

Creating Badges Using Credly



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Adapted ©2014 Credly, <https://credly.com/>

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Training Overview

Training Description:

This 25-minute training is designed to provide an introduction to Credly. Participants will learn about Credly; how to create an account; how to create a badge, and give a badge.

Learning Objectives:

- Participants will learn about Credly
- Participants will learn how to create an account
- Participants will learn how to create a badge
- Participants will learn how to give a badge

Activity Summary:

Learning Objectives	Activity/ Topic	Time (min)	Materials Needed
Introductions	Group: <ul style="list-style-type: none"> Have participants introduce themselves and identify what they hope to learn from this session 	3	None
Participants will learn about Credly	Hands On: <ul style="list-style-type: none"> Credly Overview Creating an account Activities: <ul style="list-style-type: none"> Create a Credly account 	5	Handout
Participants will learn how to create a badge	Hands On: <ul style="list-style-type: none"> What is Credit Add Badge Details Activities: <ul style="list-style-type: none"> Create Credit 	10	Handout
Participants will learn how to give a badge	Hands On: <ul style="list-style-type: none"> Give Credit Activities: <ul style="list-style-type: none"> Give a credit 	5	Handout
Questions/Wrap Up	Group: <ul style="list-style-type: none"> Take questions from participants Have participants take evaluations 	2	Online Evaluation

Credly Overview

Credly Overview

Credly helps the world recognize lifelong achievement by offering the leading platforms for verifying, sharing and managing digital badges and credentials.



Giving and Earning Credit Where it Is Due

Credly extends credit-earning and issuing out of its traditional realms into any setting where skills, knowledge, or contributions can and should be certified. Credly is upending how and by whom credit is issued.

Use Credly to showcase, curate and manage all of the credit you receive. Invite people to Credly to see your growing set of credentials, or share your achievements out to places it matters most to you, such as Facebook, LinkedIn, Twitter or your own blog or website.

Credly's Verified Issuer status gives people checking out your credentials the confidence to trust the source and authenticity of your achievements. Testimonials and evidence emphasize the meaning behind digital badges that represent your accomplishments.

From online communities to face-to-face conferences, from museums to associations, from professional certifications and licenses to school programs, Credly helps surface and showcase skills and contributions that might otherwise go unrecognized.

Credly: Online, On the Go and Behind the Scenes

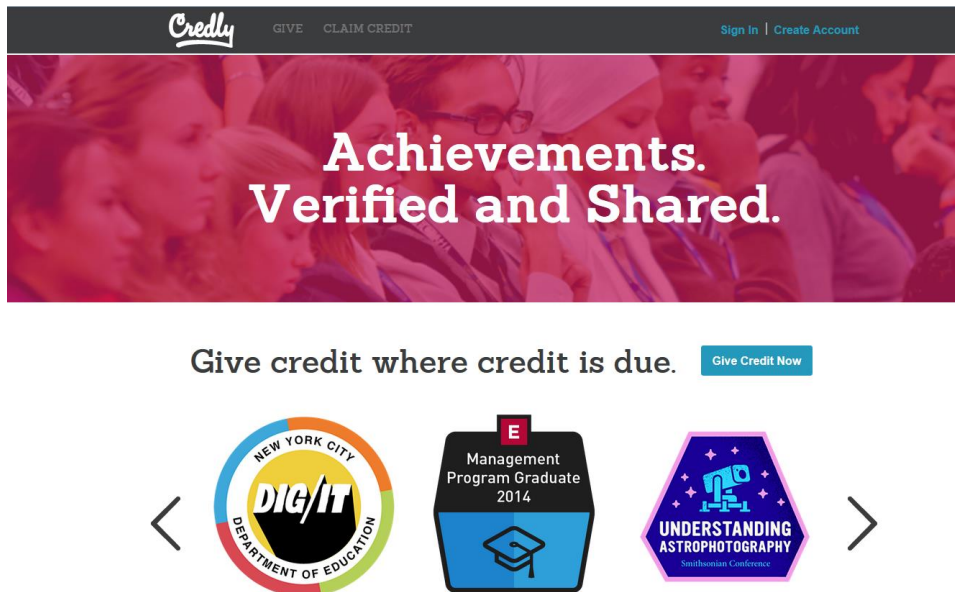
Credly is a powerful web service and a universal framework for issuing, earning, displaying and rewarding achievement in the form of digital credentials and badges. The Credly system includes:

- **Credly.com:** a web application to store, display, manage and share lifelong credentials, and to create and issue credit to others.
- **Mobile app:** A free, powerful and social mobile app for earning, issuing, displaying, and sharing credit while out in the world, on location in geolocation-sensitive contexts. Get Credly on the iTunes [App Store](#).
- **"Open Credit" API:** Seamlessly integrate lifelong credit, credentials and digital badges into existing sites, applications, functions, workflows and online communities. The Credly [Open Credit API](#) builds on current industry standards for digital badging, and enables organizations to benefit from unique Credly features without needing to build, maintain or manage complex micro-credentialing functions independently. With a growing set of over a hundred documented API endpoints and functions, no other system provides the power and flexibility to bake credit-giving into any aspect of any site or application.

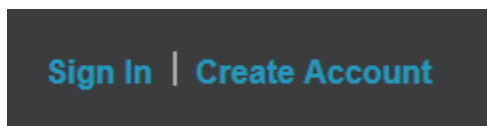
Creating an account

Here are the steps to set up a Credly account:

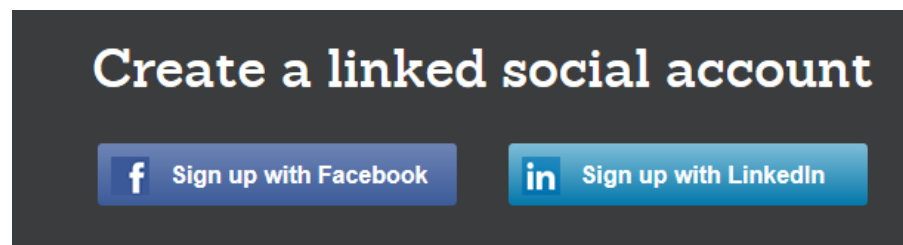
1. Open up a web browser and go to <https://credly.com/>.



2. Click on **Create Account**.



3. Choose method to login in either by linking a social account or create an account.
 - a. Click on the social account of your choice.



- b. Complete textboxes for **Email**, **First name**, **Last name**, and **Password** for creating an account. Chose an **individual** or **organization account** and check the box to agree to the **Terms of Service**.

Create an account here

Email

First Name

Last Name

Password

Password again

This account is for:

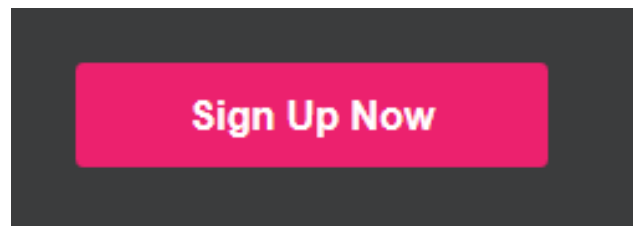
an individual (me)

an organization

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

Sign Up Now

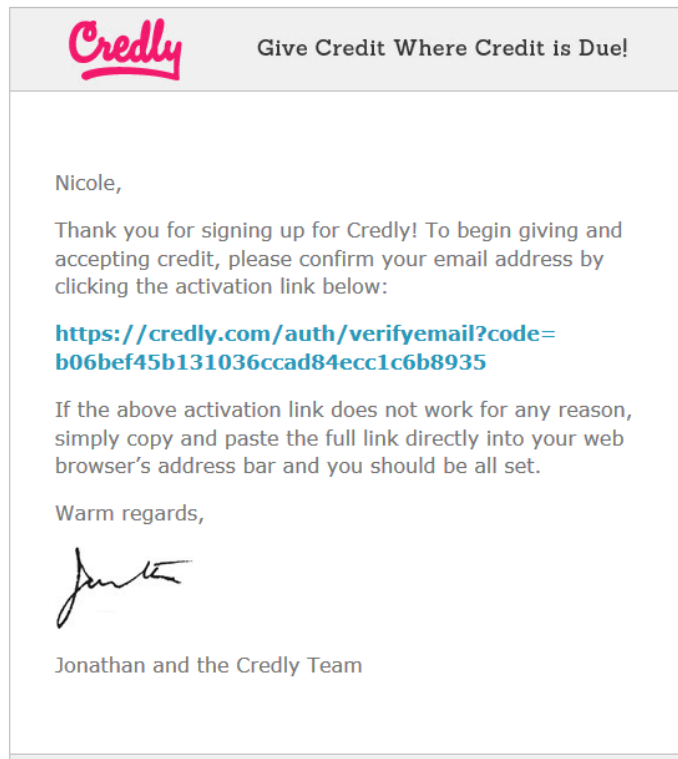
- i. Click **Sign up now**.



4. You will then be prompted to confirm your email address once you login.

Check your email for a message from us. You need to confirm your email address before you give and receive credit.
Didn't get it? [Re-send to nicole@sillygreenmonkey.com](mailto:nicole@sillygreenmonkey.com)

5. Login to your email address and Click **Confirm your email address**.



Account Settings

Account settings displays the following information that you can change such as

- First name
- Last name
- Email
- Password
- Account URL
- Custom Email Header
- About me
- Personal Website
- Location
- Social Settings and Auto Share
- Custom Assertion Location

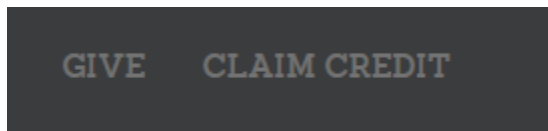
Create a new credit

What is Credit?

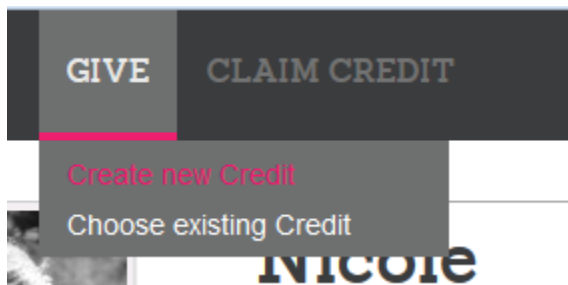
Credit is recognition for any form of achievement. Every credit given or received on Credly documents an accomplishment, such as a skill, milestone or role. It includes evidence and criteria, and it tells a story about who gave the credit, and what they value. In fact, credit can tell us as much about the recipient as it can about the person or organization that issued it.

Create a new credit

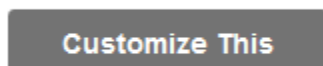
1. Click on **Give** at the top of the page.



2. Click on **Create new Credit**.



3. Click on **Customize This**.



4. Choose a shape.



5. Choose an **image** or upload an image (<https://www.iconfinder.com/>). You can click on see more for more images.



6. Add text.

TEXT

Blank Slate

No text, please. 4

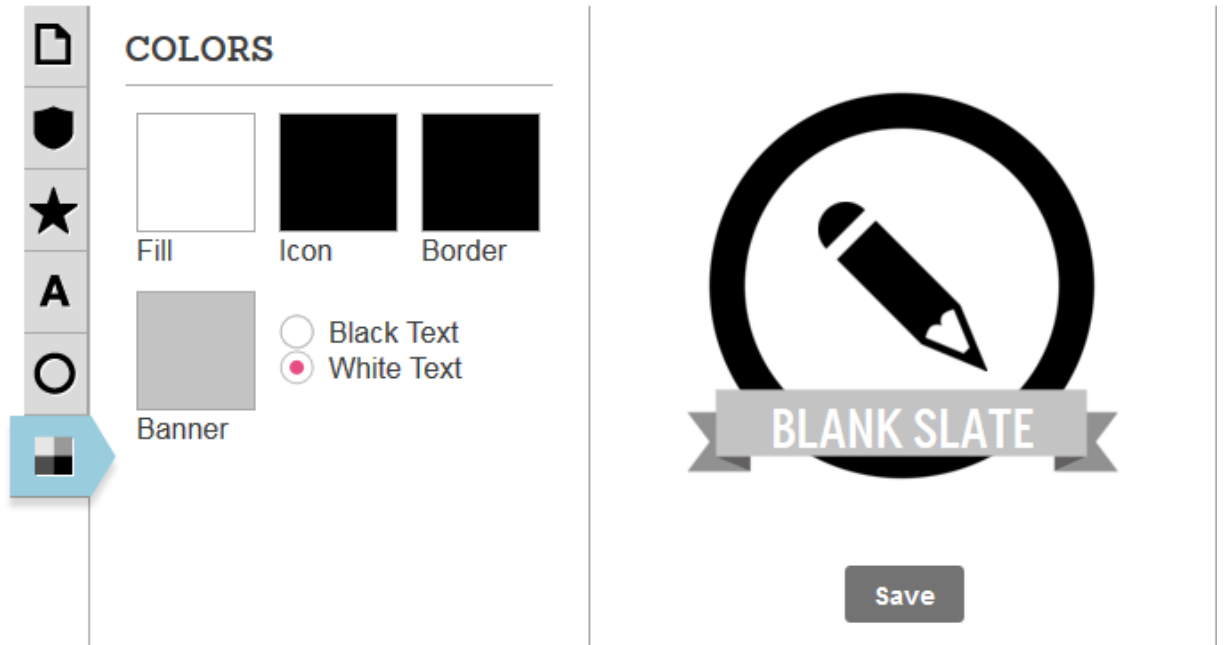
Save

7. Choose a border.

BORDER

Save

8. Choose a **color** for **fill**, **icon** (may not be available for some icons), **border**, and **banner**. You can use the color palette from NMSU (http://brand.nmsu.edu/files/2013/02/refreshcolor_palette6_4_12.pdf)



Add Badge Details

1. Fill in the Badge Title and Short Description (limited to 128 characters).

Describe this Credit:

(Required) 128

(Optional) 128

2. Check the box(es) to **allow others to claim this credit** or **allow others to give this credit**.

- Allow others to claim this credit
[Set options](#)
- Allow others to give this credit

3. Click on **Add More Detail**.

 Add More Detail

4. Fill in the **Credit Description** (up to 500 characters).

Credit Description up to 500 characters (optional)

e.g. What does earning this credit say about the earner? What can they do? What did they prove about themselves?

5. Fill in the **Credit Criteria** (up to 500 characters).

Credit Criteria up to 500 characters (optional)

e.g. What are the criteria for earning this credit?

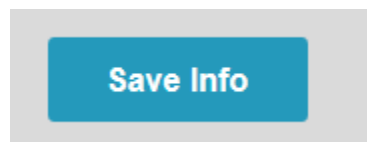
6. Choose expiration date if necessary.

A grey rectangular box containing the text "Expires" on the left and a white dropdown menu on the right. The dropdown menu is open, showing the word "Never" in a bold, black, sans-serif font, followed by a small black downward-pointing chevron symbol.

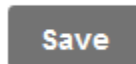
7. Add categories, if necessary.

A grey rectangular box with the word "Categories" in a bold, black, sans-serif font at the top left. Below it is a white rectangular input field containing the text "e.g. 'architecture'" in a grey, sans-serif font.

8. Click Save info.

A grey rectangular box containing a teal-colored button with the text "Save Info" in a white, bold, sans-serif font.

9. Click Save.

A dark grey rectangular button with the text "Save" in a white, bold, sans-serif font.

10. Review your badge before you send it or Edit if needed.

Two buttons side-by-side. The first is a dark grey rectangular button with the text "Edit" in a white, bold, sans-serif font. The second is a teal-colored rectangular button with the text "Yes! Everything looks great." in a white, bold, sans-serif font.

Give Credit

Why give credit?

What if all achievement could be recognized? What if "credit" wasn't just something on a school transcript -- but something we could continue to earn for life?

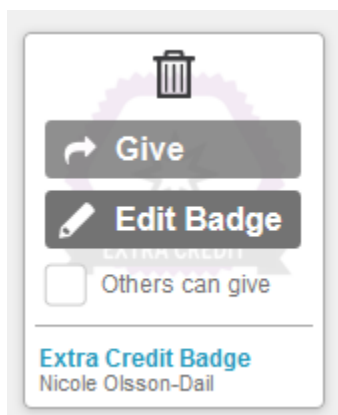
People deserve credit for things they accomplish throughout their lives. Some achievements are marked with public ceremonies and framed certificates, and many other worthy accomplishments go unrecognized throughout our lives.

By empowering anyone to give credit for worthy accomplishments, we aim to improve people's lives. Lifelong credentials open up new job opportunities, expose new learning pathways, and help connect people with communities where they can have an impact and where their skills and experience are valued and needed.

1. Click on **Created** on your Credly homepage.



2. Choose the badge you wish to give and click Give.



3. Add **First name**, **Last name** and **Email address** for who you wish to give the badge to.

First Name	Last Name
Email	

3. Add a **testimonial** or add **evidence**.

Testimonial Tell the world why this person deserves credit

Write testimonial here

Evidence Use this evidence for all recipients

http://

4. If you need to add additional recipients click on **add recipient** or click on **add 5 at a time**. Repeat steps 2 and 3.

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

5. Click on **Send Credit**.

Send Credit

Notes