

## 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 <u>https://credentialengine.org/badge-publisher-tool/</u>.

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

**Contact Us**: If you have any questions, please send them to <u>publishing@credentialengine.org</u>. 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 <u>https://apps.credentialengine.org/accounts/account/login</u>.

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

Account Dashboard Reports Credential Finder Credential Publisher Logout

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."

<b>Choose Organization</b> Credentials will be saved to this organization in the Publisher, where you can finalize them.
Credential Engine (ce-9bd8c615-9f3c-40e6-9c20-6d9f811844e6)
← Previous Step  Next Step →

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

Choose Source Type iommon badge platforms are supported directly, or you can paste ( adges data in JSON directly.	Open
Canvas Credentials Formerly known as Badgr, this badging tool is now part of the Instructure Learning Platform.	Credly Selected A leading badge platform focused on resume-ready achievements in education, workforce, and professional development.
JSON Paste an array of Open Badges achievements in JSON format. (Advanced)	
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 <u>example</u> .	_
https://www.credly.com/organization/	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 $\rightarrow$		

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

load issuers
Load Issuers
C Dravieus Sten Next Sten
← Previous 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."

4 Ch	oose Source Type 5 Configure Source	6 Select Badges	
Select	t Badges		
Select bac updates to	lges that you want to publish to the Credential Regis o those previously published to the Registry.	try, including any	
	BADGE NAME	DESCRIPTION	u
	Credly Ambassador	Individuals who have earned this badge have participated in	Ľ
	Credly's Platform Demo Badge 2021	Individuals who have earned this badge have participated in	Ľ
	Credly's Platform Demo Badge 2022	Individuals who have earned this badge have participated in	Ľ

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

Data Preparation and Publication					
7 Load Data 8 Final Edits 9 Save to Publisher					
Loading Data					
100%					
Next Step →					

 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 <u>Open</u> <u>Badge Class CTDL Mapping Guide</u>.



citally rains		
CTDL PROPERTY	VALUE	
Name	Credly Ambassador	Edit
CTID	ce-d15f188e-a1d7-4686-a53a-ef3c4cabbc62	
Description	Individuals who have earned this badge have participated in an interactive Credly Platform training session covering topics such as badge metadata, analytics, and labor market indights. Earners understand the value and benefits of digital badging and how to leverage Credly's best practices to develop a meaningful digital badging program. These individuals are capable of mayating the Acclaim platform and using the available features to offer eligital credentials from their organization.	Edit
Credential Type	Open Badge	Edit
Image	Credly, MIRASSACCE	Edit
Subject Webpage	https://www.credly.com/org/credly-demo/badge/credly-ambassador	Edit
Criteria Narrative	Education Experience: Complete platform training with Credly Customer Success Manager. Assessment: Submit a working document of a credential prototype. To be reviewed by a panel of experts.	Edit
Status	Active	Edit
Language	en-US	Edit
Keywords		Edit
Alignments	Requires / Competency <u>Creatifications</u> Requires / Competency <u>Elevision Matadata</u> Requires / Competency <u>Eloyal Casdentials</u> Requires / Competency <u>Endustry Certifications</u> Requires / Competency <u>Endustry Certifications</u> Requires / Competency <u>Eladertinip</u>	Edit
	Fi	nished Editing

12. After selecting "Edit" Alignments, a model 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.



Customize alignment ma	oping	×
Open Badges alignments can describ default is a "required Competency". H aligned resource and its connection t Alignment: ACE Credit R	e a wide variety of relationships. The lere you can customize the type of o the credential. ecommendation	
nttp://www.acenet.edu/credit/rtuseaction Description: An ACE Credit Recommendatio Resource type	n of 6 credit hours has been approved for this a Connection type	achievement.
QACredentialOrganization	✓ RecognizedBy	~
Use default (Not Configured) AssessmentProfile	hird-party organizations.	
Competency Course Credential	ercise	Skipped
Learning Program Learning Opportunity Occupation	er and related skills are available	Included
QACredentialOrganization Resource type	Connection type	ε.
Competency	✓ Requires	~
The credential requires the completion of it <b>Alignment: Cloud Data P</b> <u>https://credly.com/skill/cloud-data-protecti</u> Description: Credly Skill Alignment. Skill tree Resource type	entified credentials, assessments or learning of Protection on nds, top job titles, and related skills are available Connection type	pportunities. Included e.
Competency	✓ Requires	~
The credential requires the completion of ic Alignment: Demonstration	entified credentials, assessments or learning of ON	pportunities.
Description: Credly Skill Alignment. Skill trei Resource type	nds, top job titles, and related skills are available Connection type	e.

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



#### 13. Save all and "Finish Publication."

Save to Publisher		
Ready to push badges to the publisher for your Organization's final review.		
There are <b>49 new credentials</b> ready to be saved. <b>0 updates</b> to existing credentials are pending. <b>0 credentials</b> have been successfully saved. <b>0 errors</b> resulted from this batch of saves. Detailed results below.		Save all
BADGE NAME	PUBLISHING STATUS	ACTIONS
Credly Ambassador	Pending New	Save
Credly B2B Demonstration	Pending New	Save
Credly Data Science Credential Example	Pending New	Save
← Previous Step 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 topdate 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 targetName: Credly Ambassador targetUrl: https://credentialfinder.org/resources/ce-d15f188e-a1d7-4686-a53a-ef3c4cabbc62 Credly Ambassador targetDescription: Additional information powered by the Credential Registry targetFramework: Credential Transparency Description Language targetCode: ce-d15f188e-a1d7-4686-a53a-ef3c4cabbc62 targetName: Credly B2B Demonstration targetUrl: https://credentialfinder.org/resources/ce-153ebc3d-9974-493f-9d0a-fce5b689eaaa Credly B2B Demonstration targetDescription: Additional information powered by the Credential Registry . targetFramework: Credential Transparency Description Language targetCode: ce-153ebc3d-9974-493f-9d0a-fce5b689eaaa targetName: Credly Data Science Credential Example targetUrl: https://credentialfinder.org/resources/ce-69832def-cac5-4b4e-ara0-702eh025fe60 -aca0-702eb935fe68 Credly Data Science Credential Example targetDescription: Additional information powered by the Credential Registry targetFramework: Credential Transparency Description Language targetCode: ce-69832def-cac5-4b4e-aca0-702eb935fe68

15. The badge import from Credly to the Credential Registry Publishing System is now complete. Select "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".

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1 Verification Service Pr	ofiles 4	44 Frameworks	1 Competency	Collections		
33 Concept Schemes	1 Progre	ssion Models	Download Data	Summary		
Below is a summary of available ( Keywords Filter	Credential in	formation.				
CTDI Type						
Any/All						~
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			Sort by Most Recently U	pdated 🐱	Select All	
Name Test Badge ce-1e55e7e4-4dad-4ec2- be99-65dbd9b58852 Type Open Badge	Links Details	Edit History	Status Not Approved, Not Published	Last Updated 4 2023-05-08 09:45 PM	Approved On Not Approved Yet	Published On Not Published Yet
Name Sample Org Badge ce-092b9cce-83e2-44ab- a46d-977dd07119d7 Type Open Badge	Links Details	Edit History	Status Not Approved, Not Published	Last Updated A 2023-05-08 09:44 PM	Approved On Not Approved Yet	Published On Not Published Yet
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elected 0 items Delete All Sel	ected Items	Approve All Selec	ted Items Publish All S	Selected Items	In-Publish All Se	lected 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: <u>https://credentialengine.org/finder/search?searchType=credential</u> Search for Organizations: <u>https://credentialfinder.org/search?searchType=organization</u>



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