Micro-credential Platform: Educator Walkthrough

Logging into the Micro-credential Platform
1. Navigate to the Digital Promise Micro-credential Platform at https://microcredentials.digitalpromise.org:
2. Select “Sign In or Sign Up”
3. Sign In/Sign Up options
4. Confirm your account via email
5. Validate that you are logged in
6. Fill out your profile

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Logging into the Micro-credential Platform

1. Navigate to the Digital Promise Micro-credential Platform at https://microcredentials.digitalpromise.org:
2. Select “Sign In or Sign Up”

To sign in, click the “Sign In or “Sign Up” button located in the top right hand corner of the page.
3. Sign In/Sign Up options

- **Create Account (A)**
  You can create a micro-credential platform account using our native login and authentication service.

- **Single Sign on Options (B)**
  You may alternatively create an account via your existing social networking and learning management systems. You must have already created an account with one of these services to leverage this option.

- **Account Log In (C)**
  This option is available for any returning users who have already created an account via our native login and authentication service.
4. Confirm your account via email

After Successfully logging in to the micro-credential platform you must confirm your account, to do so please complete the following steps:

1. Navigate to your email client associated with the address used to log in.
2. Locate the automatically generated email sent by the Digital Promise platform. The subject line of this email will be "Confirm Your Badgr Account".
   ○ Note: Badgr is the badging platform Digital Promise uses to award micro-credentials.
3. Confirm your account by selecting the "confirm now" button.
5. Validate that you are logged in

Once you have successfully logged into the platform you will see your name appear in the top right corner of the application page. This will give you access to a personal “Dashboard”, which you can use to track micro-credential submissions.
6. Fill out your profile

After logging in, you can access your profile by clicking on the arrow next to your name in the top right of the application.
Micro-credential Exploration and Submission

1. Explore the micro-credential storefront

There are four ways to explore the micro-credential storefront:

1. **Search (A)**
   - Enter specific terms you are looking for in the search bar and hit the “Enter” key, this will display results across micro-credential issuing organizations and stacks.

2. **Issuing Organization Drop Down (B)**
   - You may filter displayed micro-credentials to those developed by a particular issuing organization by clicking this drop down and selecting the issuer of interest.
3. **Stack Drop Down (C)**
   You may filter displayed micro-credentials to those included in a particular stack of micro-credentials by clicking this drop down and selecting the stack of interest.

4. **Results displayed (D)**
   You may limit or increase the number of displayed micro-credentials by selecting different options in this dropdown menu.

2. **Viewing the details of a micro-credential**

   You can view the details associated with any micro-credential by clicking anywhere on the card associated with that micro-credential. You can also view the issuing organization (in this case Digital Promise) and any assessment costs associated with submission.

3. **Micro-credential Details Page**
Each micro-credential details page contains all of the information an educator needs to know when preparing a micro-credential submission. Each micro-credential details page also contains the following:

1. **Navigation menu (A)**
   
   This menu makes it easier for educators to view the elements of the micro-credential, including an Overview, Details, Research & Resources, Submission & Evaluation, and additional information about the issuing organization.

2. **Apply Button (B)**
   
   Each micro-credential details page invites educators to apply, which can be done by selecting the “apply” button. Educators will not be asked to pay any associated assessment costs until they click the “Submit” button.

3. **Details (C)**
   
   Each micro-credential details page contains the name of the issuing organization, as well as which stack the micro-credential belongs to. Clicking on these elements will direct the educator to the “Explore” page displaying any other micro-credentials associated with that issuer or stack.

   Educators may also view and download a PDF version of any micro-credential by scrolling to the bottom of the Details section and clicking on the “View Printable Version” button (above).
Alternatively, some micro-credentials require educators to pay an associated assessment fee. Educators will only be asked pay the assessment fee when they click the “Submit” button (See below). Educators can view and upload evidence for any micro-credential before they are asked to submit payment (Including any applicable coupon codes).
4. Micro-credential Application

After clicking on the “Apply” button the educator will be taken to a page where they can complete a submission for that micro-credential. If you would like to see the details of that micro-credential again, you may click on the “View Details” button.

**Note:** By clicking the “View Details” button you will navigate away from the application page. This will cause any work you’ve done for that micro-credential application to be lost. Therefore, we recommend that you save or print a copy of the PDF of the micro-credential before you begin working on the application. See above section to learn help you find the “View Printable Version” button.
Components of a Micro-credential Application

**SCORE DESCRIPTION**

To earn this micro-credential, you must receive a ‘passing’ on Part 1 and a ‘3’ or ‘4’ in Part 2.

The score description section contains an outline of what scores the educator must achieve to earn the micro-credential. All elements must be completed to submit the application.

**PART 1: OVERVIEW**

**Prompt**

Please describe any important context that would help an external observer understand your teaching context.

Response (Please keep response to 100 words)

Enter your response...

Assessment Rubric (Show)

Part one of the micro-credential application includes overview and context questions necessary for an assessor to effectively assess the submission. Educators must observe any word limit included in each prompt.
Part two of the application requires the educator to upload and/or link any applicable pieces of evidence for their micro-credential submission. The required evidence is described directly above the “Attachment” and “Links” tools.
Part 3 and Part 4) of the application typically require educator and/or student reflections. Educators must observe any word limit included in each prompt.

**Note:** If an educator would like to attach/link responses to Parts 3 and 4 of the application, they can do so in part 2 and explicitly reference any attached/linked documents in the respective prompts.

5. Submitting the micro-credential application

Educators must complete all of the sections of the micro-credential before clicking the “Submit” button, including a review of the Student Privacy and Academic Integrity Statement. This statement consists of three agreements:
1. The submission is complete and it is ready for assessment. Once the application is completed, submissions are reviewed as-is and changes cannot be made unless the application is denied.

2. Confirmation that the submission does not include any personally identifiable student information. Please ensure that applicable district/state student privacy paperwork and/or releases are completed before the application is completed.

3. Confirmation that the work presented in the micro-credential submission is original and do not include any work done by others, including other educators.

6. Paying the Micro-credential Assessment Fee

If the micro-credential has an assessment fee, the educator will be prompted to pay the assessment fee upon submitting their evidence.
Educators can use a debit or credit card to pay the assessment fee by clicking on the “card” button. Once selected, the platform will securely and privately facilitate this transaction through our native payment system (powered by Stripe - see below). To learn more about our system, or if the educator has any payment-related questions they may refer to our FAQ section on payments/transactions or reach out to a member of micro-credential team via the contact form.
Additionally, educators may use coupon codes, when available, to offset or eliminate the cost associated with assessment by clicking on the “Coupon Code” option before they complete their submission (see below).
3. Educator view - awarded and denied micro-credentials

If they educator is denied a micro-credential, the educator will receive an email notification that they can navigate back to the platform to review the assessor feedback. They can improve or amend their evidence and resubmit at any time as a new submission.
If the educator is awarded a micro-credential, the educator will be prompted to return to the platform to view their digital badge. They have several sharing options, including:

1. **Download Badge:** When this button is pressed the educator will be redirected to their backpack (on Badgr) where they can download their open badge in multiple formats and verify their badge for authenticity. For more information about the open badge, please visit [https://openbadges.org/get-started/](https://openbadges.org/get-started/)

2. **Sharing via social media:** Facebook, Twitter, and LinkedIn

3. **Email Badge:** This functionality allows educators to share their award with colleagues via email. Additionally, this award can be shared along with the evidence and/or assessor feedback pertaining to that submission (see below).
Share Your Award
Let us know with whom and what you would like to share.

Recipient Email
Enter Email

Include with award
☐ submission evidence
☐ assessor feedback

Note: Recipients will only be able to view the submission evidence and assessor feedback for 24 hours.

Share