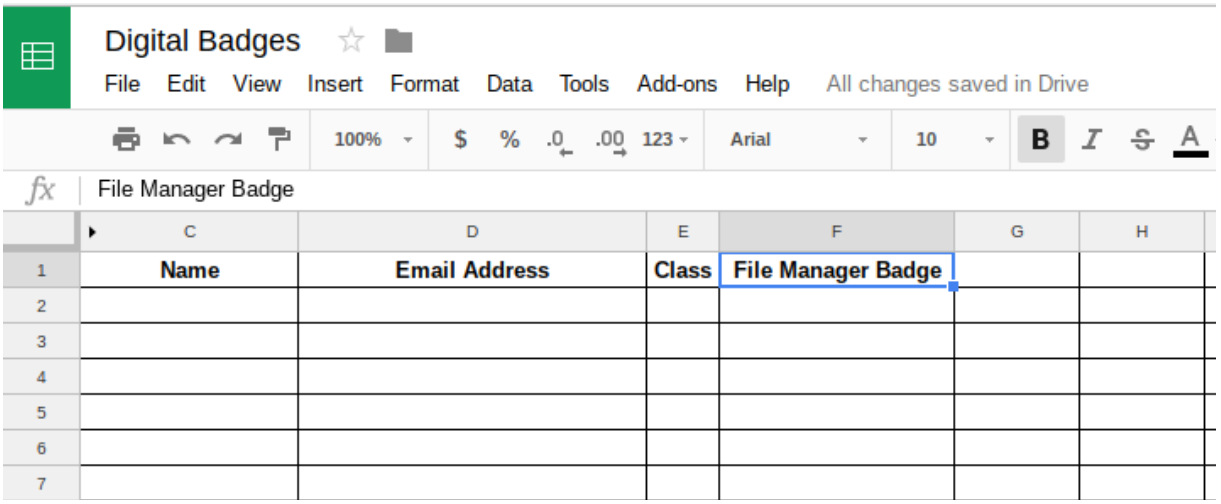
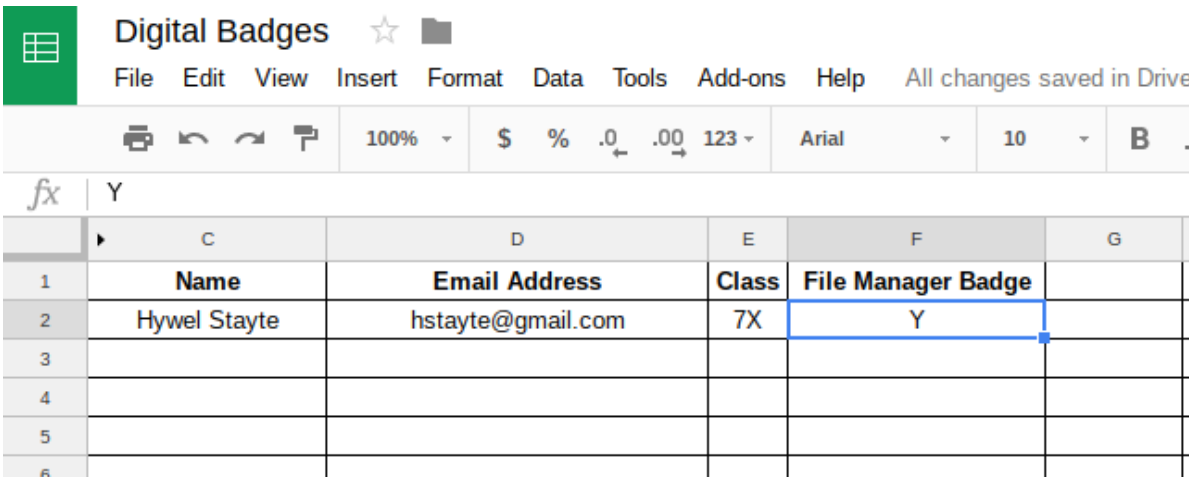
Adding Pupils to MDB

You then need to match the headings on Badge Details to the headings on the Pupil Details worksheet. You can add as many badges as you like just make sure all of the headings are in the same order as the badge details as shown below.



	C	D	E	F	G	H
1	**Name**	**Email Address**	**Class**	**File Manager Badge**		
2						
3						
4						
5						
6						
7						

You can then add your pupil names, email addresses and class. When a pupil is awarded a badge you need to add their details and put a Y in the relevant cell as shown below:

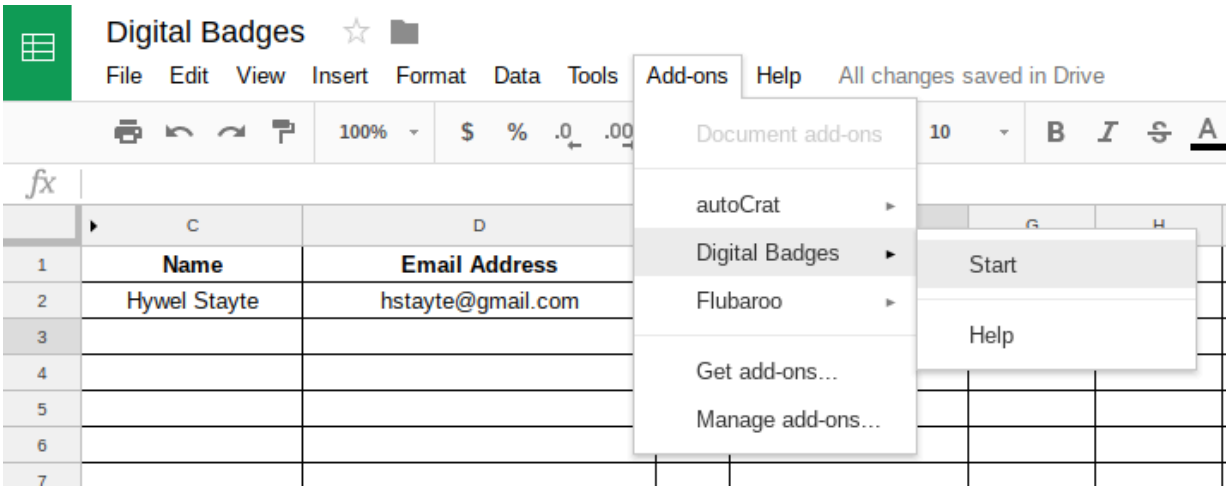


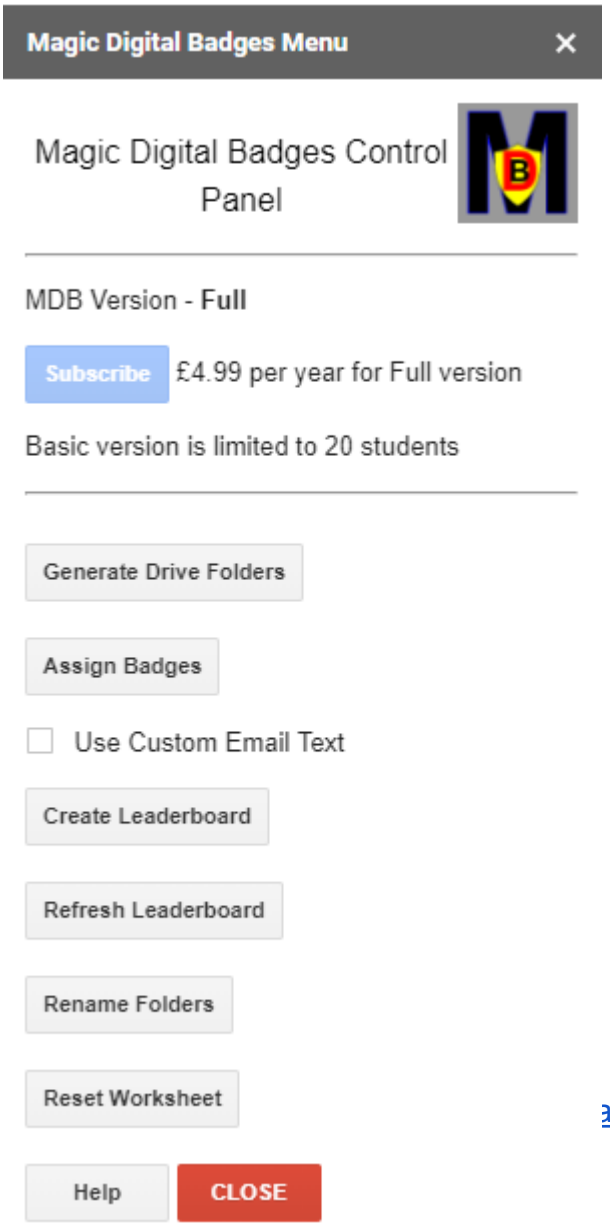
	C	D	E	F	G
1	**Name**	**Email Address**	**Class**	**File Manager Badge**	
2	Hywel Stayte	hstayte@gmail.com	7X	Y	
3					
4					
5					
6					

These will be converted into 'Copied' once 'Assign Badges' is run and the pupils will receive the badge automatically in their Google Drive Folder. In order to assign the badges you need to Start the add-on by going to the menu and clicking the Start button.

Sidebar Menu

In order to assign badges you need to load the sidebar menu as show below





Generate Folders Button
You should only use this button to generate your folders. The system will generate a main Google Drive folder and inside it generate a folder for all of the pupils listed in Pupil Details. You can always add more pupils but you will need to generate folders again. (The folderIDs are hidden in Columns A&B)

Assign Badges Button
Use this button to copy all of the badges to the appropriate student folder. You can run this script as many times as you need to when you add more badges throughout the year.

N.B. You may need to run this multiple times if you have over 100 badges to award as Digital Badges can only assign this many in one go.

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Use Custom Email Text

By default MDB will email students the details of awarded badges and a default message with a link will be sent. You now have the option to make a custom email message and subject. Simply click this checkbox and then MDB will use the message and subject text you have added to the additional columns on the badge worksheet. You can also include the link to the badge folder and student name by using the exact text **${Name}, ${BadgeURL} or ${URL}** in your email text and this will import the data into your custom email.

Create Leaderboard

You can use this option when you want to convert badges assigned into points values and have a leaderboard of pupils. This will add an extra worksheet for the leaderboard and allow you to add points values on your Badges worksheet.

Refresh Leaderboard

Your leaderboard will refresh and sort itself automatically however if you would like to force this to happen you can use this button.

Rename Folders Button

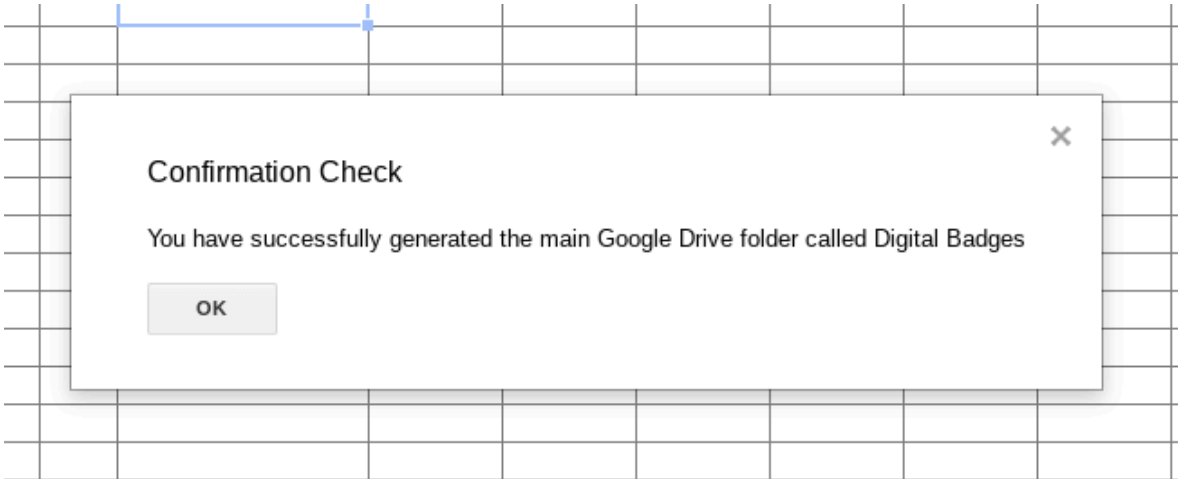
You can use this button to rename any of the folders. The naming convention of the Google Drive folders is *StudentClass Digital Badges - StudentName* and therefore if the students name or class change you can use this button to rename the folders as required. I find this most useful to allow pupils to keep their same folder from year to year. You can use a VLOOKUP formula to populate the class column and therefore if the class changes on your data sheet then it will automatically update on the pupil sheet. Using the rename folder updates the name so they have the correct class. To see this setup please checkout the YouTube link on the first page of this tutorial.

Reset Worksheet Button
This button will set the Google Sheet back to the start before any Google Drive folders we created and badges assigned.

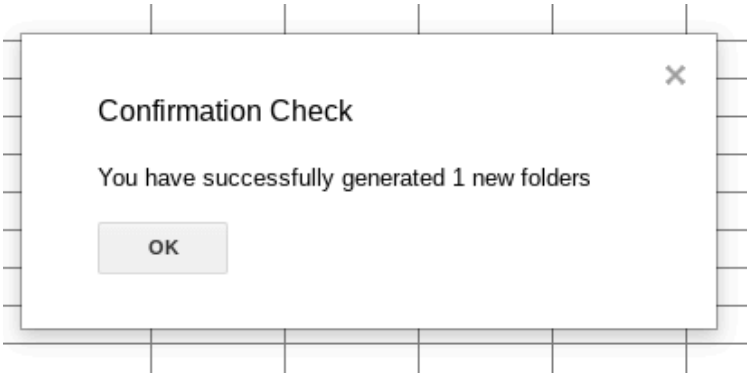
N.B. It will not delete any existing Google Drive folders and it will not delete any student names and details you have added.

Generate Folders

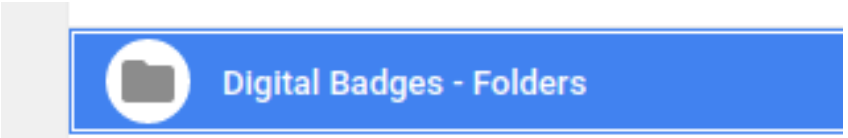
Once you have clicked on the Generate Folders button a pop up wait box will appear. If you have never pressed this button the first thing that happens is that MDB generates a main Google Drive folder and gives you this confirmation box.

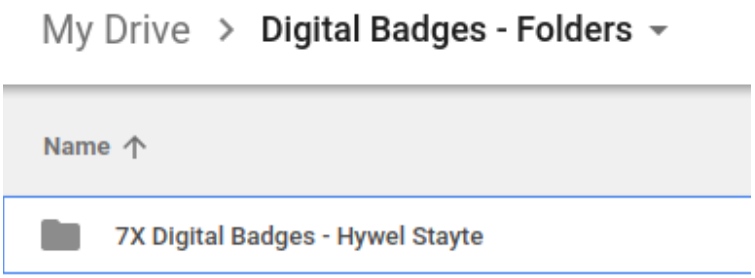


MDB will then generate the pupil folders within this main folder and once completed will let you know how many folders have been generated as shown here.



The pupils will receive an email letting them know the folder has been shared with them



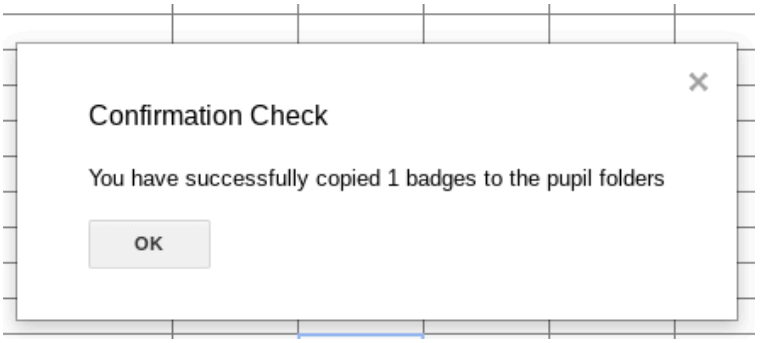


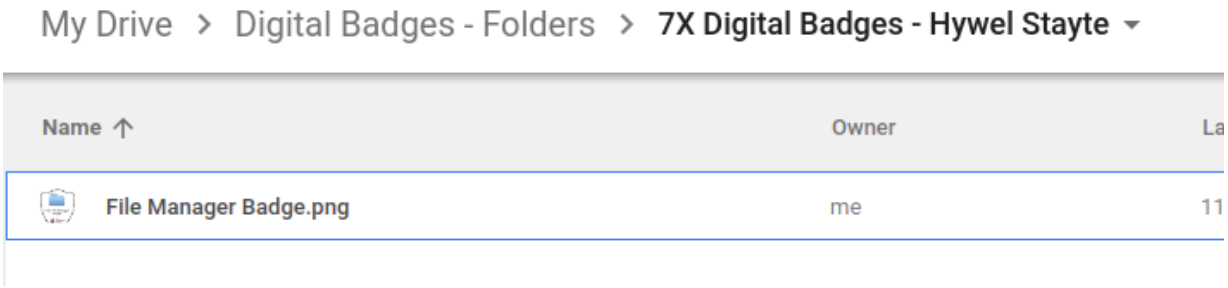
These folders are stored on your Google Drive and you are the owner of the files and folders however pupils have viewing rights.

Assign Badges Button

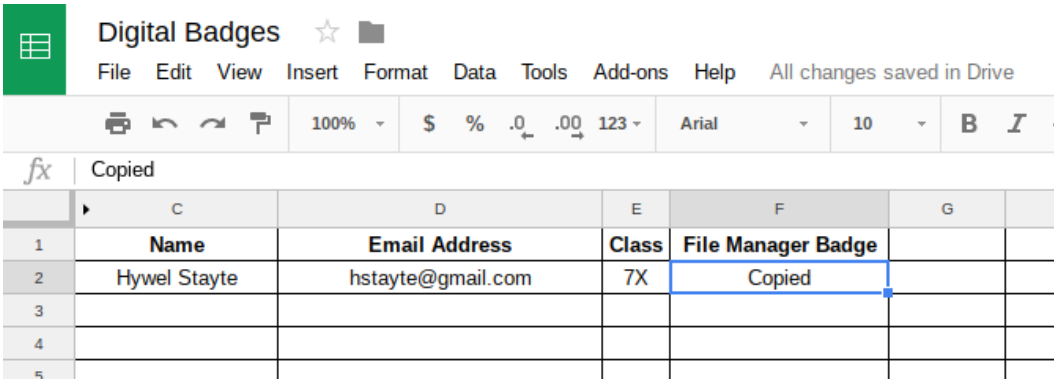
When you are ready to assign badges to pupils you will need to add ‘Y’ to the Google Sheet for each pupil and the corresponding badge you would like to assign. You press the ‘Assign Badges’ button to run this process. (You can tick the ‘Use Customer Email Text’ checkbox if you would like to create your own email rather than the standard one that is sent).

Once pressed a pop up wait box will appear and will be followed by a confirmation box indicating how many badges were assigned as shown below. As mentioned earlier you can only assign 100 badges at once (due to time out issues) however you can press the assign badges button again and MDB will pick up from where it got to.





As you can see below the ‘Y’ is changed to ‘Copied’ once the Assign Badges button is pressed.



N.B. Make sure you are on the correct worksheet before clicking any of the buttons

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Delete Badges Button

If you would like to delete a badge that has been added to a student's Google Drive folder then you can also use MDB to do this. (You can of course go to the folder and manually delete if needed) If you need to delete a badge then you can simply put a ‘N’ onto the Google Sheet for the relevant student and the relevant badge and then press ‘Delete Badges’. MDB will then check the Google Drive folder for the name of the badge and delete any files with that name. (If the student has more than one badge with the same name all of them will be deleted)

Once pressed a pop up wait box will appear and will be followed by a confirmation box indicating how many badges were deleted. As mentioned earlier you can only assign 100 badges at once (due to time out issues) so the same is true for deletions and it will stop once it reaches 100 deletions. You can of course run again just like when assigning.

The ‘N’ is changed to ‘Deleted’ once the Delete Badges button is pressed and completed.

N.B. Make sure you are on the correct worksheet before clicking any of the buttons

That is pretty much it! Pupils can access their badges through Google Drive or these folders could be embedded into a Google Site.

If you have any problems please email info@notsomagicapps.com for extra support

Magic Digital Badges

Education Systems

Are you interested in using Google Apps Script to create bespoke systems for Education?

Below is a list of systems we have already built and can be purchased for your organisation. If you are interested in any of these systems then please email info@notsomagicapps.com or visit our website

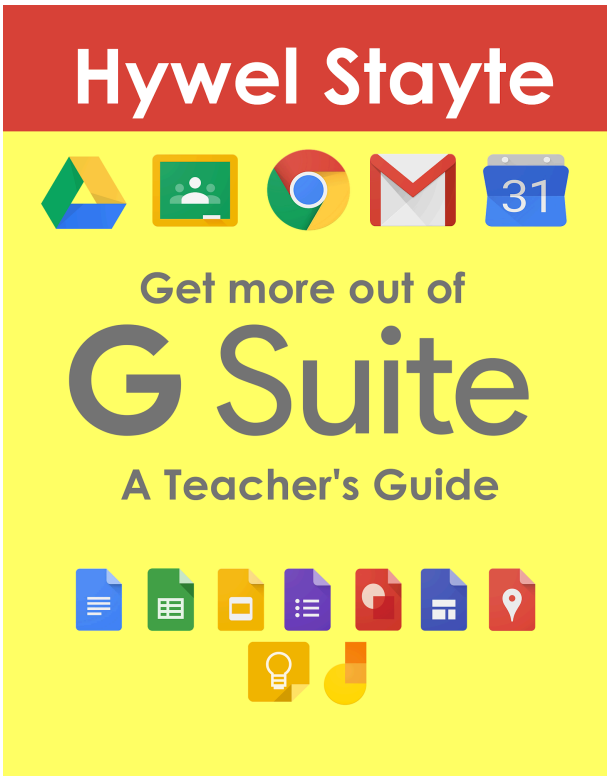
- Sixth Form Cease/Change Subject Form
- KS4 Change Subject Form (Very similar to Sixth Form above)
- Risk Assessment System (Rooms)
- Accident Form
- Leave of Absence Request Form
- Catering Request Form
- Trip Planning System (including Risk Assessments)
- Personal Action Plans (various year groups)
- Prefect Booking System
- Music Lesson Booking/Request (Parental Contract System)
- Options Systems (Yr9, GCSE, A Level)
- Incidents logging/reporting (Computers, Bullying etc)
- Lunch Orders (Staff)
- Lunch Orders (Pupils)
- Learning Support Referrals
- Exam Entry Checking
- Prefect Voting System
- Music Teachers Parents Evening Booking
- Room Bookings (Google Calendar System) - (complex timetables extra but easily accommodated)
- Trip Contact Cards (Automatic Reprographics Request)
- Visitors Form
- Learning Support Quick Comments Form

For more detailed information please see -
Not So Magic Apps - Education Systems

Magic Digital Badges

Get more out of G Suite - A teacher's guide

Available as Paperback or Kindle edition



Links are to amazon.co.uk but available in many countries

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