Creating Digital Open Badges in Credly

by OTAN for AEBG TAP
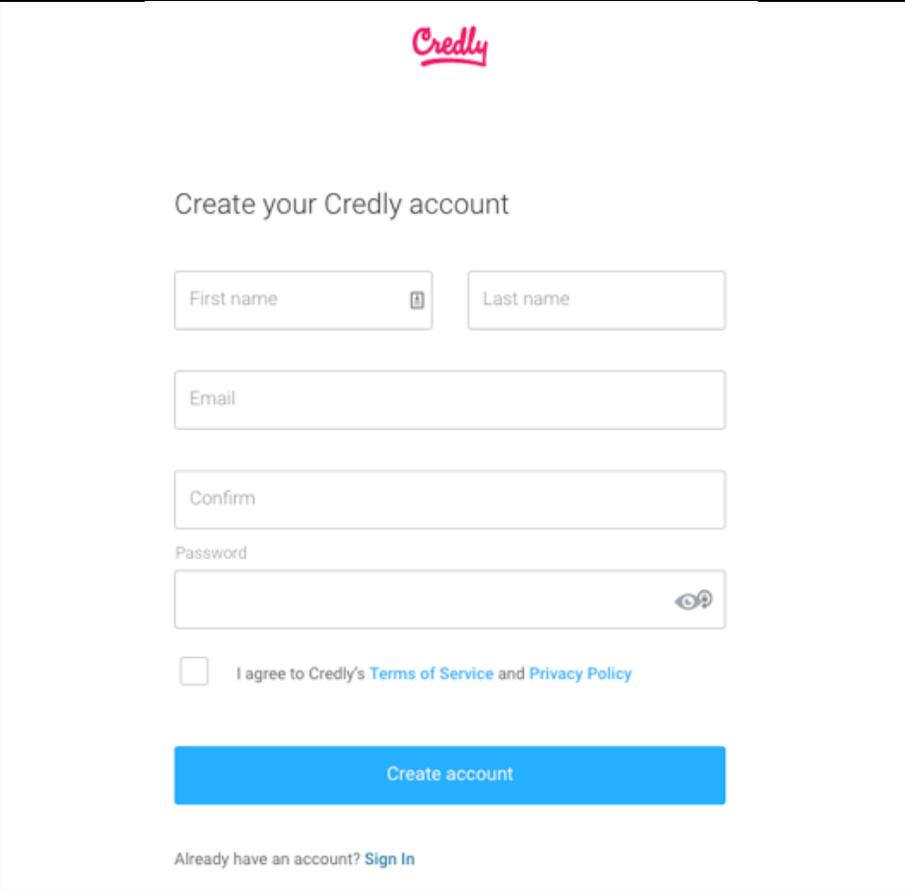
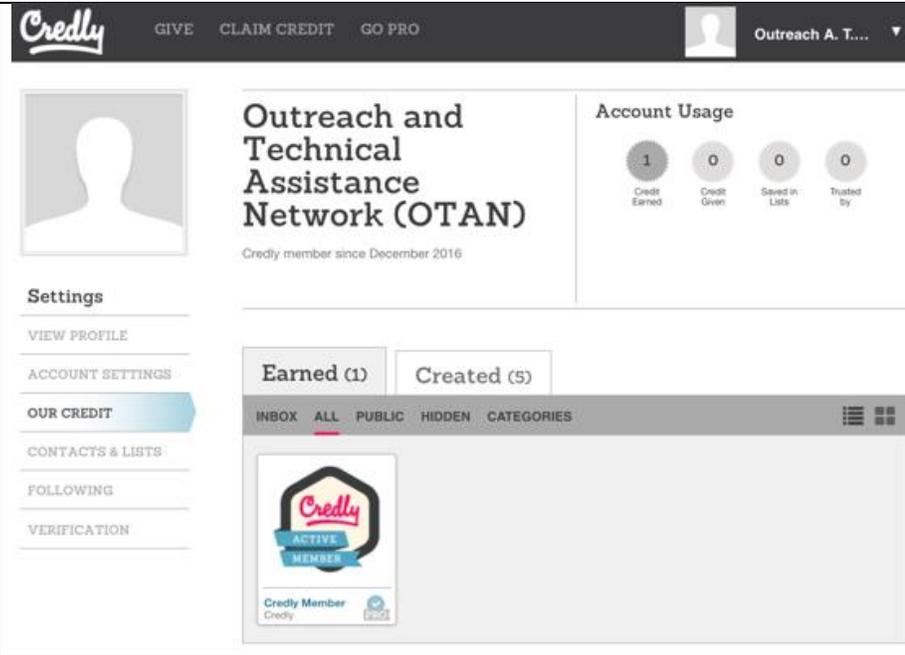|		
1.	Open your browser to Credly.com and select the "SIGN IN" link.	
2.	Select the link "New to Credly? Create Account" located under the Next button.	
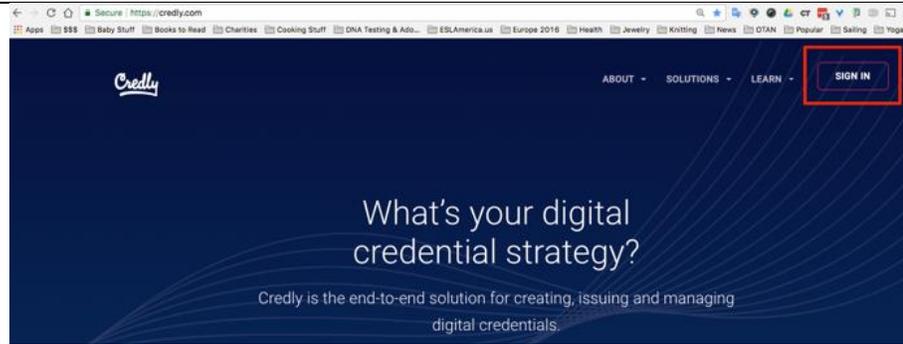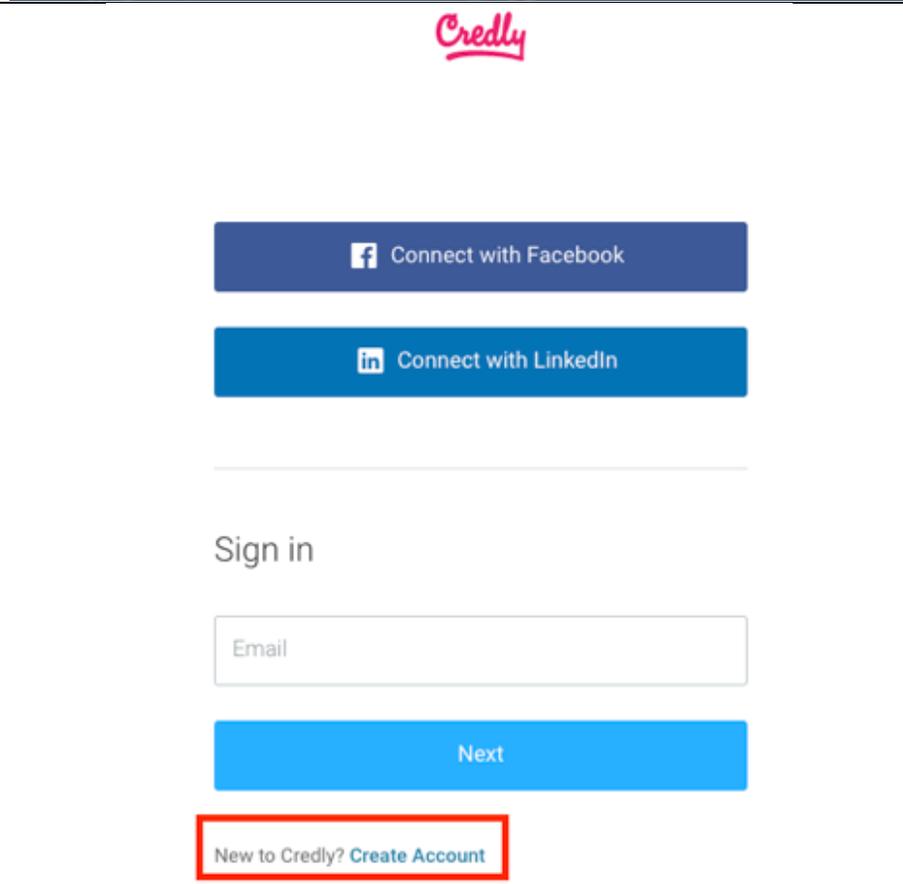
|	
3. Fill out the form, agree to the terms, and select the Create account button.	Credly Create your Credly account First name · Last name Email Confirm Password ☐ I agree to Credly's Terms of Service and Privacy Policy Create account Already have an account? Sign In
4. You are now at your personalized home page. Note: You can manage your account from this page.	Credly GIVE CLAIM CREDIT GO PRO Outreach A. T.... ▼ Outreach and Technical Assistance Network (OTAN) Credly member since December 2016 Account Usage 1 0 0 0 Credit Earned · Credit Given · Saved in Lists · Trusted by Settings VIEW PROFILE ACCOUNT SETTINGS OUR CREDIT CONTACTS & LISTS FOLLOWING VERIFICATION Earned (1) · Created (5) INBOX ALL PUBLIC HIDDEN CATEGORIES Credly ACTIVE MEMBER Credly Member Credly

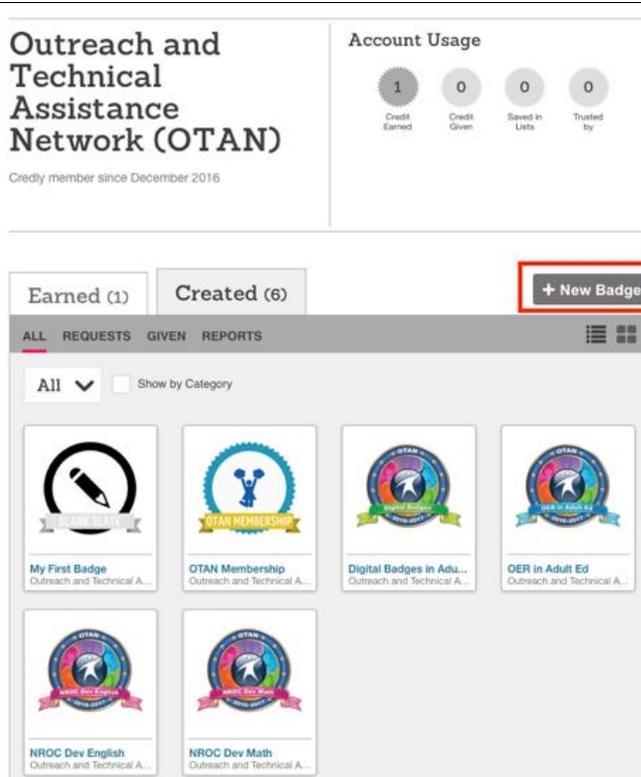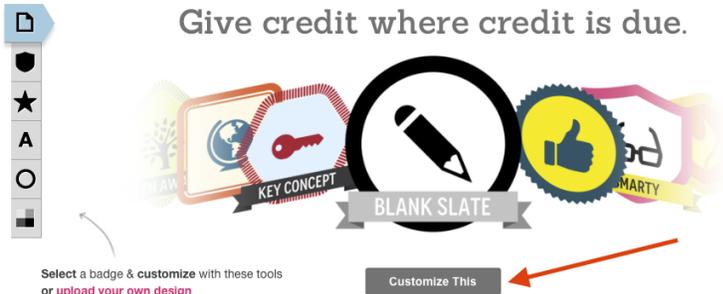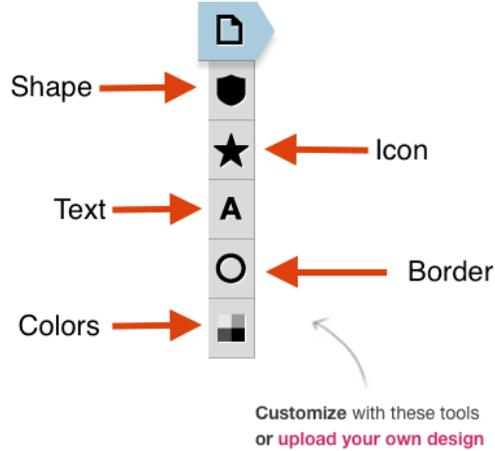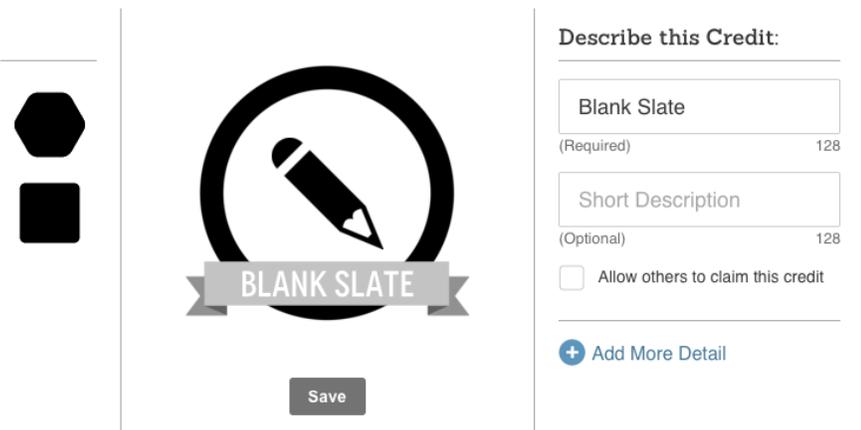|	

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	
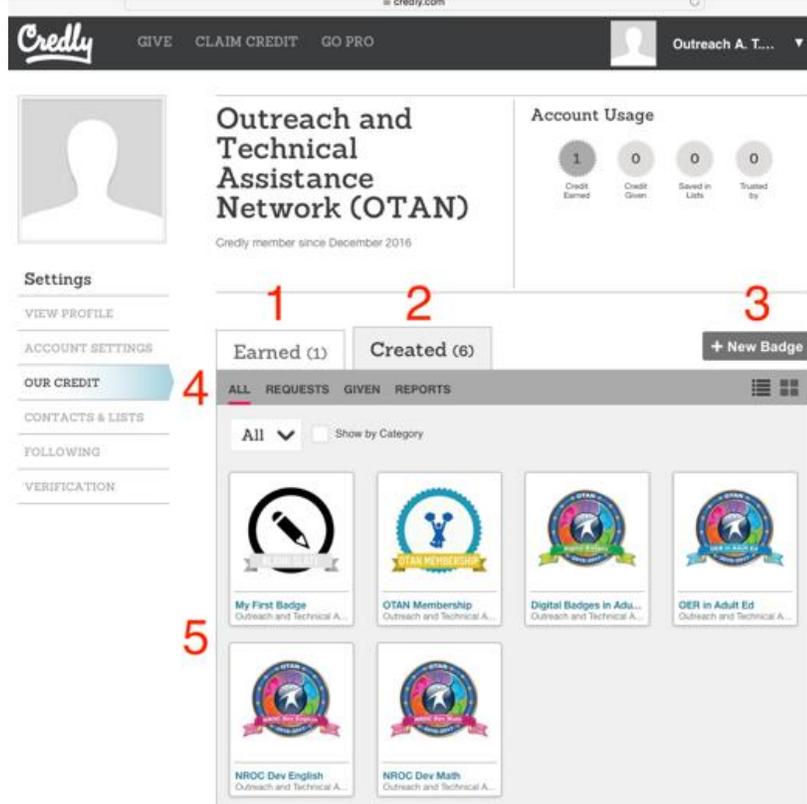
6. Select the "+ New Badge" icon to start creating your badge. Note: Credly also refers to badges as credits.	

7. Select "Customize This" to get started creating your badge! Note: You can save and return to editing at any time.	
8. Overview of customizing your badge - Shape, Icon, Text, Border, and Colors 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".	
9. Start with the "Describe this Credit": a. Name your badge (Required) b. Add a Short Description (optional) c. Allow others to claim – probably not. d. Select "+ Add More Detail".	

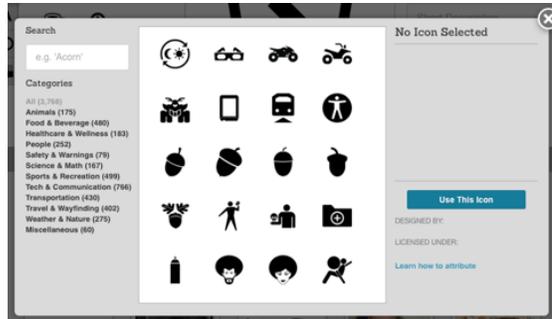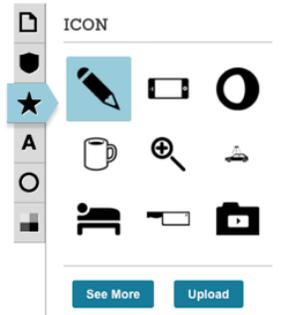|	
10. + Add More Detail – this information will be visible to others when the badge is awarded and shared. Make it count. Credit Description – give a detailed description of what your badge represents. Limit is 1500 characters. Credit Criteria – give a detailed description of what learners had to accomplish 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?	**Issuer** Outreach and Technical Assistance Network (OTAN) ☐ Hide this badge on credly.com **Credit Description** up to 1500 characters (optional) **B** *I* ☰ 🔗 1500 **Credit Criteria** up to 1500 characters (optional) **B** *I* ☰ 🔗 1500 **Expires** Never ⌄ ☐ OFF **Require Evidence Upon Issuing** ❓ This setting can be change later. **Categories** e.g. "architecture" **Save Info**
11. Change the SHAPE – six choices.	**Credly** GIVE CLAIM CREDIT GO PRO Outreach A. T.... ▼ SHAPE Describe this Credit: Blank Slate (Required) 128 Short Description (Optional) 128 ☐ Allow others to claim this credit ➕ Add More Detail BLANK SLATE Save

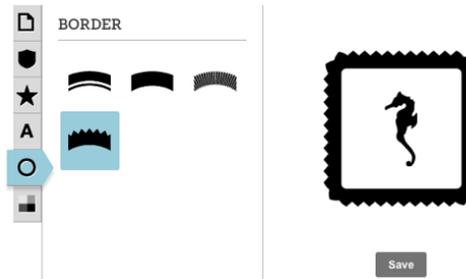|	
12. Change the ICON – there are many options from the Noun Project under See More or you can upload your own images.	
13. Change the TEXT or select No text, please. If No text, please is selected, there is no banner.	OR
14. Change the BORDER.	
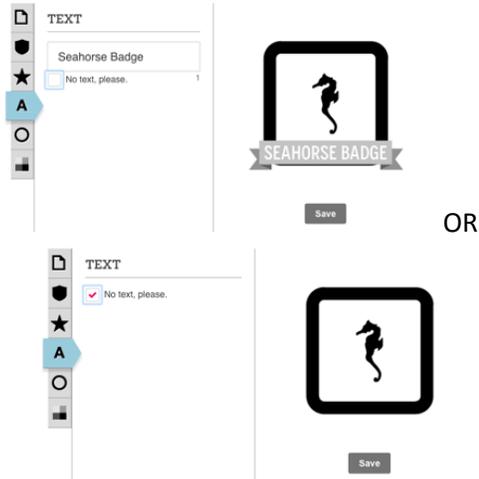
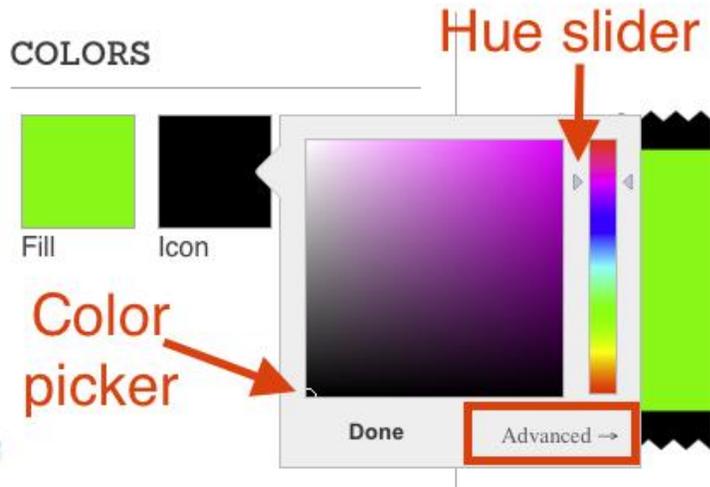|	
15. Change the COLORS – select Fill, Icon, Border, or Banner (if you selected text). Use slider to change the color hue and shade. Select and hold within color to select it. Select Done. If you know the hex value of a color, try Advanced.	
16. Save your newly created badge.	
17. After you save the badge, you will be ready to send badges to earners.	

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? Add Members ⌄ → Type name Add Members Add Manually Add from List Upload a CSV File 1 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	 **Step 2** **Who would you like to give credit to?** 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 Add Members — Type name 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
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 Credly Marjorie, there's a new credential waiting for you. Outreach and Technical Assistance Network (OTAN) has issued you Seaworthy 1 digital credential. **GET STARTED**
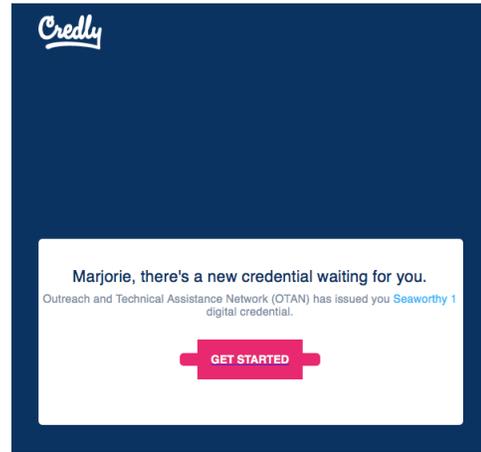
22. Earner view once they select Get Started from the email.	**Here's what Outreach and Technical Assist Network (OTAN) said:** Congratulations! You have checked out on a lido solo sail without sink boat. :-) **Sign in to access your badge** Set a secure password to claim and use your digit credential. Marjorie Olavides molavides@otan.us Create a Password* ☐ I agree to Credly's **Terms of Service** and **Privacy Policy** ☐ I'm not a robot — reCAPTCHA Privacy - Terms **Sign Up Now** Already a member? **Login**

Congratulations, Marjorie, You've received a badge!

SEAWORTHY

Badge Details

Title
Seaworthy 1 ⍰

Description
This badge indicates the earner has completed all steps required to prove expertise in solo lido sailing.
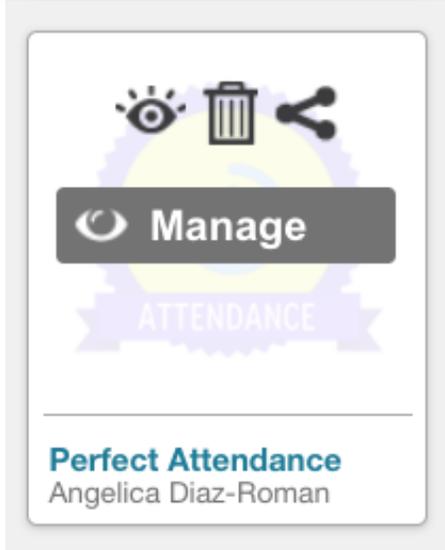
Issue Date
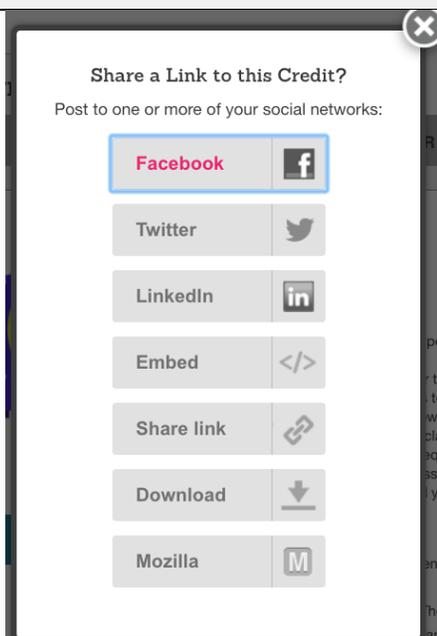11/13/17

Expiration
11/13/18

Evidence
View evidence

Issuer Details

Issuer
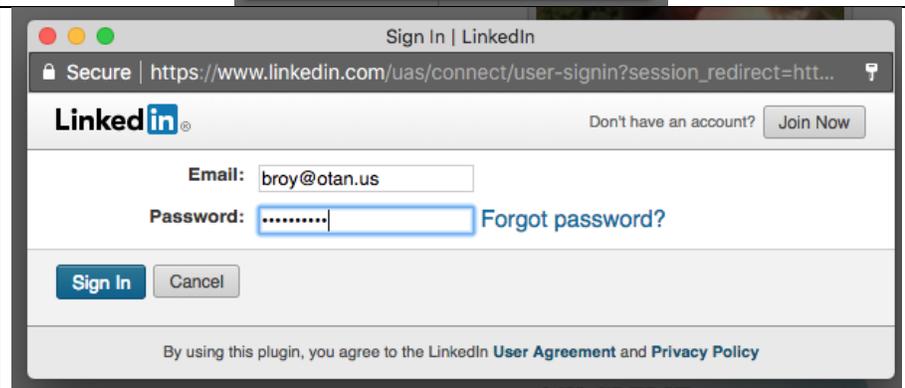**Outreach and Technic Assistance Network (OTAN)**

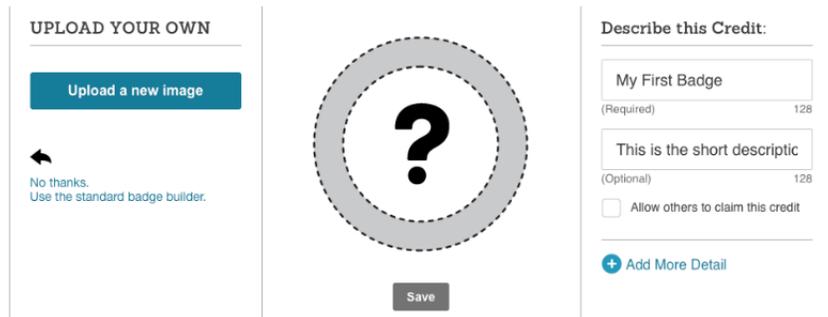|	
23. Select an earned badge to manage it.	
24. Share to your social networks.	
25. Give Credly permission to post to your social media account by signing in.	

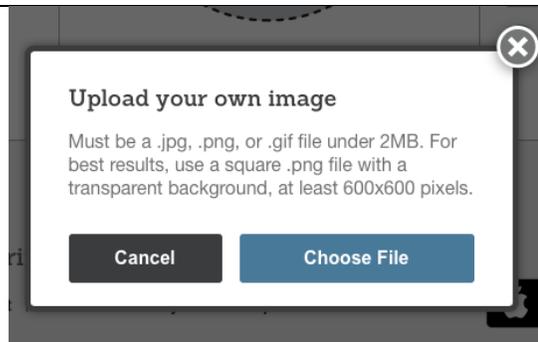|	
26. Select your options.	
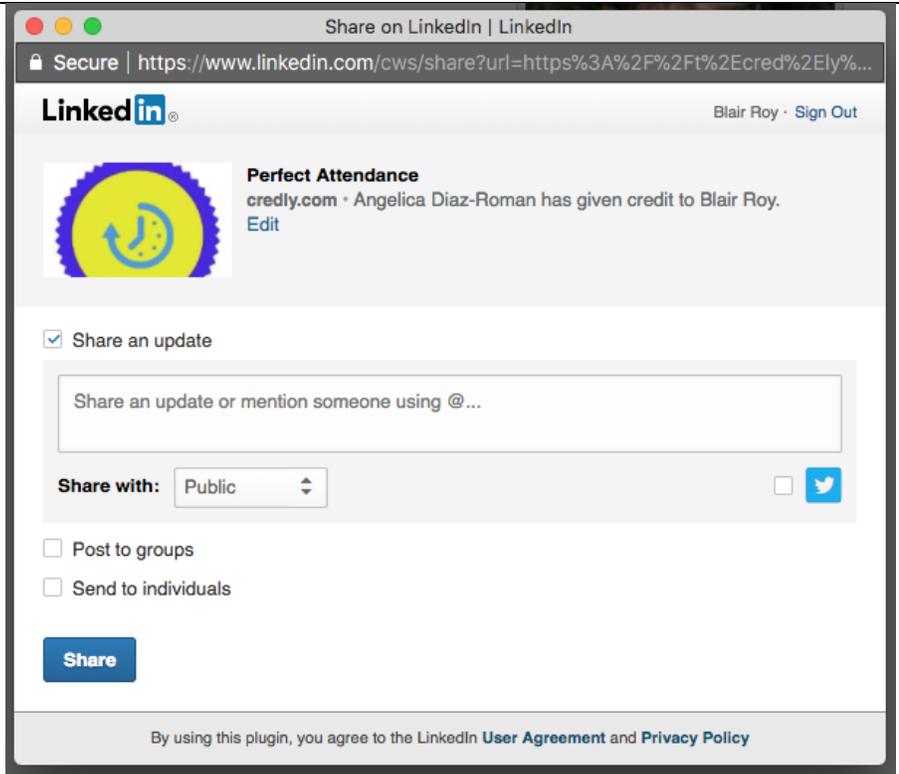
Upload Your Own Design

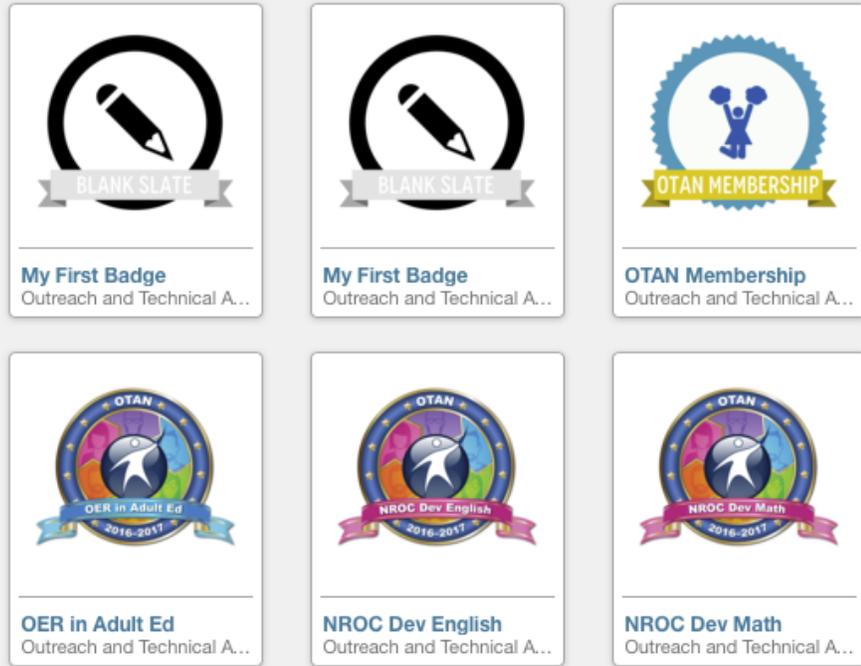|	
27. Select Upload a new image. See Step 12.	
28. Review the guidelines for uploading your own image. File types = .jpg, .png, or .gif File size = < 2MB	

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