



Credential Registry Draft Badge Publisher Sandbox Testing Instructions: Credly

Import Options: To import your badge class information to the Credential Registry, you have three options. You can (1) import directly from Canvas Credentials, (2) import directly from Credly, or (3) copy and paste valid JSON from another badging platform.

Instructions: Please note that the instructions for importing badges from Canvas Credentials and Credly are different, so be sure to follow the relevant set of instructions based on the platform you're using. You can find more information on importing badges from our website <https://credentialengine.org/badge-publisher-tool/>.

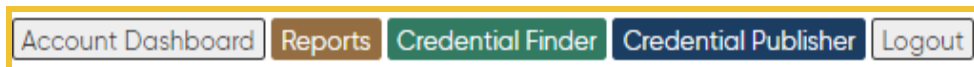
More Information: Visit Credential Engine's Credential Registry Badge Publisher Tool webpage for more information <https://credentialengine.org/badge-publisher-tool/>.

Contact Us: If you have any questions, please send them to publishing@credentialengine.org. We monitor this email during normal U.S. business hours and typically respond within one business day.

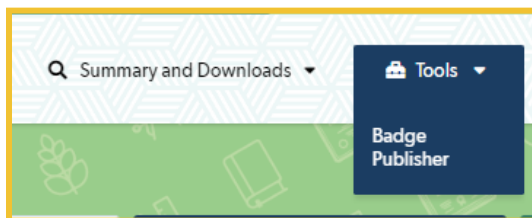
Instructions for Credly

1. Log into your Credential Registry Publishing System account <https://apps.credentialengine.org/accounts/account/login>.

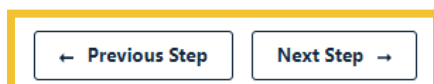
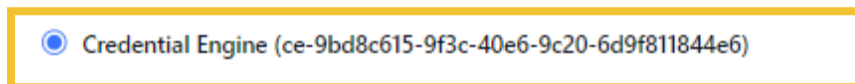
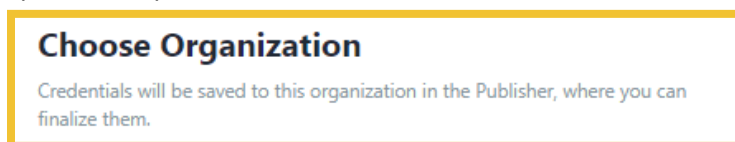
After logging in, you'll see the menu shown below. Select "Credential Publisher."



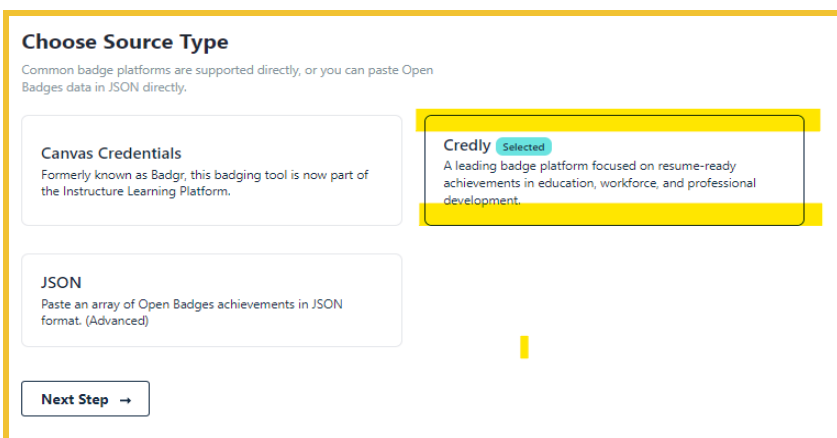
2. Navigate to the Badge Publisher <https://apps.credentialengine.org/publisher/badgePublisher/>.



3. If your account is associated with more than one organization, select the organization you're affiliated with followed by "Next Step."



4. Choose Source Type. Select **Credly** and "Next Step."



5. Enter the URL for your Credly issuer. See [example](#). Select "Save" and "Next Step."

Configure Credly connection

5a Choose Credly issuer

Enter the URL of your Credly issuer. See [example](#).

Save

[← Previous Step](#) [Next Step →](#)

6. Agree to terms. Select "Next Step."

5b Agree to terms

I certify that I am a representative of the listed organization and authorized to publish this data to the Credential Registry.

[← Previous Step](#) [Next Step →](#)

7. Select "Load Issuers". Select "Next Step."

Load issuers

[← Previous Step](#) [Next Step →](#)

8. All of the badges associated with the organization account you selected on the Credly page are displayed. Select all of the badges you'd like to import to the Credential Registry Publishing System and publish to the Credential Registry. Select "Finish Badge Setup."

Badge Source Data

4 Choose Source Type **5** Configure Source **6** Select Badges

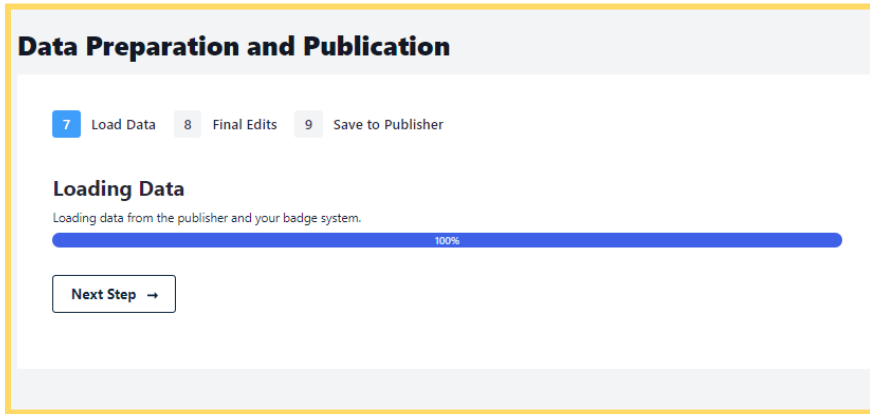
Select Badges

Select badges that you want to publish to the Credential Registry, including any updates to those previously published to the Registry.

| <input checked="" type="checkbox"/> | BADGE NAME | DESCRIPTION | LINK |
|-------------------------------------|-----------------------------------|--|-------------------|
| <input checked="" type="checkbox"/> | Credly Ambassador | Individuals who have earned this badge have participated in... | ↗ |
| <input checked="" type="checkbox"/> | Credly's Platform Demo Badge 2021 | Individuals who have earned this badge have participated in... | ↗ |
| <input checked="" type="checkbox"/> | Credly's Platform Demo Badge 2022 | Individuals who have earned this badge have participated in... | ↗ |

[← Previous Step](#) [Finish Badge Setup →](#)

9. Your badges have been imported into the Credential Registry Publishing System when you see "100%" in the blue bar. Select "Next Step."

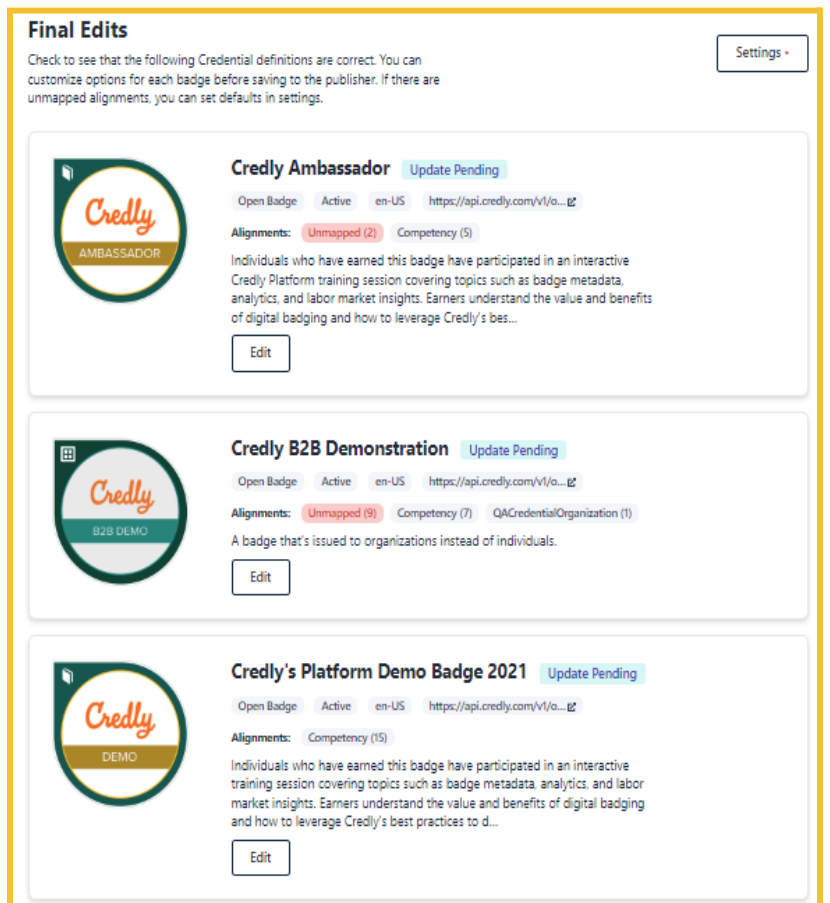


10. Now you can edit your badges. Your edits do not impact the badges on Credly. You are only editing them in the Credential Registry Publishing System to prepare for publishing to the Credential Registry.

If you do not edit your badges, the following will be imported verbatim:

- Credential type = Open Badge
- Badge Name
- Badge Description
- Badge Image
- Badge Identifier
- Badge Tags
- Badge Criteria Description
- Badge Criteria URL

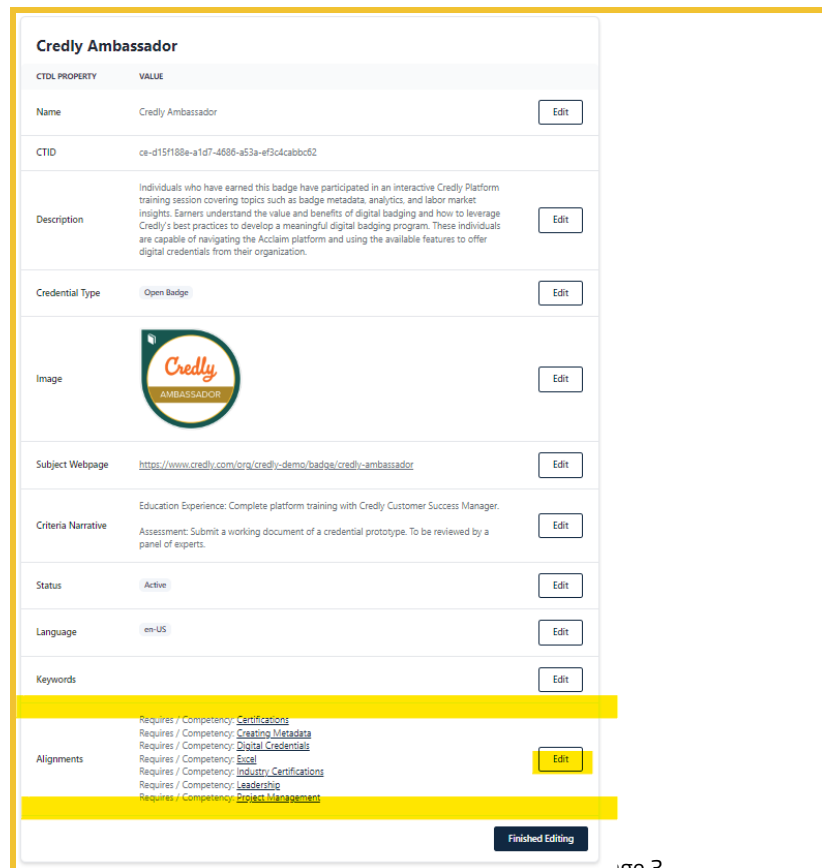
If the badges include alignments, you will need to edit the alignments to map to CTDL. Otherwise, alignments will not be imported. We recommend including alignments with your import.



11. To import "Alignments", select "Edit" (adjacent to Alignments).

With Credly imports, skills are automatically mapped to CTDL Competency.

In order to import badges with alignments, you must choose the appropriate alignment type when editing each badge. If an alignment is included but no type is selected, the alignment will not be imported along with the badge. It's important to ensure that each badge has the correct alignment selected during the editing process in order to ensure that all necessary information is included in the import. It may be helpful to review the [Open Badge Class CTDL Mapping Guide](#).



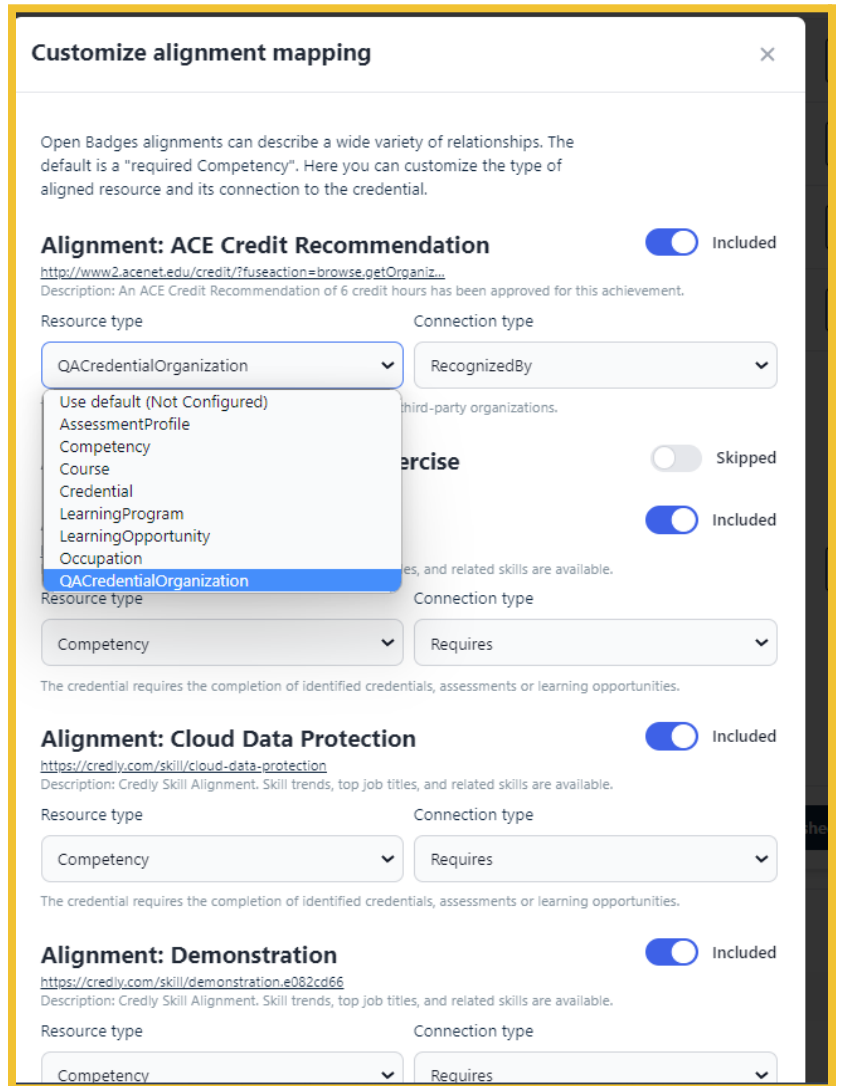
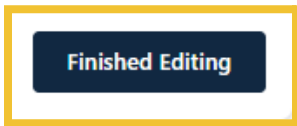
12. After selecting "Edit" Alignments, a modal window will open where you'll see Skill and other alignments, select the correct CTDL alignment.

If there is no direct CTDL alignment toggle from "Included" to "Skipped. If an alignment is left unmapped, or if it is marked as skipped, it will not be saved to the Registry.

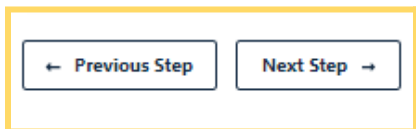
Each CTDL alignment has a "Resource Type" and a "Connection Type." The Connection Type is directly dependent on the Resource Type selected. Both must be selected. If the resource type of an alignment is Credential, you will have to select a credential subtype as well.

After selecting alignments, use the X in the top, right corner to close the modal window.

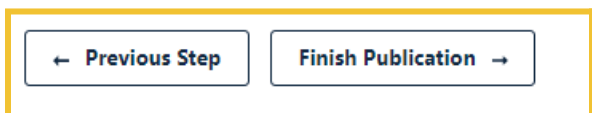
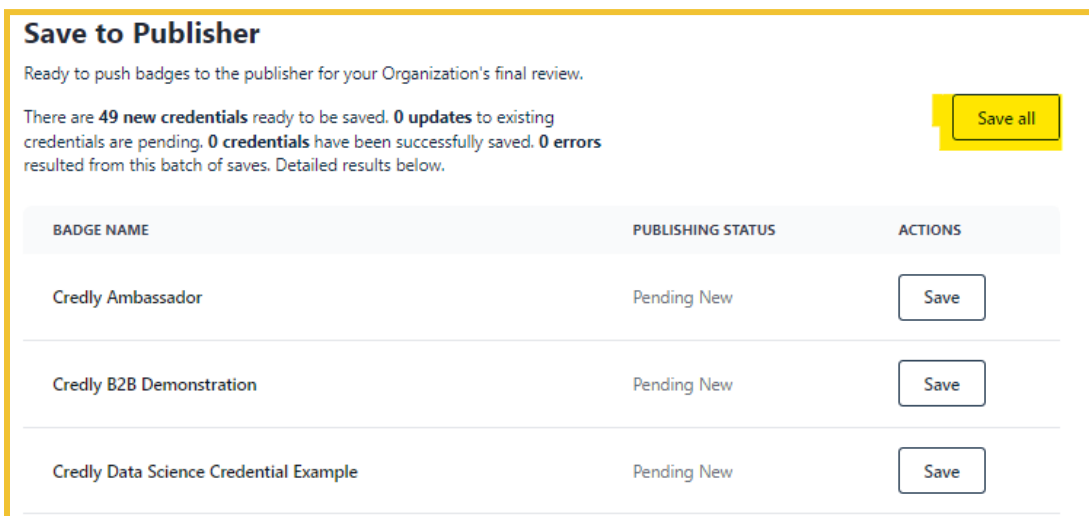
Select "Finished Editing" for each Open Badge.



Once you have completed editing, select "Next Step."



13. Save all and "Finish Publication."



14. It is important to save all alignments to Credly as it offers numerous benefits. By doing so, you can ensure that your Credential Registry alignment is linked to your badges, which facilitates easy future updates. Additionally, viewers of your badges on the badging platform can conveniently follow the URL back to the Credential Finder. Therefore, it is advisable to save all alignments while working with your badges in Credly.

It is also important to note that at present, you cannot automatically save the alignment to your Credly badge on the platform. As such, you will need to log into your Credly account and manually copy and paste the Credential Registry alignments back to your badges. This may seem like an additional step, but it is a crucial one that ensures the smooth functioning of your badge system.

Update badge alignments

It is helpful to update your badges in Credly to add alignments to Credential Finder pages. This helps users better understand the meaning and value of your badges. There is no automated way to update these alignments, but the data to add is presented below.

| BADGE NAME | ALIGNMENTS |
|--|--|
| Credly Ambassador | <p>targetName: Credly Ambassador</p> <p>targetUrl: https://credentialfinder.org/resources/ce-d15f188e-a1d7-4686-a53a-ef3c4cabb62</p> <p>targetDescription: Additional information powered by the Credential Registry .</p> <p>targetFramework: Credential Transparency Description Language</p> <p>targetCode: ce-d15f188e-a1d7-4686-a53a-ef3c4cabb62</p> |
| Credly B2B Demonstration | <p>targetName: Credly B2B Demonstration</p> <p>targetUrl: https://credentialfinder.org/resources/ce-153ebc3d-9974-493f-9d0a-fce5b689eaaa</p> <p>targetDescription: Additional information powered by the Credential Registry .</p> <p>targetFramework: Credential Transparency Description Language</p> <p>targetCode: ce-153ebc3d-9974-493f-9d0a-fce5b689eaaa</p> |
| Credly Data Science Credential Example | <p>targetName: Credly Data Science Credential Example</p> <p>targetUrl: https://credentialfinder.org/resources/ce-69832def-cac5-4b4e-aca0-702eb935fe68</p> <p>targetDescription: Additional information powered by the Credential Registry .</p> <p>targetFramework: Credential Transparency Description Language</p> <p>targetCode: ce-69832def-cac5-4b4e-aca0-702eb935fe68</p> |

15. The badge import from Credly to the Credential Registry Publishing System is now complete. Select “Continue in Publisher.”

Badge import complete.

Selected badges have been saved to the publisher. Your organization admin can now approve them for final publication to the Credential Registry.

Continue in Publisher

16. To manage your badges in the Credential Registry, you’re redirected to your Organization Summary Page. Select the “Credentials” tab. From here, you can view, edit, approve, and publish your badges. Once you have reviewed and approved your badges, you will receive an email from the Credential Registry Publishing System confirming your approval. A member of the Credential Engine team will also receive a notification and will publish your credentials, typically within one business day. Once your badges are published, you will receive another email from the System confirming the status of “Published”.

Instructions
Print Instructions
Status Types
Contact Us

My Organization
2 Publishees
25 Credentials
1 Learning Opportunities

1 Verification Service Profiles
44 Frameworks
1 Competency Collections

33 Concept Schemes
1 Progression Models
Download Data
Summary

Below is a summary of available Credential information.

Keywords

Filter...

CTDL Type

Any/All

Status

Is Published
 Is Not Published
 Is Orphan
 Is Approved
 Is Not Approved
 Needs Reapproval
 Does Not Need Reapproval
 Needs Republishing
 Does Not Need Republishing

Sort by Most Recently Updated Select All

| Name | Links | Status | Last Updated | Approved On | Published On |
|--|--|-----------------------------|---------------------|---------------------|----------------------|
| Test Badge ce-1e55e7e4-4dad-4ec2-be69-65dbd9b58852 Type: Open Badge | Details Edit History | Not Approved, Not Published | 2023-05-08 09:45 PM | Not Approved Yes | Not Published Yes |
| Sample Org Badge ce-092b9cce-83e2-44ab-a46d-977dd07119d7 Type: Open Badge | Details Edit History | Not Approved, Not Published | 2023-05-08 09:44 PM | Not Approved Yes | Not Published Yes |
| Lots of Skills Badge ce-e54929fe-b6c1-45a9-9464-b5aedd5648d4 Type: Open Badge | Details Edit History | Not Approved, Not Published | 2023-05-08 09:44 PM | Not Approved Yes | Not Published Yes |
| Demo User ce-e63bd572-b133-4d19-a290-d633cb1ca83f Type: Open Badge | Details Edit History | Not Approved, Not Published | 2023-05-08 09:44 PM | Not Approved Yes | Not Published Yes |

Selected 0 items
Delete All Selected Items
Approve All Selected Items
Publish All Selected Items
Un-Publish All Selected Items

17. See the badges you published via the Credential Finder. It only takes a couple of minutes after publishing for the data to show in the Sandbox Finder. Select “Credentials” and most recently published credentials shows at the top. You can also do an Organization search for your organization, and from your organization’s detail page, click on the link to see all of the credentials you’ve published.

Search for Credentials: <https://credentialengine.org/finder/search?searchType=credential>

Search for Organizations: <https://credentialfinder.org/search?searchType=organization>



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