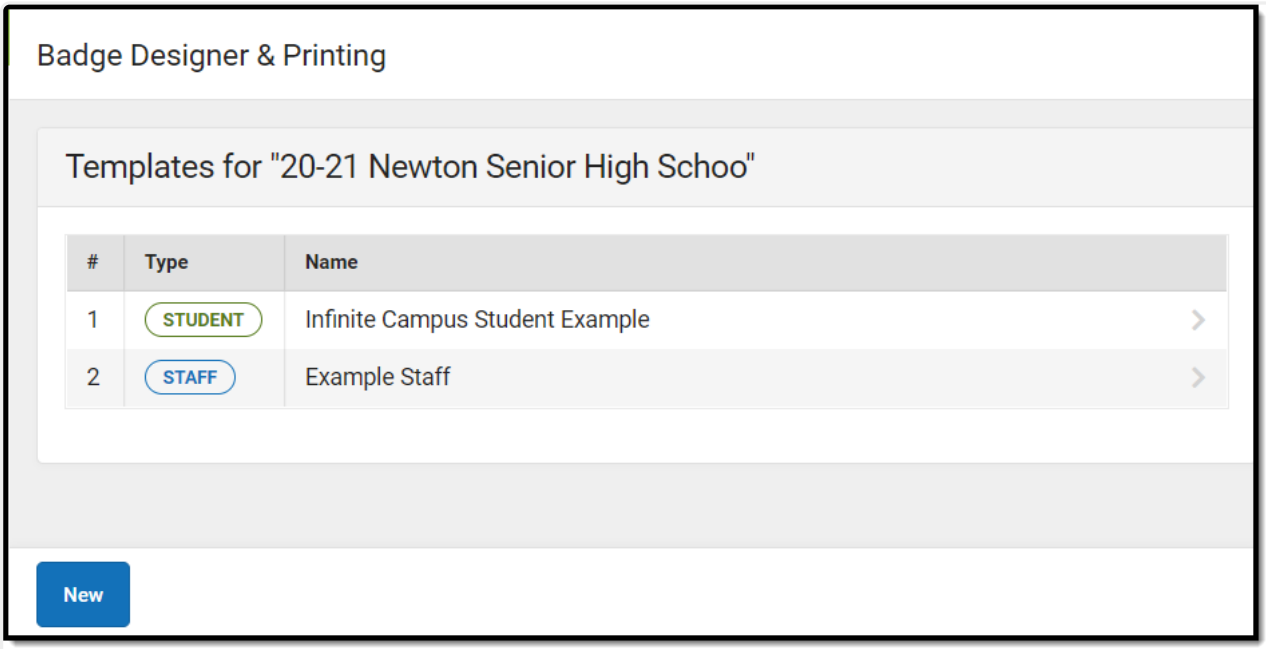
Badge Designer

Last Modified on 10/27/2026 8:29 am CDT

Scanning tools are available with Campus Workflow Suite.

Tool Search: Badge Designer

The Badge Designer tool allows users to create student and/or staff ID badges instead of using a third-party tool. Badges are printed using the Badge Printing tool.

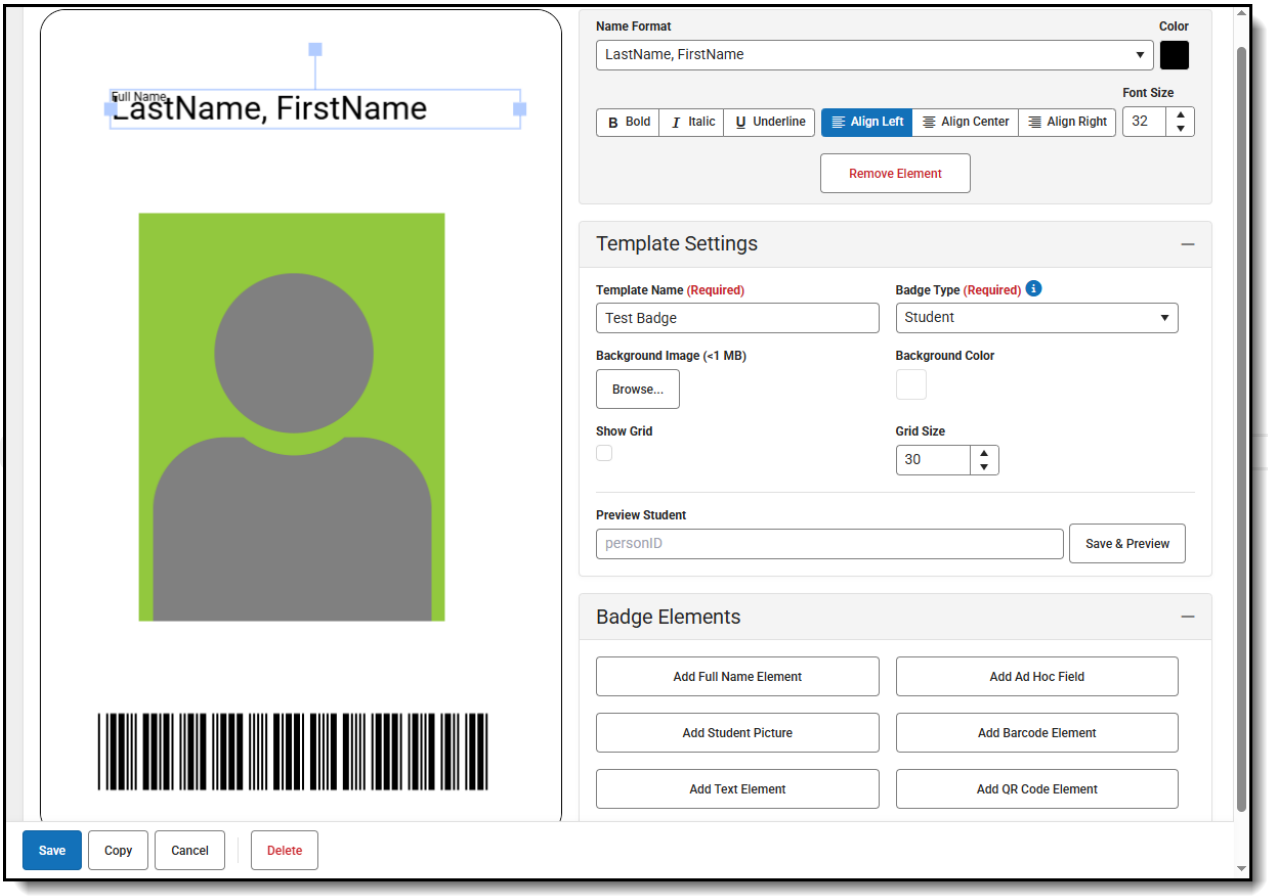


Badge Designer List

Click **New** or an existing template to view the Badge Designer Detail Screen.

Badge Designer Detail Screen

class="fr-img-caption fr-fic fr-dib img-responsive fr-fil" style="width: 1018px;">



Badge Designer Detail Screen

Create a new badge

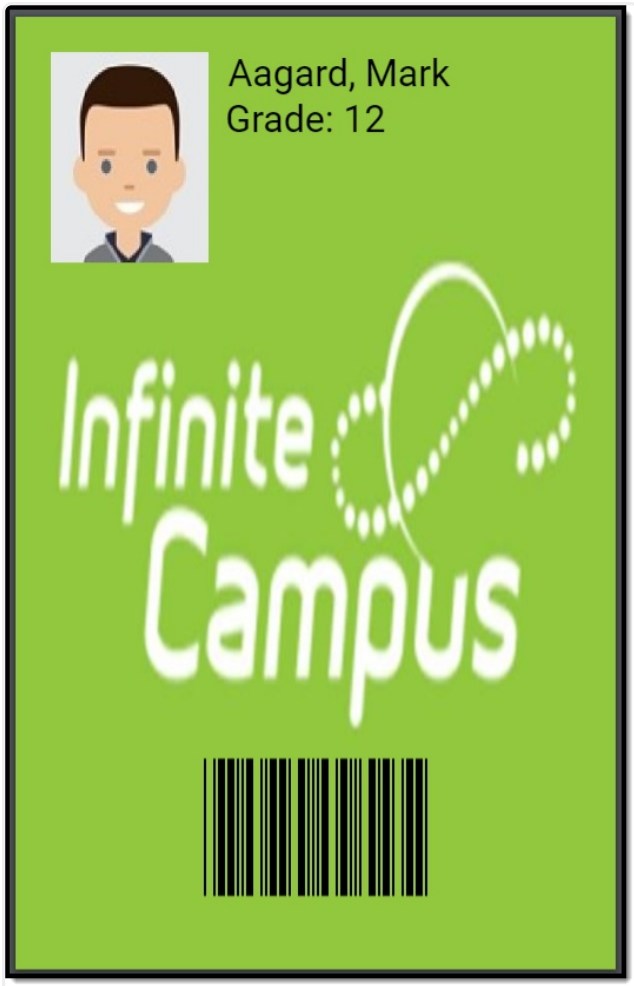
1. Use the **Template Name** field to enter a name for the template. This name is displayed in the Badge Printing tool.
2. From the **Badge Type** drop-list, select the type of badge to create: **Student** or **Staff**.
3. The **Background Image** allows users to upload an image to use on the badge.
    - Image size is 54mm by 86mm.
    - The aspect ratio should be 17:27 for an image to fit the badge.
4. Use the **Background Color** option to select the background color of the badge.
5. Mark the **Show Grid** option to add a grid while designing the badge. The grid is only visible during badge design and will not appear once the badge is printed. Elements can snap to the grid for ease of design.
6. To adjust the size of the grid, use the **Grid Size** options.

Template settings

Field	Description
Template Name	The name of the template. This name is displayed in the Badge Printing tool.
Badge Type	The type of badge, either Student or Staff. **Note:** Changing the badge type with existing ad hoc fields removes all existing fields on the badge.
Background Image (<2 MB)	Adds a background image to the badge. The size of this image is 54mm by 86mm. For an image to fit, the aspect ratio should be 17:27.
Background Color	Adds a background color using a color picker or web hex.
Show Grid	Adds a grid to the badge only visible in this view. Elements can snap to the grid for ease of design.
Grid Size	Adjusts the size of the grid.

Preview the student badge

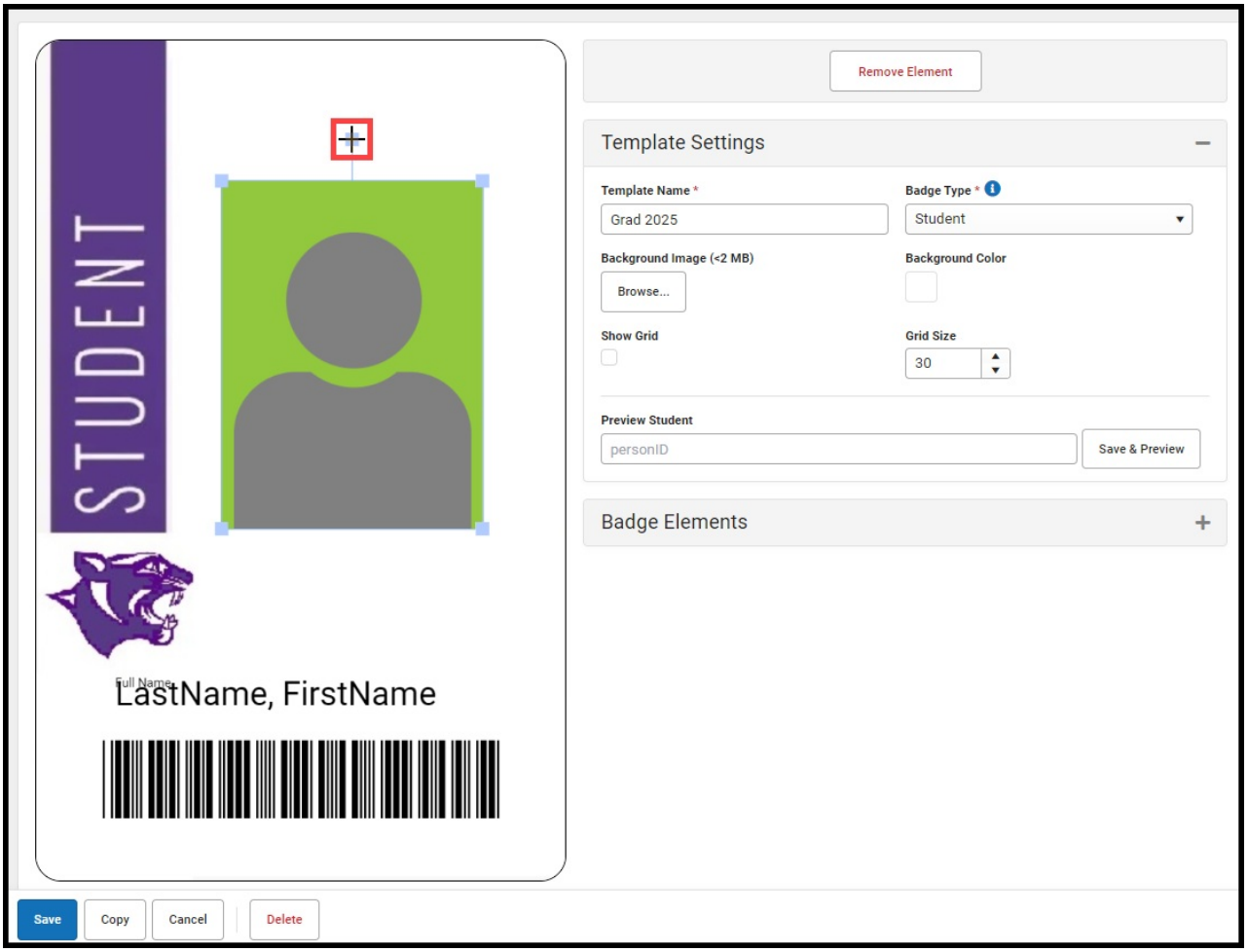
The **Preview Student** function allows the user to view what the badge template will look like using a person ID number. The example badge is generated as a PDF.



Badge Preview Example

Badge Elements

Select an element within the Badge Preview to edit it. Elements can be moved by clicking and holding the element, then moving it to its new location. Elements can also be rotated by clicking and holding the square box above the element, then dragging it left or right until it has reached the desired position.



A section at the top of the Badge Designer Detail screen displays all edit options for the particular element. Click the **Remove Element** button to delete an element.

Element	Description
Add Full Name Element	Adds the person's name to the badge. This can be either Last Name, First Name or First Name Last Name.
Add Ad Hoc Field	Adds an ad hoc field that pulls all custom, student or staff fields. A Prefix can be entered before the ad hoc field to clarify what data is being pulled. In the example above, the student.grade ad hoc field is selected and the Prefix "Grade:" has been added. When previewing with a student, that field displays as "Grade: 12" instead of just 12.
Add Student/Staff Picture	Adds the person's picture to the badge.
Add Barcode Element	Adds a centered barcode, allowing you to choose what ad hoc field you wish to pull data from to generate the Barcode.

Element	Description
Add Text Element	Adds any text to the badge.
Add QR Element	Adds a QR code to the badge, allowing you to choose what ad hoc field you wish to pull data from to generate the QR Code.