

Edit Badge

Version 6

Published 3/24/2017 10:52 PM by [Anonymous User](#) Last updated 5/18/2021 08:48 PM by [Grace Kamau](#)

Edit a badge to change its title, summary, description, or image; move the badge to a different recognition program; change who can grant the badge; disable the badge; or make other changes.

1. Click the gear icon > **Control Panel** > **People** > **Recognition**.
2. For a badge, click the gear icon > **Edit**.
3. Make changes to the badge.
4. Click **Save**.

tags : site-administrator