

Viewing User Achievements

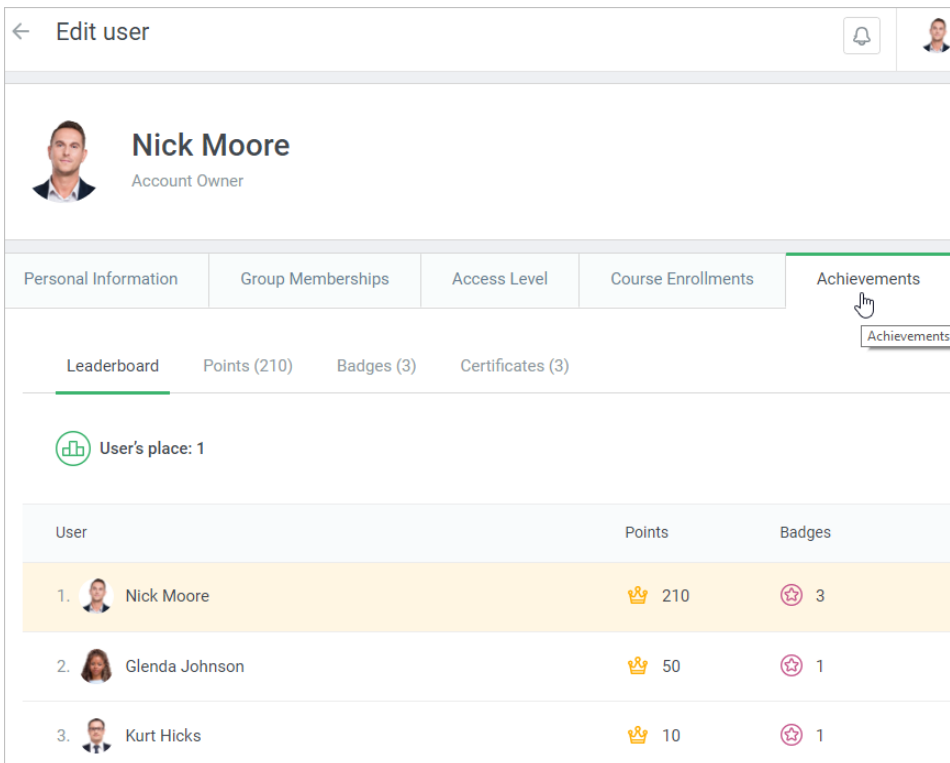
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User Achievements

To view a user's achievements:

1. In the **Users** section, click a user's name.
2. On the **Edit user** page, open the **Achievements** tab.
3. Here you can check a user's position in the overall leaderboard, the number of points and badges the user has received, and certificates that were delivered for completed courses.

If [gamification](#) in your account is switched off, those will be the only certificates available to view under the **Achievements** tab.



The screenshot shows the 'Edit user' page for Nick Moore. The 'Achievements' tab is selected, showing a leaderboard. The user's place is 1. The leaderboard table is as follows:

User	Points	Badges
1. Nick Moore	210	3
2. Glenda Johnson	50	1
3. Kurt Hicks	10	1

Managing Points

If you have enabled [gamification](#), your account users will receive points for all passed modules and courses. Apart from the default settings, you can specify a [custom number of points](#) that will be awarded for completing a particular course or content item.

Sometimes, the administrator needs to encourage a user who has passed a course or, vice versa, penalize students for skipping a webinar or not doing their homework assignments. In this case, the option to manually award users with points and deduct them comes in handy.

To award with points or deduct them:

1. Select a user in the list and open their profile.

2. Next, go to the **Achievements** tab and select **Points**.

3. Open the **Manage Points** menu and choose whether you want to add or deduct points.

4. Then, specify the data and the reason for the action and the number of points awarded or deducted. Finally, click **Award** or **Remove** depending on the performed operation.

Awarding Points ✕

Date:

Points:

Reason:

The best business proposal in the group.

5. View the history of awarding and deducting points under the **Achievements** tab in the **Points** section.

Personal Information	Group Memberships	Access Level	Course Enrollments	Achievements
Leaderboard	Points (520)	Badges (1)	Certificates (0)	
Awarded Points			Managing Points ▼	
Date ↓	Reason	Points		
Sep 29, 2019	Offline activities	+ 240		
Nov 1, 2019	How to Sell Cars Professionally	+ 50		
Nov 1, 2019	Sales Onboarding	+ 50		
Nov 11, 2019	The best business proposal in the group.	+ 200		
Nov 11, 2019	Skipping the Direct Sales webinar.	- 20		