FCC Digital Badge Faculty & Staff Handbook

Sample Degree Badge

Sample Certificate Badge

Sample Non-Degree Badge

Frederick Community College

7/29/2021

FCC Digital Badge Handbook

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Badge Overview

In higher education, new forms of learning and emerging workforce need and skills are being evaluated and competencies are being acknowledged, demonstrated and/or observed for digital badging opportunities. Digital badges (micro-credentials) are changing the way skills, competencies, and individual achievements are being recognized. These credentials provide data and evidence of achievement, making digital badging an effective means for allowing official recognition of skills and are easily portable.

Digital badges are viewed as essential tools for career and professional development and workforce advancement opportunities. More and more, employers are searching for candidates with specific skills and achievements. Digital badges have become a way for employers to target applicants who possess the desired skills they seek.

Digital badges are awarded based on a digital verification of skills, competencies, interests, accomplishments, mastery of academic subject areas, and national credential attainment. The use of badges can also help connect a series or progression of learning experiences, illuminate pathways for learners, and more clearly demonstrate achievements to an external audience. Digital badges offer ways to acknowledge skill and competency acquisition in units smaller than a degree, or that may not be fully captured by a degree.

FCC has established a Digital Badge and Credential Center (DBCC). Current students, community partners, college faculty and staff, and external companies, organizations, and institution employees are eligible to participate.

Mission
Our mission is to create, promote, and support Fredrick Community College's digital badges and credential attainment.

Vision
Our vision is to be a forerunner in purposeful badging that is aligned with 21st century competencies and interests thereby assisting our students, the community, professionals, faculty, and staff achieve their potential.

What is a Micro-Credential & a Digital Badge?

A micro-credential is a short-term credential that may or may-not be credit bearing. These credentials are shorter in length than regular courses and more narrowly focused and earning such credentials are a way to recognize skill and competencies acquired through a variety of learning experiences.

What is a badge-worthy achievement?

For an achievement to be badge-worthy, it must be *resume-worthy*. Badges should represent skills and outcomes that employers care about and that can be verified by an established set of criteria.

Benefits of a Digital Badge

Provide a more comprehensive picture of skills, interests and experiences.

- ❖ Show potential employers' evidence of up-to-date proficiency, relevant skill sets, and achievements.
- ❖ Contribute to employability by assisting employers to match individuals to jobs and specific positions.
- ❖ Reflect efforts to engage in more flexible ways of learning and scope of knowledge.
- ❖ Export earned badges for display in social media channels, LinkedIn, emails, and resume.
- ❖ Display current knowledge in occupational fields by obtaining badges reflecting professional development.

Who can earn badges?

Badges can be earned by:

- ❖ Current students
- ❖ Individuals in the community
- ❖ College faculty and staff
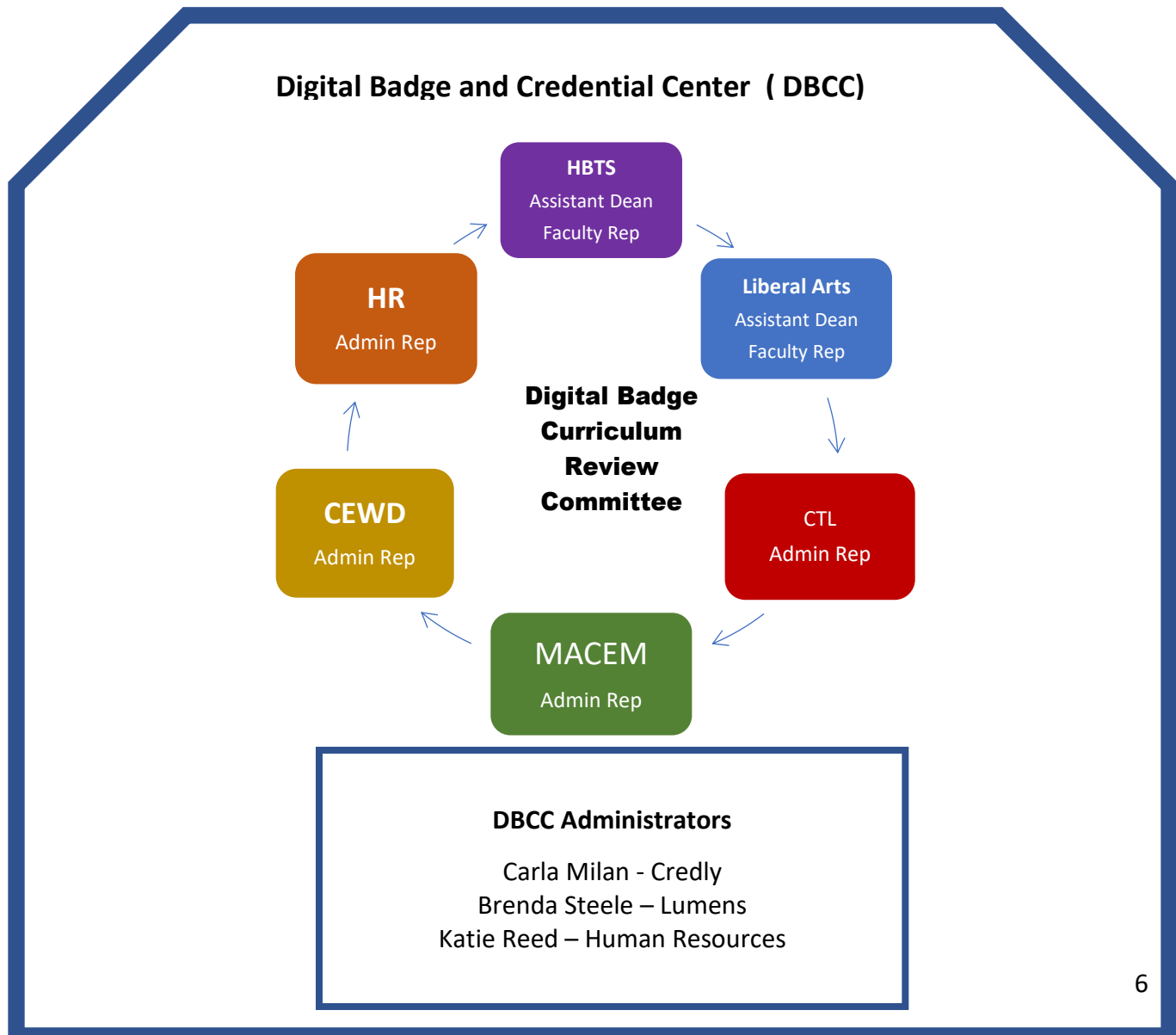- ❖ Community partners

Type of badges available

- ❖ **Skill and Competency:** Badges are standalone or can be used in a credit or non-credit course. Badges demonstrate interests, accomplishments, skills, or competencies attained. Certain badges may include an industry-recognized (national-portable) credential. Badges may also *recognize specific job-related skills for FCC apprentices.* FCC Continuing Education or Corporate Training offerings may also lead to a badge or industry-recognized (national-portable) credential.
- ❖ **Professional Pathways:** Skills and competencies desired in a professional field can be mapped to a specific badge. Badges validate a pathway to enhance your professional knowledge in an identified field or occupation.
- ❖ **Continuing Education/Life-long Learning:** Badges display an interest or accomplishment in various types of lifelong learning areas. FCC Continuing Education or Corporate Training offerings may also lead to a badge or industry-recognized (national-portable) credential.

Credly Platform

Badges are developed, implemented, and utilized in courses taught by Frederick Community College (FCC). FCC will use Credly, an end-to-end solution for storing, issuing, and managing digital credentials. Credly works with credible organizations to provide digital credentials to individuals worldwide. The Credly platform is based on the Open Badge Standards maintained by IMS Global. This enables you to manage, share and verify your competencies digitally. To learn more about Credly click here https://info.credly.com/

Digital Badge Organization Structure

Digital badging at FCC will operate under Digital Badge and Credential Center (DBCC). The DBCC will manage all badge processes with representation across Academic Affairs Continuing Education and Workforce Development (AACEWD).

Digital Badge and Credential Center (DBCC)

HBTS
Assistant Dean
Faculty Rep

HR
Admin Rep

Liberal Arts
Assistant Dean
Faculty Rep

Digital Badge Curriculum Review Committee

CEWD
Admin Rep

CTL
Admin Rep

MACEM
Admin Rep

DBCC Administrators

Carla Milan - Credly
Brenda Steele – Lumens
Katie Reed – Human Resources

- ❖ The Digital Badge and Credential Center will be managed under AACEWD.
- ❖ Digital Badge earners will register for classes via Peoplesoft or Lumens, the registration system for non-credit classes. [Lumen Registration](#)
- ❖ The Digital Badge Curriculum Review Committee will be made up of broad representation from areas within AACEWD.
- ❖ Administrative Process
  - o The DBCC will accept, review and approve Digital Badge Courses. In addition, the DBCC will interface with Credly, Peoplesoft and Lumens for the purpose digital badge course registration and issuance of the digital badge to earners.
  - o DBCC Administrators will work with finance to create and manage financial budget account and item type(s).
    - ▪ Develop badge cost structure. (*Subject to change as badging evolves*)
      - • Administrative cost, initial one-time set up fee. (*Transfer cost from the organization or department that developed badge to DBCC*)
      - • Badge cost per issuance. (*Transfer cost from the organization or department that developed badge to DBCC*)
  - o DBCC Administrators will work with all other FCC departments as needed to support the digital badging process within the institution.

Standard Operating Procedures for Digital Badge Course Development

The Digital Badge and Credential Center (DBCC) reviews and approves the design, development, and awarding process of digital badges. The DBCC will also manage the administrative processes associated with registration and finances associated with digital badging for all digital badges awarded by Fredrick Community College.

1. Digital badges are acknowledgement of learning and educational work but do not directly award college credit.
2. Digital badges identify accomplishments in college non-credit offerings and may compliment credit courses, certificates, and degrees but do not replace them.
3. Digital badges are recorded and archived in the College-approved hosting platform, Credly.
4. Digital badges are designed to meet market needs informed by current data from appropriate labor market information and area businesses, align with relevant industry/sector standards, and/or respond to interests of community members, students, alumni, etc.

The operating procedures guide development, approval, delivery, quality, and awarding of the FCC digital badges. The DBCC staff will support those writing a badge course proposal and assist throughout the process from conception to the awarding of badges.

The following are considerations for developing an FCC digital badge course:

1. Badge courses may require prerequisite knowledge, skills, or experience.
2. Badge courses may include an industry-recognized credential with value beyond FCC.
3. Badges courses should have substantive content with clearly defined outcomes and aligned assessment strategies.
4. Badge courses should have a minimum of 100% of the required assignments completed to be awarded an FCC badge.
5. Badge courses can be competency-based, time-based, or a combination of both and delivered in an online, face-to-face, or hybrid format.
6. Badge courses must contain evidence of achievement of course learning outcomes using a variety of assessment methods such as exams, projects, journaling, book review, demonstration, role-play, presentations, interview, essay, participation, etc.
7. Badge courses may be stackable in learning content (awarding of multiple badges) leading to a more advanced badge.
8. Badge courses can provide opportunities for industry and college connections and partnerships.
9. Badge courses are inherently flexible and innovative developed to meet the needs of employers, students, community individuals, FCC staff and faculty.

Badge Course Development Process

1. Prior to submitting a badge course proposal, submitter must consider the following:
   a. Does FCC have an existing badge related to the subject?
   b. Have you discussed this proposal with your AVP or Executive Director prior to submittal?
   c. If you are not the subject matter expert have you consulted one prior to submitting?
   d. Do you have an experience instructor for this badge course in mind?
2. Complete and submit the Learning Design Badge Template and Digital Badge Proposal Form to digitalbadging@frederick.edu. For credit courses the syllabus of record must also be attached.
   a. The proposal will be reviewed by the Proposal & Intake Manager for completeness. The Badge Course proposal will be added to the Digital Badge Curriculum Review Committee meeting agenda and forwarded to the committee members.
   b. Submitter will be notified of proposal review date.
3. The Digital Badge Curriculum Review Committee will meet when needed to review and approve submitted proposal, design document, syllabus, and budget.

a. Proposal or a proxy submitter must be present at the meeting when their proposal is on the agenda.

b. Committee may also request additional information from submitter prior to decision and will work with the submitter to ensure all badge course requirements are met.

4. Once a proposal is approved, the submitter is notified, and DBCC system administrators will proceed with updating Credly and all FCC systems.

a. Administrators ensure all information for registration and finance is accurate.

b. Create visual badge.

c. Coordinate with FCC system administrator.

d. Add badge courses and classes to FCC systems.

e. Upload metadata to the Credly platform.

f. Work with Marketing to have newly created badge appear on the Digital Badge and Credentialing Center Lumens landing page website.

g. Notify submitters when completed and live.

5. Badge is now available to the public to select and register.

a. All parties will be notified when badge course is public facing.

b. Upon completion of a Badge Course, files will be uploaded to Credly who will notify earners of badge availability and to claim their badge.

Administrative Support Responsibilities

To achieve the mission to create, promote, and support Fredrick Community College's digital badges and credential attainment, the following administrative support is required.

Proposal and Intake Manager
1. Manage the Digital Badge email account and mailbox.
2. Track all incoming badge proposals.
   a. Verify that all documents were submitted.
   b. Notify submitter of any missing documentation.
3. Schedule Digital Badge Curriculum Review meetings
   a. Create meeting agenda.
   b. Curriculum meeting note taker.
   c. Publish meeting minutes.
4. Track proposals throughout the process and notify submitter of committee decision.
5. Pass approved proposals to Credly, Lumens and Human Resources administrators.

DBCC Administrator- Credly
1. Once digital badge proposal is approved, create visual badge.
2. Coordinate with the Lumens system administrator.
3. Add badge courses and classes to Lumens.
4. Upload metadata to the Credly platform.
5. Work with Marketing to have newly created badge appear on the Digital Badge and Lumens landing page website.
6. Monitor digital badge classes to ensure grades are entered. Grades entered triggers Lumen to automate file to Credly to issue badge to earner. Earners must claim their badges via Credly.
7. Track and report out the number of badges issued.
8. Monitor the Digital Badge and Credentialing Center's budget.
9. Work with Credly account manager on yearly renewal.
10. Interface with all FCC departments, as necessary.
11. Assist with digital badge mailbox and phone calls.
12. Maintain Digital Badge website.
13. Update Digital Badge forms as required.

DBCC Administrator – Lumens
1. Update Lumens as needed.

DBCC Administrator – Human Resources

1. Update Human Resources records as needed.

Badge Elements

When developing a badge, the badge must contain the following elements:

Badge-worthy achievement

For an achievement to be badge-worthy it must be *resume-worthy*. Badges should represent skills and outcomes that employers care about and that can be verified by an established set of criteria.

Metadata

The badge metadata is the content created to represent the badge, credential, certification, course, or designation. This information should describe what earners are able to do after earning a badge, what they had to do to earn a badge, and why employers care about a badge.

Badge metadata tells an outsider:

- What the earner did
- Who said they did it?
- What the earner can do as a result

Badge Name

The badge name should be representative of the skills and competencies it represents. All badge names must be approved by the review committee. The FCC badge graphic is required for all badges.

Badge Description

The badge description must be 500 character or less description of the outcomes of achieving badge. This should articulate what the individual is capable of or competent of doing.

Consideration & Recommendations	Questions to Ask
• What is the badge earner capable of after earning this designation (or having the experience)	• What special skills and knowledge are embodies by your credential?
• Do not use this space to give lengthy course descriptions or requirements for achieving the credential	• What are employers likely to value?
• Consider starting the description as follows: "Earners of this designation have demonstrated…"	• What distinguishes the earner from those without this credential?
• The second sentence could begin with: "Earners are able to…"	• What skills has the earner demonstrated to earn this badge?

Skills

Skills must be concise (1-3) word keyword phrases that describe general skills represented in this credential. Skill tags align credential to labor market data (job requisitions). Skill tags allow viewers to quickly understand the skills an individual has either acquired or demonstrated. Do not use full sentences when assigning skill tags.

Skill tags examples:
> Microsoft Office 2013
> Excel 2013
> Data Analysis
> Formulas and Functions

Badge Criteria

A brief descriptive and visual representation of what the badge earner did to earn the badge. These icons will appear in the upper left corner of the badge. FCC can add additional criteria's to best fits the College programs.

	Badge: A prerequisite for a higher-level badge. These badges are referred to as stackable.
	Course: Completing relevant coursework in a formal classroom environment or self-study education
	Credential: Earning a recognized professional or industrial credential.

Template Attributes

Template Attributes are optional metadata fields that allow you to indicate the type, level, average time commitment and cost for each badge. These attributes are front facing to the public. Sample below.

Type: Certification

Level: Foundational

Time: Hours

Cost: Paid

Certified Nursing Assistant

Issued by University of Central Missouri

Students who receive this badge have completed requirements provided by Missouri Department of Health and Senior Services (DHSS) and have been tested and certified to work in healthcare in the state of Missouri.

Skills

| Anti-Embolic Stockings | Bathing Assistance | Bed Making | Dressing And Undressing Assistance |

| Hair And Nail Care | Mobility And Ambululation Assistance | Nutritional And Fluid Balance Assistance |

| Oral And Denture Care | Personal Care Assistance | Shaving Assistance | Skin Care |

| Special Diet Assistance |

Earning Criteria

- Minimum of 3 comprehensive exams with a minimum score of 80%
- 75 hours of classroom instruction and 100 hours of clinical time.
- Final State Exam, both written and skills demonstration.

Achievement Types

Learning	**Validation**	**Certification**
Not Measured Structured Learning	Measured and Validated Learning	Industry Recognized or Validated Achievement
Self-Led Learning Soft Skills Professionalism Competencies Product Knowledge Experience	Learning + Assessments Portfolio/Evidence SME Reviews / Peer Review Certificate Program Experience	Credentials Industry Certifications License Experience

Mastery Levels

Badge course content can also range in terms of Mastery level. Badges can be offered at any given level or be stackable from one level to the next. The following icons will be used to indicate the mastery levels that will used at Frederick Community College

Foundational	**Intermediate**	**Advanced**
Associate Beginner Foundations Fundamentals Level 1	Professional Intermediate Proficient Level 2	Specialist Master Mentor Expert Level 3

Time Commitment

Hours	**Days**	**Weeks**	**Months**	**Years**
Example: Expected Completion 4 hours	Example: 2 day course	Example: Multi-week webinar series	Example: Multi-month professional development program	Examples: 1 year program 2 years of professional experience

Cost
The cost of badges will vary based on the badge. Several badges will be available at no cost. Cost of each badge will be clearly noted on the badge description and registration page. The following symbols will be used to denote any cost associated with the badge.

Free
Available at no cost to the earners

Free training course
Free webinar
Free MOOC

Paid
Cost to the earner to complete the requirements

Training Course Registration
Exam Registration

Frequently Asked Questions

Q: **What is a digital badge?**
A. It is a digital representation of a skill, learning achievement, competency, or experience. Each badge is an image that corresponds to essential information known as metadata. The metadata provides predetermined valuable information contained in the specific digital badge. Badges can be relevant to an academic objective, professional goal, or area of interest. FCC badges have no academic credit. Earners can display their digital badges online and/or share digital badge information through social networks. This sharing of badges provides a more complete picture of your skills, achievements, skills, and abilities, which can then be communicated to employers, associations, organizations, etc.

Q: How do I know if I want to enroll to obtain a specific badge?
A: Each badge description helps you decide if the badge is something you want to complete. The description includes such items as a brief overview, approximately how long it takes to complete, type of learning environment (face-to-face, online, hybrid), dates to meet (if required), types of assignments, and cost.

Q. Who is eligible for a digital badge?
A. It is open to anyone who would like to learn more about a subject or improve their skills.

Q: How much does it cost to apply for a badge?
A. The cost of badges will vary based on the badge. Several badges will be available at no cost. Cost of each badge will be clearly noted on the badge description and registration page.

Q. How do I enroll for a badge?
A. Online enrollment can be found at [Lumens Registration](#)

Q: What happens if I have a question?
A: Contact us in the Center office at Digitalbadging@frederick.edu

Q: What information or metadata is contained inside a badge?
A. Core components of a badge include the metadata needed to determine its validity, authenticity, source, and value. This information includes the earner (who achieved the badge); the issuer (Fredrick Community College); the badge's criteria and description (what the earner needs to do or demonstrate); evidence (proof) that predetermined requirements are met; verification by faculty/trainer/facilitator requirements were satisfactorily met; date awarded; its expiration date (if needed). This information is shareable by the earner for each badge awarded.

Q. How long will it take to complete a badge?
A. Length of time differs according to each type of badge. See information specific to each badge.

Q. How do I earn the badge?
A. A badge will be awarded only when you complete all course work requirements, present the evidence (proof) as required by the course criteria, and verified by faculty/trainer/facilitator that requirements were satisfactorily met. Only when you CLAIM the badge, will it be displayed in your Credly backpack ready to share if you wish. Notification of a badge will not go on your FCC transcript, but you may use on your digital resume or social media sites.

Notification of a badge will not go on your FCC transcript, but you may use on your digital resume or social media sites.

Q: How do I earn a badge?
A. The steps include:

1. **Enroll** for an FCC digital badge.
2. **Complete** the badge requirements satisfactorily.
3. **Submit** evidence of proof you met badge requirements.
4. **Wait** while your facilitator evaluates your submitted evidence.
5. **Receive** verification of your badge.
6. **Claim** your earned digital badge.
7. **Share** your digital badge on your curriculum vitae, your email signature line, and/or social media platforms, etc.

Q: Do badges expire?
A. FCC badges only expire if it is noted in the badge course requirements. Most badges do not expire.

Q: Where can I post my badge?
A. LinkedIn, email signature line, and any electronic medium to which materials can be uploaded, in addition to resumes and portfolios.

Q: I am working on a degree/certificate at FCC, can I also get a badge?
A. Absolutely.   Badges can support degree and certificate programs. Earning a badge while attending college demonstrates your desire to learn and can broaden your knowledge within an area of interest. A badge represents achieved skills and competencies and enhances traditional credentials. Degree and certificate programs that are eligible for badges will be identified on the (DBCC) website. In some cases, a badge can be earned at the completion of a credit course at FCC.

Q: Can badges be awarded for Professional Development?
A. Absolutely. Badges can assist current employees add to their qualifications by showcasing professional development credentials. Professional development activities that are eligible for badges will be identified on the (DBI) website.

Q: What are the benefits of Digital badges?
A. Benefits to the earner include:

- Concrete evidence and proof of your skills, achievements, and abilities.
- Allow for specific recognition for "essential skills" or "employability skills", such as ability to collaborate, communicate, work as a team member recognize skills and qualities valuable in many contexts.
- Create a more complete representation of your learning and experience.
- Unlock new career and learning opportunities, potentially allowing employers and other stakeholders to better match individuals to jobs, courses, and projects.
- Capture your learning path and history by earning badges dated as they occur.
- Group digital badges into collections for sharing through channels.

Q: How different are digital badges from resumes?
A. Transparency of what you did to earn the badge can be cross walked with the specific requirements found on a job description. In this way, job candidates can demonstrate they have the perfect blend of specific skills employers want for a job —not just that they passed a college degree or certificate program.

Contact Information

DigitalBadging@frederick.edu
Phone #: 301-624-2724

Glossary of Terms

Glossary of Terms

Assessor: The individual (faculty, trainer, etc.) that reviews evidence submitted by earners and apply pre-determined criteria to assess and determine if earner has met the requirements.

Award: Non-technical term for issuing digital badges to earners.

Backpack: Where earner stores all badges as each earned in their Credly account.

Collect, Collections: Earners can collect awarded badges and display them in backpacks. In their badge backpack, earners can group badges into collections, deciding whether each collection is publicly shared. If a badge or badge collection is designated as public (sharable) by the earner, then badges are retrievable by the public from within their backpack.

Competencies: Broad assortment of learnable, measurable and/or observable knowledge, abilities and skill-sets gained to perform tasks**,** job functions or met a personal goal. Target proficiency level for each competency will vary based on badge subject. Can be considered as the "What" of the digital badge or "What is the learner demonstrating?" Examples: communications, customer service, changing automobile oil, decision making, designing Excel spreadsheet, better understanding of wine, etc.

Claim it: To collect awarded badges, an earner must go into their Credly account and accept it. Afterwards, badges can be stored or displayed in their backpack.

Credential: Specific qualification or achievement shows individual is qualified or a document proving identity for a specific purpose. **A**uthorized third-party attests individual achieved specific learning outcomes or attained a defined level of knowledge or skill relative to a given standard. Shows individual entitled to credit, title, claim, or has right to exercise official power or duties. Examples: degrees, diplomas, licenses, certificates, badges, industry-recognized document, national portable document, elected delegate, press pass, etc.

Criteria: Found in the metadata for each badge. Predetermined, set in advance, and linked to the subject matter of the badge stating requirements for earning a badge.

Developer: Individual who completes the Digital Badge Curriculum Center Proposal Form and establishes the expected knowledge and skills to be recognized through the micro-credential (often the same as the issuer). The DBCC staff will collaborate as needed in completing the form.

Digital Badge: Type of digital credential in the form of an image that represents and communicates the earner's achievement of learning, skills, and/or competencies. Badges have underlying verifiable metadata which contains information about the badge issuer, criteria, and any supporting evidence making the badges easily verified as legitimate. Examples: badges may be found in Customized (Corporate) Training programs, Continuing Education courses or credit courses.

Evidence: Submitted proof is the most important part of earners badge and used to determine whether a badge should be awarded. Requirements to award the badge are pre-determined and written into the badge metadata. Depending on the proof presented by the student, evidence may have varying degrees of strengths. For some badges, proof may be optional but strongly encouraged to enrich and support the claim for specific achievement. Proof can be presented in a variety of formats: text input, file upload, image, video, painting, performance, participation, etc.

Earner: Student, (staff, faculty, professional) enrolled and submitting evidence for the badge.

Issuer: Individual, group or organization that created the digital badge and underlying metadata. Is responsible for an assessor to validate earner has submitted all evidence required and shows competence in the predefined criteria or set of skills prior to award of the badge.

License: Legal permission, typically granted by a government agency, association, or organization to allow individual to perform certain regulated tasks or occupations. Licenses are based on pre-determined, standardized criteria, involving educational programs of study, assessments, and/or work experience. Many have time-limited requiring periodic review and renewal such as Continuing Education Units (CEUs).

Learning Outcome: What a learner is expected to know, understand, or be able to do after successful completion of a planned process of learning.

Metadata: Set of data that describes and gives information about badge. This underlying badge skeleton data **includes information on the issuer, criteria to earn it, evidence that the criteria has been satisfied, date awarded, and earner information.** It is in reference to this underlying data combined with the badge image that creates a digital badge.

Micro-credential: Detailed documentation that an individual has mastered certain skills or competencies, earned through the completion of short and purposeful skills-based learning experiences. Micro-credentials may be verified by professional associations, colleges, entities, or industry partners, enhancing the credibility of the badge. It may also support the employability of the earner.

National Portable Credential: Mastery of or competency in specific knowledge, skills or processes that can be measured against a set of accepted standards, established by a recognized occupation, state, or national entity. Usually once earned and awarded, are attached to individual wherever their residence. Examples: licensure requirements such as in health care, trade occupations such as electricians, or industry organization such as Microsoft, NIMS or CompTIA. Alternative: industry-recognized credential.

Nested Badge: Subset of or embedded in other programs, courses, certificates or degrees. Example: badge can be embedded into a credit course, Continuing Education course, or Customized (Corporate) Training program, etc.

Portability: Ability to earn badges awarded by an organization, college, etc., and shared wherever and whenever needed or required.

Recognizer: Company, person or organization that recognizes and gives currency or value to the badge(s) as representation of the earner's skills or competences. Accepts that badges can be used by earners for various purposes such as employment, job growth, etc.

Share, Shareable: Each awarded badge can be shared digitally. For example, badge earners can share awards from their Credly backpack on social networking profiles, LinkedIn, Twitter, Face book, in email signatures, etc.

Skills: Specifically learned activities or tasks requiring dexterity or proficiency acquired through training or experience. Can range widely in complexity and are often seen as components of competencies. Examples: using a computer, typing a letter, using a CNC machine, changing an automobile's oil, dancing, etc.

Stackable Badge: Sequence of badges that can be accumulated over time to build an earner's qualifications. Can help earner move along a career pathway or build a foundation of knowledge for an identified interest or skill.

Standards: This is an optional metadata field that links to relevant third-party external standards. Examples: licensure requirements such as in health care, trade occupations such as electricians, or industry organization such as Microsoft, NIMS or CompTIA.

Statement of Achievement: Provides the details of achievement by describing the context, tasks completed, and explaining evaluation procedures.

Tag: A tag is a command in a web page that tells the browser to do something. The <a> tag (anchor tag) in HTML is used to create a hyperlink on the webpage. This hyperlink is used to link the webpage to other webpages such as those of third-party external standards.

Transparency: Metadata creating the badge are clearly defined and information about the badge and its components is clearly provided to earners, issuers, consumers, companies, associations, and organizations, etc. Allows badges to be easily understood and compared.

Verifiability: Once badge shared by earner, the metadata is "readable" and all relevant details transparent. Verifiers include employers, security personnel, friends, etc.

Digital Badge Learning Design Template

FCC Badge Learning Design Document

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Part 1: Purpose, Audience, and Delivery Method

Purpose of Badge:	
Requested Badge Name:	
Learner audience:	
Delivery Method: (i.e. online-self-paced, online with face to face mtg times, fully face to face)	

Part 2: Goal, Competencies, and Objectives

Overall Core Learning Outcomes to achieve Badge	
Specific Learning Objectives (SLOs). If there are multiple modules or course unit, define SLOs for each module/course unit.	
Alignment: Discuss how the objectives support the acquisition of skills/ competencies outlined in the Core Learning Outcomes to achieve a badge.	

Part 3: Events of Instruction & Alignment

Learner Analysis: Describe who the learners are and what competencies they will already	Learner description:

possess (prior knowledge.	Prior knowledge, if known:
Provide Details of your Instruction and Methods **If multiple modules or units, please provide for each module/unit.**	Include at a minimum the following in a separately attached document: **Objectives** **Content** Include all instructional activity- readings, class sessions, video or website review) **Practice or application** (include all assignment, activities, skills practice) **Feedback/ Formative Assessment**
Alignment. Describe how your content design is aligned in terms of Core learning outcomes, and objectives.	

Part 5: Summative Assessment to Achieve Badge

Summative Assessment Describe all summative assessment approaches	
Alignment, Rationale and Justification. Describe how the summative assessment aligns with the objectives and expected outcome to achieve a badge	

Digital Badge Proposal Form

Program Manager Name (if applicable):	
Email:	
Department Chair Name (if applicable):	
Email:	
Badge Title:	
Total Credits (if applicable):	
Perquisite Courses (if applicable):	
Required Courses:	
Learn More Link:	
Skill Tags:(6-10 primary skills)	

Cost:	☐	Free
	☐	Cost
Mastery Level:	☐	Foundational
	☐	Intermediate
	☐	Advanced
Achievement Types:	☐	Validation – Measured and Validated Learning
	☐	Certification – Industry Recognized
Time Commitment:	☐	Hours
	☐	Days
	☐	Weeks
	☐	Months
	☐	Years

Badge Description: *(500 Characters or Less)*

Badge Completion Guidelines: (Add additional bullets as needed)

- Upon successful completion students will receive an email from Credly notifying them to claim their badge.
- Students will not have to complete an application to request digital badge.

Core Learning Outcomes:	Core Learning Assessment:	Associated Assessment Course:

For every learning outcome there must be a corresponding assessment

Insert Required Course Syllabus (credit courses): [Syllabi of Record](#)

Insert Learning Design Badge Template (non-credit course)