

Badge Designer

Last Modified on 09/11/2024 1:40 pm CDT

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The Scanning toolset is part of the [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 & Printing

Templates for "20-21 Newton Senior High School"

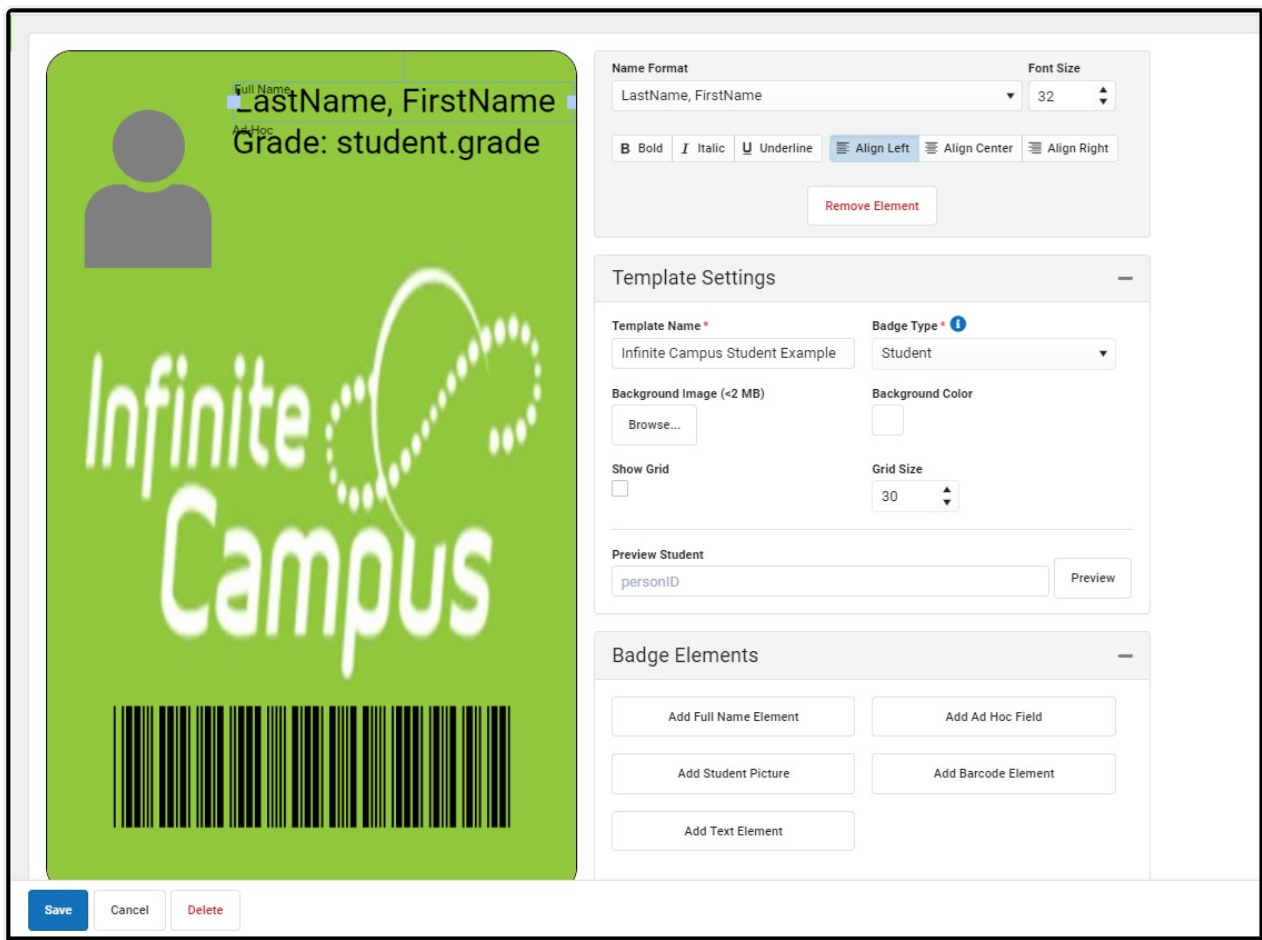
#	Type	Name
1	STUDENT	Infinite Campus Student Example >
2	STAFF	Example Staff >

New

Badge Designer List

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

Badge Designer Detail Screen



The screenshot displays the 'Badge Designer Detail Screen'. On the left is a preview of a green badge template. It features a grey silhouette of a person's head and shoulders in the top left corner. To the right of the silhouette, the text 'Full Name' is above 'LastName, FirstName', and 'Ad Hoc' is above 'Grade: student.grade'. The 'Infinite Campus' logo is centered on the badge, and a barcode is at the bottom. At the bottom of the preview are 'Save', 'Cancel', and 'Delete' buttons.

On the right is the configuration panel. The 'Name Format' section has a dropdown set to 'LastName, FirstName' and a 'Font Size' of 32. It includes buttons for 'B Bold', 'I Italic', 'U Underline', 'Align Left', 'Align Center', and 'Align Right', along with a 'Remove Element' button. The 'Template Settings' section includes a 'Template Name' field with 'Infinite Campus Student Example', a 'Badge Type' dropdown set to 'Student', a 'Background Image (<2 MB)' field with a 'Browse...' button, a 'Background Color' field, a 'Show Grid' checkbox, and a 'Grid Size' dropdown set to 30. There is a 'Preview Student' section with a 'personID' field and a 'Preview' button. The 'Badge Elements' section at the bottom contains buttons for 'Add Full Name Element', 'Add Ad Hoc Field', 'Add Student Picture', 'Add Barcode Element', and 'Add Text Element'.

Badge Designer Detail Screen

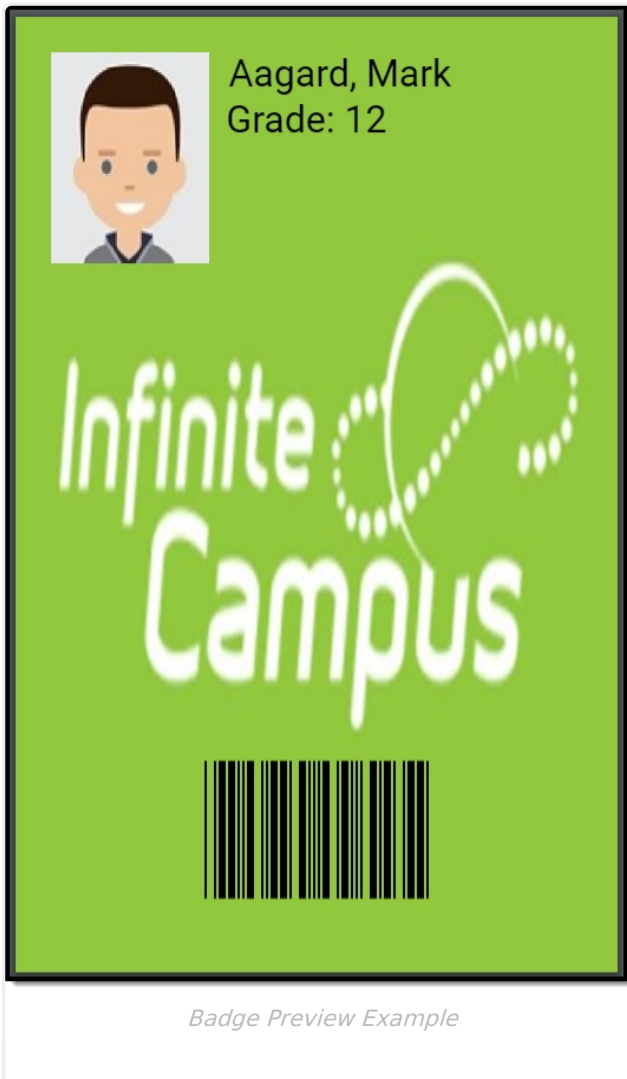
Template Settings

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.

Field	Description
Grid Size	Adjusts the size of the grid.

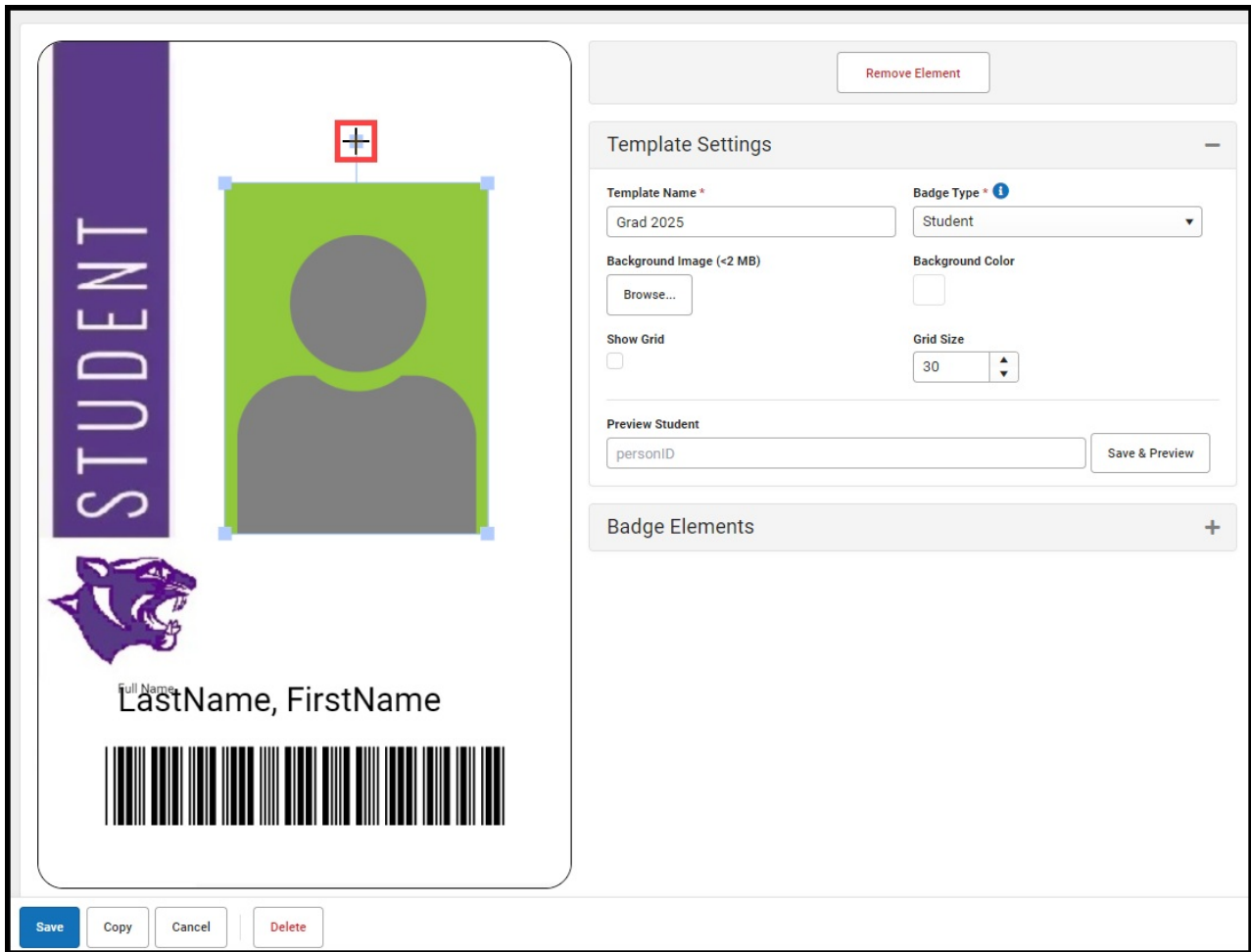
Preview Student

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 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, either the Student Number or Staff Number depending on the Badge Type.

Element	Description
Add Text Element	Adds any text to the badge.
