

# **Micro-credential Platform:**

## **Educator Walkthrough**

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## Logging into the Micro-credential Platform

1. Navigate to the Digital Promise Micro-credential Platform at <u>https://microcredentials.digitalpromise.org</u>:



## Micro-credentials. Macro-Rewards.

Competency-based recognition for professional learning

#### What are Micro-credentials?

Micro-credentials provide educators with recognition for the skills they develop throughout their careers, regardless of where or how they learned them. Micro-credentials are:

#### Competency-based

Micro-credentials articulate a discrete skill to support educator practice and the specific evidence educators must submit to demonstrate their competence in that skill.

Research-backed



FAQS | TERMS OF USE | CONTACT

Explore Sign In or Sign Up

The Landing Page for the platform.

DP Micro-credential Submission and Assessment Walkthrough | Page 2 of 21

## 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

| Digital Promise  | SIGN IN CREATE ACCOUNT                       |
|--|--|
| Sign in to your Digital Prom<br>Micro-credentials Account<br>The application Digital Promise would like to sig<br>your Digital Promise Micro-credentials account, f<br>Promise Micro-credentials? Create an account! | nise<br>gn you in using<br>Not using Digital |
| sign in with<br>facebook. kon  | ny.≯⊂  |
| Linked in G O  | Google                                       |
| EMAIL<br>PASSWORD FI   | orpot Password?                              |
|  |  |
|  |  |
| Terms of Service   Privacy Policy  |  |

#### • 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

| B badgr to me ≎ | Please confirm your Badgr account,         CONFIRM NOW  | 9:28 AM |
|-----------------|---|---------|
|                 | Open Badges<br>Portable digital credentials<br>Open digital badges let you take your credentials from the many places<br>you learn, and combine them to tell a cohesive story about your learning.<br>Learn more at openbadges.org. |         |

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: <u>Badgr</u> 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

|  | FAQS   TERMS OF USE   CONT  | TACT |
|--|-----------------------------|------|
| Digital Promise  | Explore Dashboard  Educator | •    |
| Profile  |                             |      |
| Contact Information  |                             |      |
| First Name   |                             |      |
| Educator   |                             |      |
| Last Name  |                             |      |
| Demo   |                             |      |
| Email  |                             |      |
| mcdevelopment@digitalpromise.org   |                             |      |
| Notifications  |                             |      |
| Receive email notifications  |                             |      |
| Background Information   |                             |      |
| Title (Optional)   |                             |      |
| Select   | <b>V</b>                    |      |
| Grade Level(s) Taught (Optional)   |                             |      |
| Select   | ~                           |      |
| Content Area Taught (Optional)   |                             |      |
| Select   | ~ )                         |      |
| Verse of Experience (Online)   |                             |      |
| Select   |                             |      |
| Select   |                             |      |
| Highest Degree Earned (Optional)   |                             |      |
| Select   | <b>`</b>                    |      |
| School State (Optional)  |                             |      |
| Search for a state   | ~                           |      |
| School District (Optional)   |                             |      |
| Search for a district  | ✓                           |      |
| School Name (Optional)   |                             |      |
| Search for a school  | <b>v</b>                    |      |
| Private Demographic Information Do not share my micro-credential data with my school, other affiliated organization. | strict, state, or           |      |
| Cancel   | ave Changes                 |      |

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.

generated.

- Students clearly define a topic, challenge, or problem to brainstorm about.
- Choose a comfortable space for brainstorming and provide idea-capturing tools (post-its, markers, idea-mapping and collaboration apps, and other tools)
- Do a quick 3-5 minute warm-up brainstorm on a fun topic.



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 <u>above section</u> to learn help you find the "View Printable Version" button.

#### **Components of a Micro-credential Application**



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.

| Prompt  |       |
|---|-------|
| Please describe any important context that would help an external obse<br>inderstand your teaching context.<br>Response (Please keep response to 100 words) | erver |
| Enter your response   |       |
|   |       |

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 2: WORK EXAMPLES / ARTIFACTS

## Prompt

To earn this micro-credential for Aligning Standards and Assessments, submit the following:

- 1. The standard to be assessed
- 2. The measures of the student performance (e.g., assessment items, academic tasks, etc.) used to assess that standard
- 3. A written reflection or set of annotations on the measures of student performance that highlights the alignment between the selected learning standard and the assessment items or task s When stating the learning standard (and relevant sub-standards, if applicable), cut and paste the standards in its entirety and, if possible, provide a link or citation where the standard can be found in the public domain.

| Drag or click to upload attachments (limit 20 MB) |          |
|---|----------|
| <b>iks</b> (Please set permissions appropriately) |          |
| http://example.com                                | Add Link |

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: STUDENT REFLECTIONS

### Prompt

For the two students whose work examples were included above, submit their student-created reflections on the Design Thinking & Doing activities they experienced. Use the following questions as guidance:

- How did using the design thinking and doing mindsets and design process help you and your group come up with creative solutions to the challenge you were tackling?
- How did this learning activity change your view of creative problem solving and design and how the design thinking and doing process might be used to help create a better world?

| Response | (Please | keep | response | to | 200 | words) |
|----------|---------|------|----------|----|-----|--------|
|----------|---------|------|----------|----|-----|--------|

| Assessment R | ubric (Show) |  |  |
|--------------|--------------|--|--|
|              |              |  |  |

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:

- 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.

| Overview<br>Part 1:<br>Overview<br>Part 2:<br>Vork Example<br>ArtMass<br>Part 3:<br>Studen: refile<br>Part 4:<br>Teacher refile<br>Complete<br>Submissio | Provide a reflection on what you learned, using the following questions as guidance:  What was the impact of engaging your students in the Idea Generating activity?  What was the impact of engaging your students in the Idea Generating activity?  Resource (Please keep response to 200 words)  Inoticed significant learning gains made after putting this strategy into practice in my classroom. In the future I will use this strategy as an additional differentiation optim for many of my students who struggle to engage their peers in collaborative work. |  |
|--|---|--|
|  | <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>   |  |

## 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 <u>FAQ section</u> on payments/transactions or reach out to a member of micro-credential team via the <u>contact form</u>.

| Links (Please set permi                        |                            | DP                           | 0        |  |
|--|----------------------------|------------------------------|----------|--|
|  | Digita<br>Aligning Standar | I Promise<br>rds and Assessm | ients    |  |
| Assessment Rubric                              | Concernation               |                              |          |  |
| COMPLETE SUBMISSIC                             | Card num                   | ber                          | 51       |  |
| Student Pri                                    |                            |                              | y        |  |
| Statement                                      | Remembe                    | r me                         |          |  |
| Ready for Rev                                  |                            |                              |          |  |
| Confirm Relea                                  | Pay                        | \$25.00                      |          |  |
| and does not violat<br>releases for any struct |                            | mission il necess            | tollecte |  |

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).

| Purchase with Coup | oon    |        |
|--------------------|--------|--------|
| Coupon Code        |        |        |
| Enter Coupon Code  |        |        |
|                    | Cancel | Submit |

3. Educator view - awarded and denied micro-credentials



If they educator is denied a micro-credential, the educator will receive an email notification them 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:

- Download Badge: When this button is pressed the educator will be redirected to their backpack (on <u>Badgr</u>) 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 <u>https://openbadges.org/get-started/</u>
- 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).

## irded on May 2, 2018

| Let us know with whom and what you would like to share.  Recipient 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 | Let us know with whom and what you would like to share.  Recipient 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 |    |  |
|--|--|----|--|
| 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  | 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  |    |  |
| 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  | 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  |    |  |
| 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  | Include with award<br>submission evidence<br>assessor feedback<br>Note: Recipients will only be able to view the submission evidence and assessor<br>feedback for 24 hours.  |    |  |
| <ul> <li>submission evidence</li> <li>assessor feedback</li> <li>Note: Recipients will only be able to view the submission evidence and assessor feedback for 24 hours.</li> <li>Share</li> </ul>  | submission evidence     assessor feedback Note: Recipients will only be able to view the submission evidence and assessor ieedback for 24 hours. Share   |    |  |
| Note: Recipients will only be able to view the submission evidence and assessor feedback for 24 hours.   | Note: Recipients will only be able to view the submission evidence and assessor<br>ieedback for 24 hours.  |    |  |
| Share  | Share  | or |  |
|  |  |    |  |
|  |  |    |  |