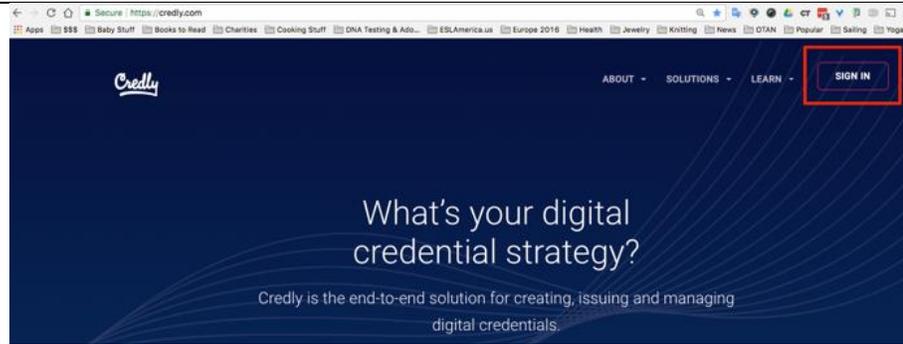


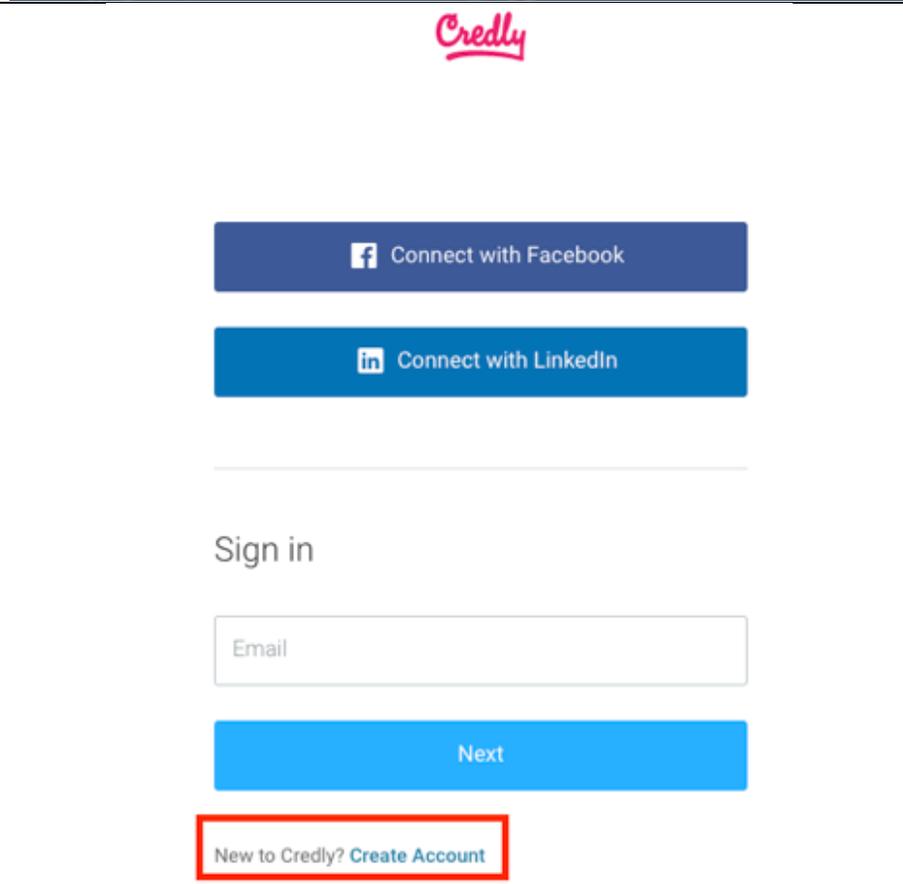
Creating Digital Open Badges in Credly

by OTAN for AEBG TAP

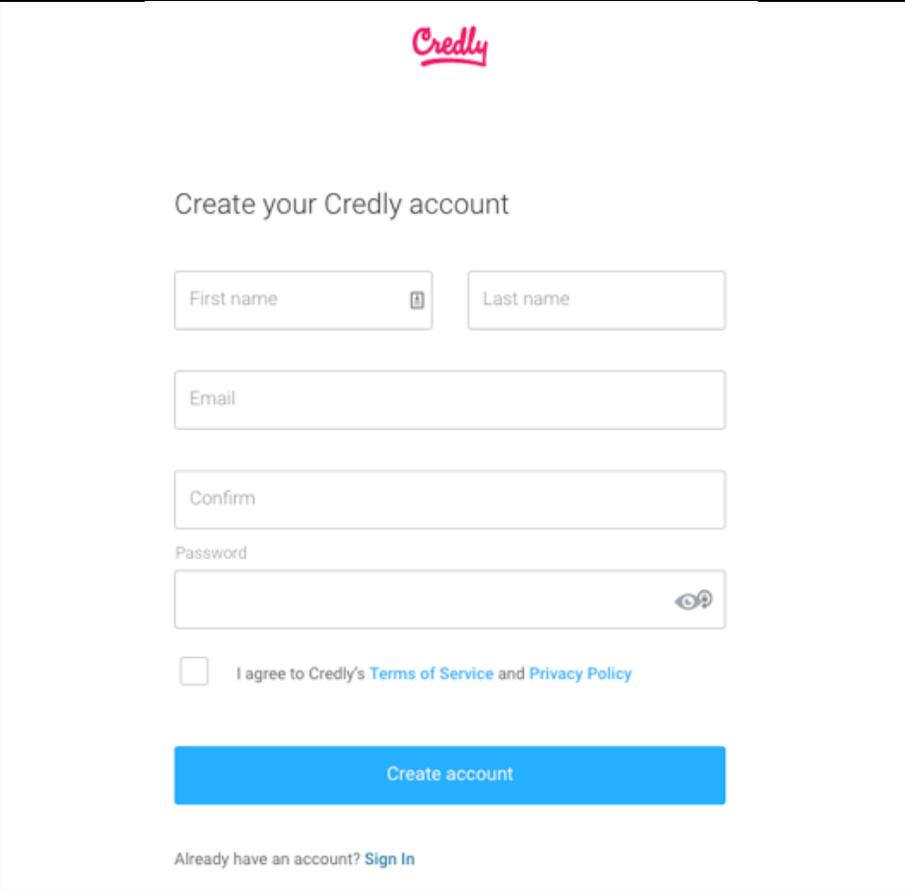
1. Open your browser to Credly.com and select the "SIGN IN" link.



2. Select the link "New to Credly? Create Account" located under the Next button.



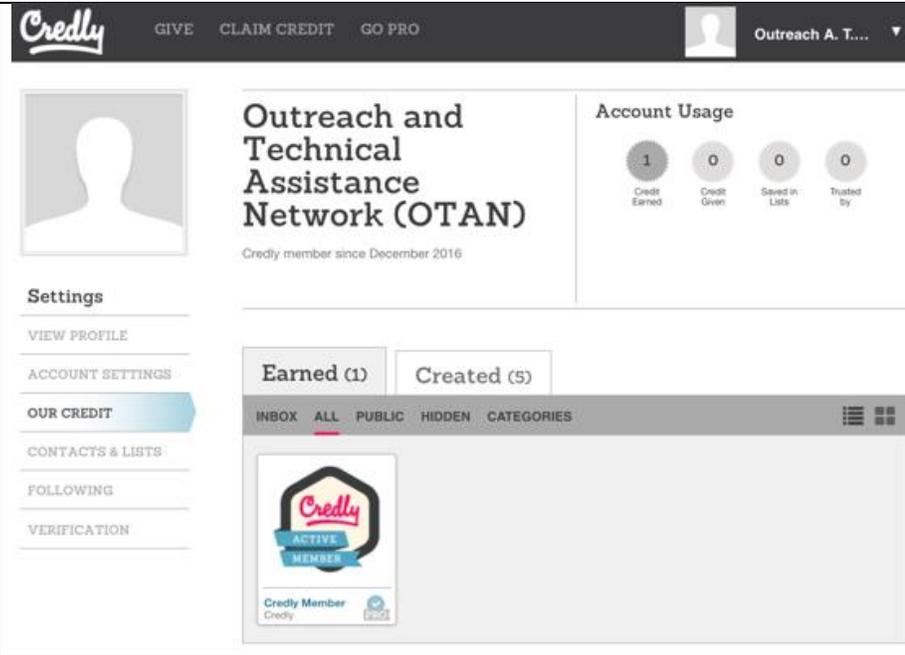
3. Fill out the form, agree to the terms, and select the Create account button.



The screenshot shows the Credly account creation page. At the top is the Credly logo. Below it is the heading "Create your Credly account". The form consists of several input fields: "First name" and "Last name" (with a small icon in the first name field), "Email", "Confirm", and "Password" (with a visibility toggle icon). Below the fields is a checkbox labeled "I agree to Credly's Terms of Service and Privacy Policy". At the bottom of the form is a blue "Create account" button. Below the button is a link: "Already have an account? Sign In".

4. You are now at your personalized home page.

Note: You can manage your account from this page.

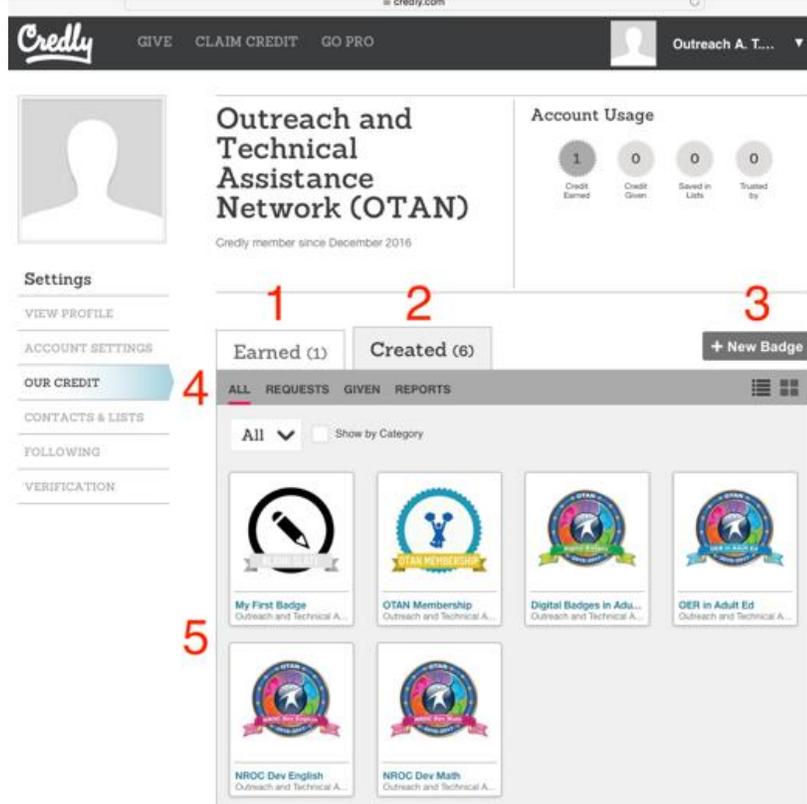


The screenshot shows the Credly personalized home page. At the top is a dark navigation bar with the Credly logo, "GIVE CLAIM CREDIT GO PRO", and a user profile icon labeled "Outreach A. T...". Below the navigation bar is a profile section with a placeholder for a profile picture, the name "Outreach and Technical Assistance Network (OTAN)", and the text "Credly member since December 2016". To the right of the profile is an "Account Usage" section with four circular icons: "1 Credit Earned", "0 Credit Given", "0 Saved in Lists", and "0 Trusted by". Below the profile section is a "Settings" menu with options: "VIEW PROFILE", "ACCOUNT SETTINGS", "OUR CREDIT" (highlighted), "CONTACTS & LISTS", "FOLLOWING", and "VERIFICATION". To the right of the settings is a "Credly Member" badge that says "ACTIVE MEMBER". Below the badge is a "Credly Member Credly" label. At the bottom of the page is a "Credly Member" badge with "ACTIVE MEMBER" text and a "Credly Member Credly" label.

5. Select the “Created” tab (2) -

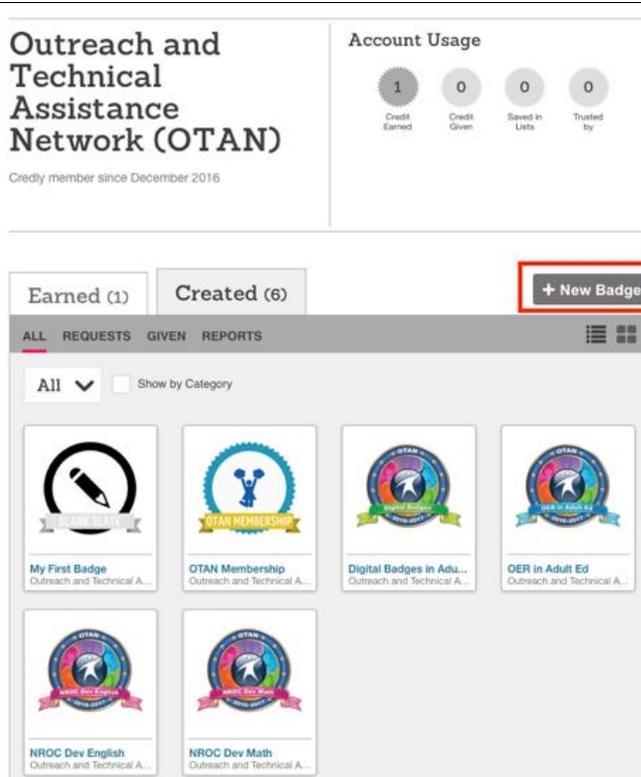
Interface Overview

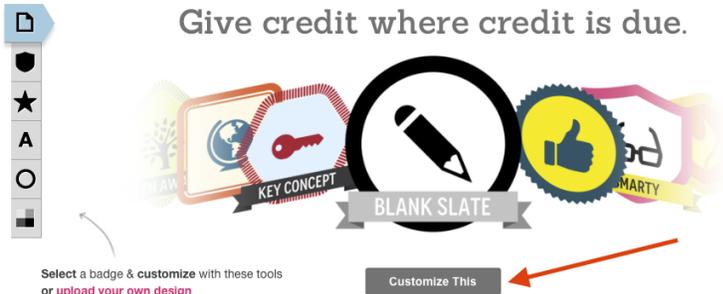
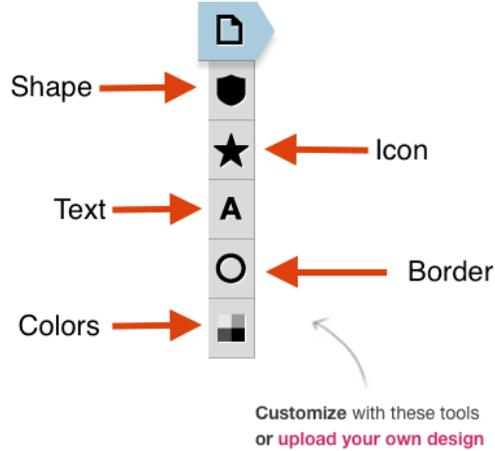
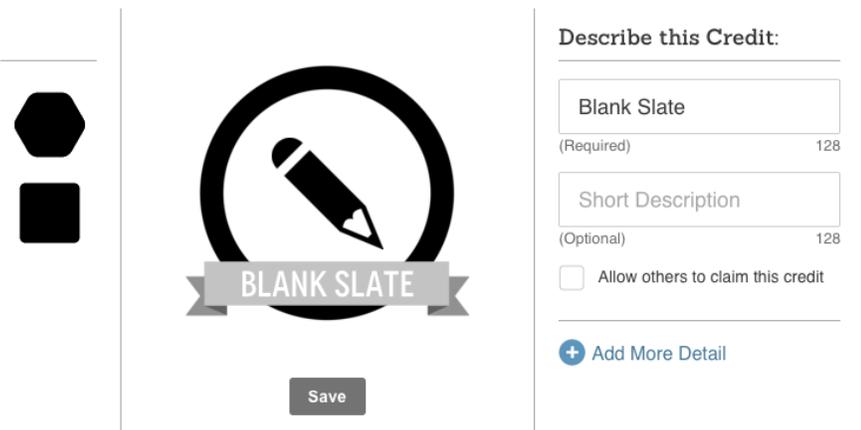
1. Earned badges
2. Created badges
3. Create a +New badge
4. More details about badges requested, given, and reports
5. Quick view of all badges



6. Select the “+ New Badge” icon to start creating your badge.

Note: Credly also refers to badges as credits.



<p>7. Select “Customize This” to get started creating your badge!</p> <p>Note: You can save and return to editing at any time.</p>	 <p>Select a badge & customize with these tools or upload your own design</p>
<p>8. Overview of customizing your badge - Shape, Icon, Text, Border, and Colors</p> <p>Note: There is an option to upload your own design created outside of Credly. See Step 29 in handout for more information or select the link “upload your own design”.</p>	 <p>Shape</p> <p>Icon</p> <p>Text</p> <p>Border</p> <p>Colors</p> <p>Customize with these tools or upload your own design</p>
<p>9. Start with the “Describe this Credit”:</p> <ol style="list-style-type: none"> Name your badge (Required) Add a Short Description (optional) Allow others to claim – probably not. Select “+ Add More Detail”. 	 <p>Describe this Credit:</p> <p>Blank Slate (Required) 128</p> <p>Short Description (Optional) 128</p> <p><input type="checkbox"/> Allow others to claim this credit</p> <p>+ Add More Detail</p> <p>Save</p>

10. + Add More Detail – this information will be visible to others when the badge is awarded and shared. Make it count.

Credit Description – give a detailed description of what your badge represents. Limit is 1500 characters.

Credit Criteria – give a detailed description of what learners had to accomplish in order to earn this badge. Limit is 1500 characters.

Expires – do skills need periodic reviewing/testing?

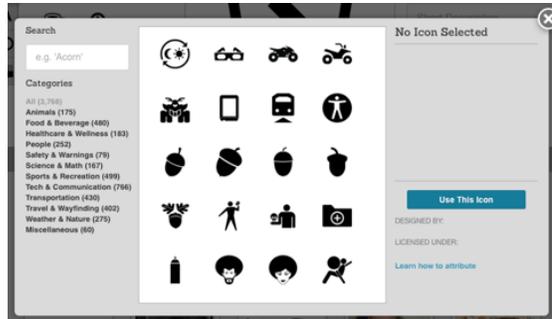
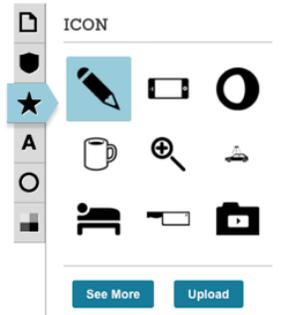
Require Evidence Upon Issuing – should evidence be added to be viewed by others?

The screenshot shows a badge configuration window for the issuer 'Outreach and Technical Assistance Network (OTAN)'. It includes a 'Hide this badge on credly.com' checkbox, a 'Credit Description' field (up to 1500 characters), a 'Credit Criteria' field (up to 1500 characters), an 'Expires' dropdown menu set to 'Never', a 'Require Evidence Upon Issuing' checkbox (currently off), and a 'Categories' text input field with the example 'e.g. "architecture"'. A 'Save Info' button is at the bottom.

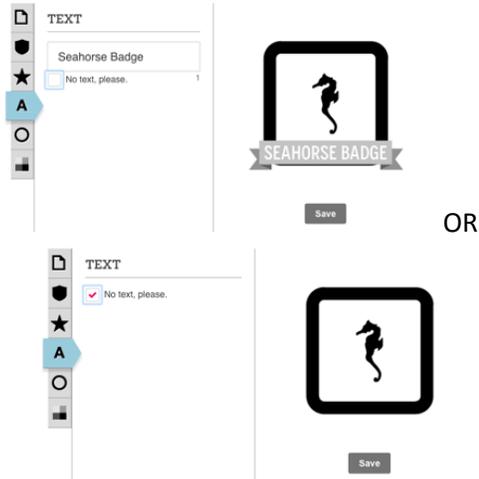
11. Change the SHAPE – six choices.

The screenshot shows the 'SHAPE' selection screen in the Credly interface. It features a grid of six shape options: a circle, a diamond, a hexagon, a pentagon, a shield, and a square. The circle is currently selected. To the right, there is a preview of the 'BLANK SLATE' badge design, which consists of a circle containing a pencil icon and a banner below it that says 'BLANK SLATE'. A 'Save' button is located below the preview. On the far right, there is a 'Describe this Credit' section with a 'Blank Slate' text input (required, 128 characters), a 'Short Description' text input (optional, 128 characters), and a checkbox for 'Allow others to claim this credit'. An 'Add More Detail' button is also present.

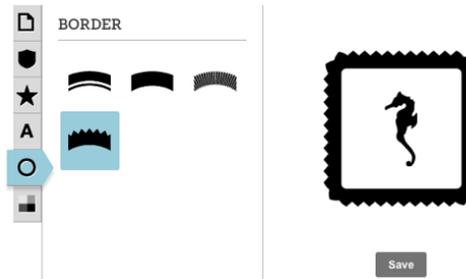
12. Change the ICON – there are many options from the Noun Project under See More or you can upload your own images.



13. Change the TEXT or select No text, please. If No text, please is selected, there is no banner.



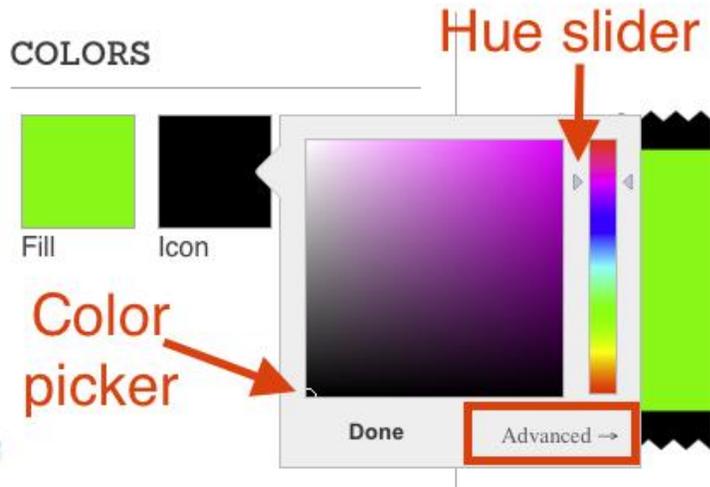
14. Change the BORDER.



15. Change the COLORS – select Fill, Icon, Border, or Banner (if you selected text).

Use slider to change the color hue and shade. Select and hold within color to select it. Select Done.

If you know the hex value of a color, try Advanced.



16. Save your newly created badge.



17. After you save the badge, you will be ready to send badges to earners.



Title
Seaworthy 1 ?

Description
This badge indicates the earner has completed all steps required to prove expertise in solo lido sailing.

Issuer
Outreach and Technical Assistance Network (OTAN)

Issue Date
11/13/17

Expiration
11/13/18

Step 2

Who would you like to give credit to?

Add Members

1 First Name Last Name

Email

- + Issue Date
- + Testimonial
- + Evidence
- + Tags

Add recipient | Add 5 at a time

Send Credit Add a special message to email notification

18. Type in the name and email address of the earner or upload a .CSV file. (See video for help with .CSV file.)

Step 2

Who would you like to give credit to?

1

Add Members ▼ → Type name

Add Members
Add Manually
Add from List
Upload a CSV File

Olivades

molivades@otan.us

+ Issue Date
+ Testimonial
+ Evidence
+ Tags

Add recipient | **Add 5 at a time**

19. Add additional information as desired – issue date, testimonial, evidence, and tags

– Issue Date When did this person receive this credit?
11/13/2017 Use this issue date for all recipients

– Testimonial Tell the world why this person deserves credit
Write testimonial here

– Evidence Use this evidence for all recipients

– Tags Use these tags for all recipients
e.g. "architecture"

20. Send Credit



Title
Seaworthy 1 ?

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Issuer
Outreach and Technical Assistance Network (OTAN)

Issue Date
11/13/17

Expiration
11/13/18

Step 2

Who would you like to give credit to?

Add Members ▼ →

1

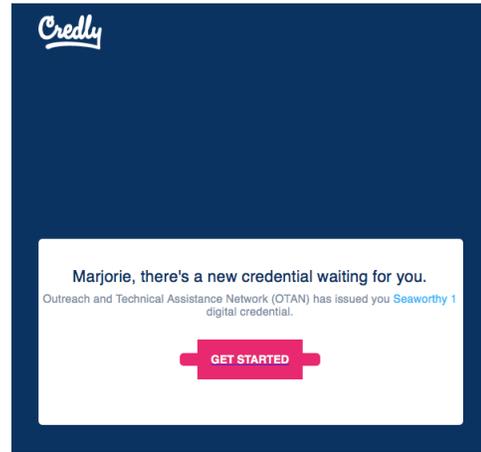
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Email"/>	
<input type="checkbox"/> Issue Date	
<input type="checkbox"/> Testimonial	
<input type="checkbox"/> Evidence	
<input type="checkbox"/> Tags	

[Add recipient](#) | [Add 5 at a time](#)

Add a special message to email notification

21. Earner gets an email notification. If earners do not have a Credly account, they will be prompted to create one.

From: "Outreach and Technical Assistance Network (OTAN) via Credly" <alerts@credly.com>
Reply-To: "Outreach and Technical Assistance Network (OTAN)" <otantrainsu@gmail.com>
Date: Monday, November 13, 2017 at 1:48 PM
To: Marjorie Olavides <molavides@otan.us>
Subject: Seaworthy 1



22. Earner view once they select Get Started from the email.



Congratulations, Marjorie,
You've received a badge!

Here's what Outreach and Technical Assistance Network (OTAN) said:



Congratulations! You have checked out on a lido solo sail without sinking your boat. :-)

Sign in to access your badge

Set a secure password to claim and use your digital credential.

I agree to Credly's [Terms of Service](#) and [Privacy Policy](#)

I'm not a robot 

[Sign Up Now](#)

Already a member? [Login](#)

Badge Details

Title
Seaworthy 1 

Description
This badge indicates the earner has completed all steps required to prove expertise in solo lido sailing.

Issue Date
11/13/17

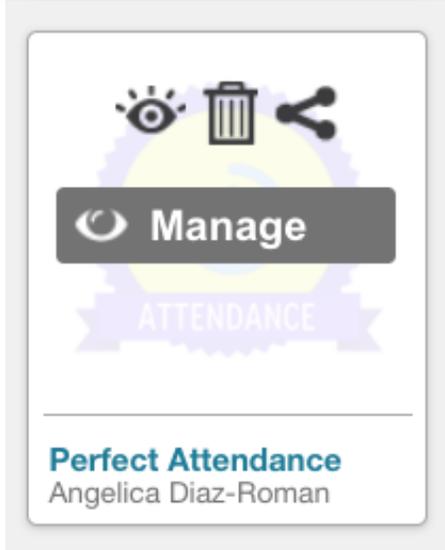
Expiration
11/13/18

Evidence
[View evidence](#)

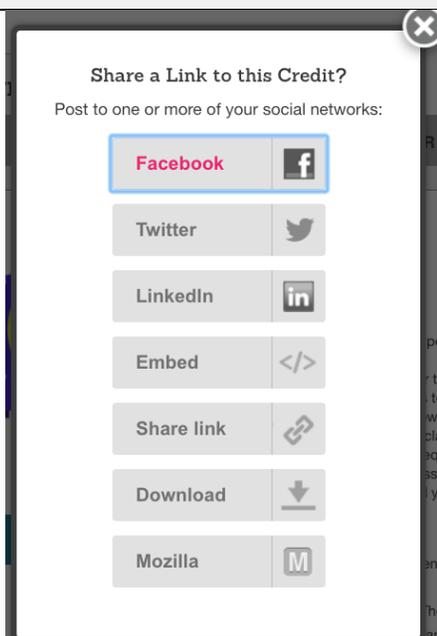
Issuer Details

Issuer
[Outreach and Technical Assistance Network \(OTAN\)](#)

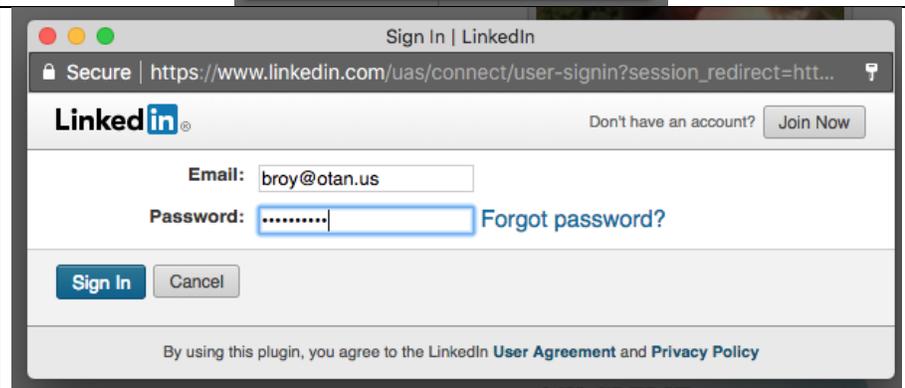
23. Select an earned badge to manage it.



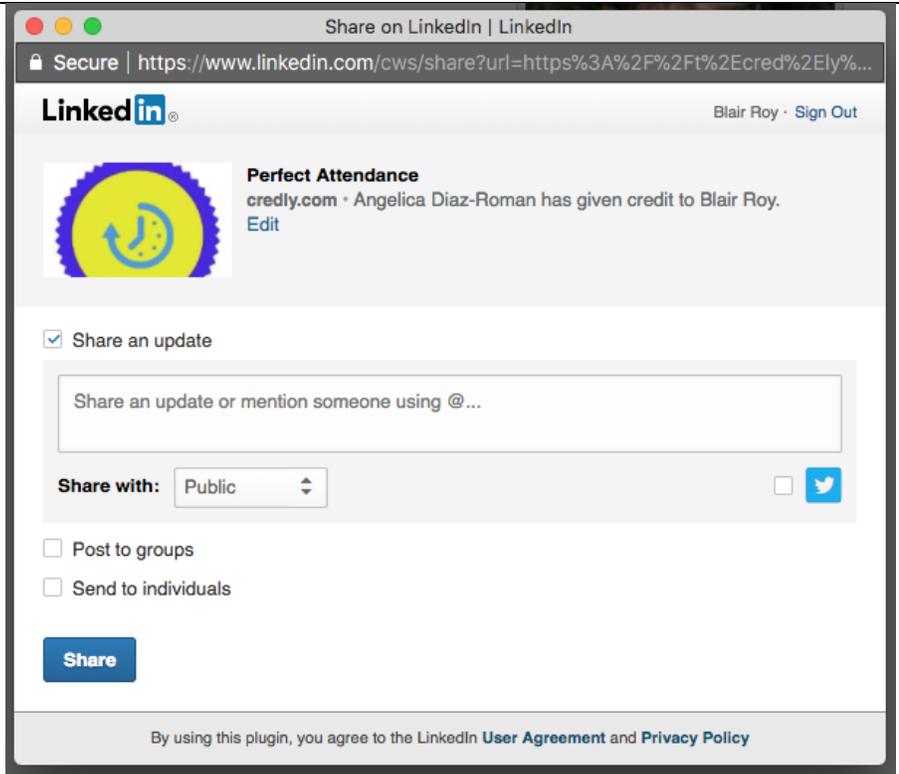
24. Share to your social networks.



25. Give Credly permission to post to your social media account by signing in.

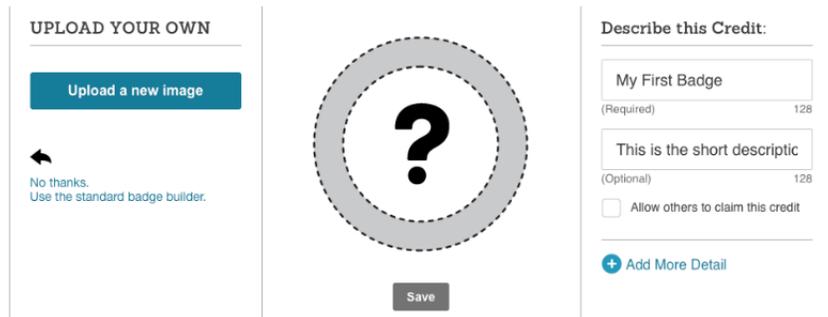


26. Select your options.



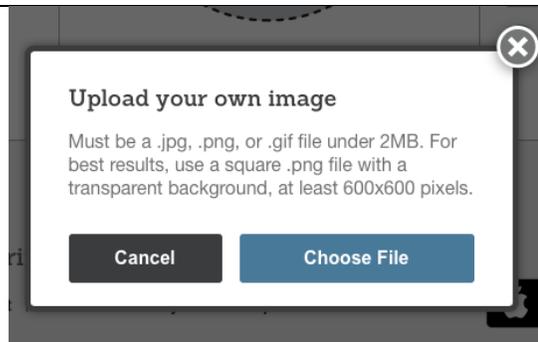
Upload Your Own Design

27. Select Upload a new image. See Step 12.

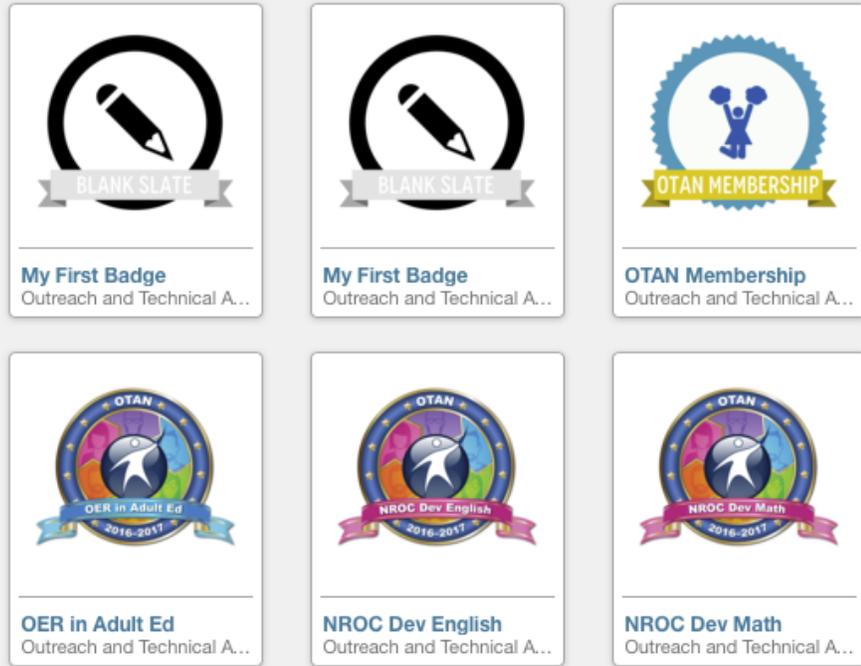


28. Review the guidelines for uploading your own image.

File types = .jpg, .png, or .gif
File size = < 2MB



29. Examples of Credly created badges and OTAN created badges.



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