



Business Achievement Awards Integration Guide

The Business Achievement Awards (BAA) are an individual achievement award program for active, paid high school student members in FBLA. Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities. There are four levels to the Business Achievement Awards.

BAA Landing Page: <https://www.fbla-pbl.org/divisions/fbla/fbla-education/>

<p>CONTRIBUTOR AWARD (Level One)</p> <p>Members are introduced to the foundations of FBLA and learn how to best take advantage of the opportunities available to members.</p>	<p>LEADER AWARD (Level Two)</p> <p>Members learn the fundamentals of leadership and explore their personal leadership style.</p>
<p>ADVOCATE AWARD (Level Three)</p> <p>Members have the opportunity to select a business skill or content area that they would like to further develop. Once completed, members have the choice of continuing on to the Capstone Project (Level Four) or selecting a new business skill or concept to earn an additional Advocate Award.</p>	<p>CAPSTONE AWARD (Level Four)</p> <p>Participating members will design, complete, and reflect on a project that solves a real-world problem. FBLA members that have successfully completed the BAA Capstone Award can submit their project for competitive review. Grand Prize: \$5,000.</p>

*The Business Achievement Awards will be open to both paid members and non-members until October 20 of the membership year.



Registration Instructions

To integrate the Business Achievement Awards into your class, you'll first need to make sure your class roster is uploaded in my.FBLA. my.FBLA is the membership database that creates student learning accounts across all FBLA platforms. The following steps apply for student registration in my.FBLA. Before registering new students, first ensure they do not already have an account in the membership database.

Registering New Students Manually:

1. Click on Manage Students.
2. Click on Add New Student.
3. Enter in the First Name, Last Name, Gender, Grade, and Student Email (All required information).
4. Click Save and Add New.
5. Repeat for all New Students.
6. Click on Save when you get to the last student.
7. Click on the check box next to all of the new student names.
8. Click on Create Membership Orders.
9. Click on Save.

**ONLY COMPLETE
STEPS 7-8 IF THE
STUDENT PAID
DUES.**

Registering New Students Bulk Upload:

1. Click on Upload Students.
2. Only upload NEW Students.
3. All Columns are Required.
4. View Detailed Instructions [Here](#).

Roster Template File: <https://bit.ly/22RosterTemplate>



Registering Returning Students:


1. Click on Manage Students
2. Scroll through the member list of names and click the check box next to each of the students you want to register.
3. Click on the edit button for each member that you chose.
4. Update the student grade.
5. If you did not select the gender, please populate this field.
6. You may add ethnicity and office if you wish.
7. Click on save.
8. Do this for each student that you have clicked register.
9. Click on Create Membership Orders.
10. Click on Okay.

<p>QR Code:</p> 	<p>Help Article: https://fbla.zendesk.com/hc/en-us/articles/4417989149844</p>	<p>Article Name: Student Registration</p>
<p>QR Code:</p> 	<p>Help Article: https://fbla.zendesk.com/hc/en-us/articles/4417989483156-i-have-more-than-40-students-is-there-another-way-to-add-them-rather-than-one-at-a-time-</p>	<p>Article Name: I have more than 40 students. Is there another way to add them rather than one at a time?</p>



Learning Center Instructions

The Learning Center is FBLA's fully integrated Learning Management System (LMS) powered by Elevate. Student users will use the same email entered in their account profile to access The Learning Center. Visit the Learning Center - learn.fbla-pbl.org

<p>QR Code:</p> 	<p>Help Article: https://fbla.zendesk.com/hc/en-us/articles/4415578875668-Navigating-the-Learning-Center https://www.fbla-pbl.org/media/2021/11/Getting-Started-with-the-Learning-Center.pdf</p>	<p>Article Name: Navigating the Learning Center</p>
---	---	---

Once all students are FBLA members (Paid or Perspective) and have access to The Learning Center, you can fully integrate the Business Achievement Awards into your classroom.



Sample Integration Ideas:

Business Achievement Award Level	Integration Method
BAA Contributor Level 1	Consider having students complete this course at the beginning of the school year to introduce the class to FBLA. Have them complete the Student Workbook and upload in your school's grading system.
BAA Leader Level 2	Use this level to have students in an Introduction to Business or Business Foundations course complete to learn leadership skills including Inner Leader, Emotional Intelligence, Leading and Influencing, and Working in Teams.
BAA Advocate Level 3: Foundations of Design Thinking	Have students complete this module as an activity in a business class.
BAA Capstone Level 4	Add as supplemental learning in a work-based learning class. Ask students to complete the modules throughout the entire program.












Activities in the BAAs:

- Interactive Videos
- Reflection Questions
- Worksheets
- Knowledge Checks
- Activity Uploads
- Student Workbooks

Activities from the Welcome to FBLA! Module in the Contributor Level of the BAAs.

▼ Welcome to FBLA!

-  **Introduction to FBLA**
Select the "Complete Now" button to begin.
-  **Knowledge Check: Introduction to FBLA**
2 Questions | Unlimited attempts | 4/5 points to pass
-  **Reflection: Introduction to FBLA**
1 Question
-  **History and Traditions of FBLA**
Select the "Complete Now" button to begin.
-  **Knowledge Check: History and Traditions of FBLA**
6 Questions | Unlimited attempts | 10/12 points to pass
-  **FBLA Traditions of Opportunities Video Library**
Select the "View Now" button to begin.
-  **Reflection: FBLA Traditions Videos**
1 Question
-  **Organizational Structure**
Select the "Complete Now" button to begin.
-  **Knowledge Check: Organizational Structure**
3 Questions | Unlimited attempts | 7/7 points to pass

BAA Integration Support Articles

<p>QR Code:</p> 	<p>Help Article: https://fbla.zendesk.com/hc/en-us/articles/4415555894420-Logging-In </p>	<p>Article Name: Logging In to The Learning Center </p>
<p>QR Code:</p> 	<p>Help Article: https://fbla.zendesk.com/hc/en-us/articles/4415564520852-Local-Adviser-Administrative-Permissions </p>	<p>Article Name: Local Adviser Administrative Permissions </p>
<p>QR Code:</p> 	<p>Help Article: https://fbla.zendesk.com/hc/en-us/articles/6050819823252-Printing-Certificates </p>	<p>Article Name: Printing Final Certificates </p>