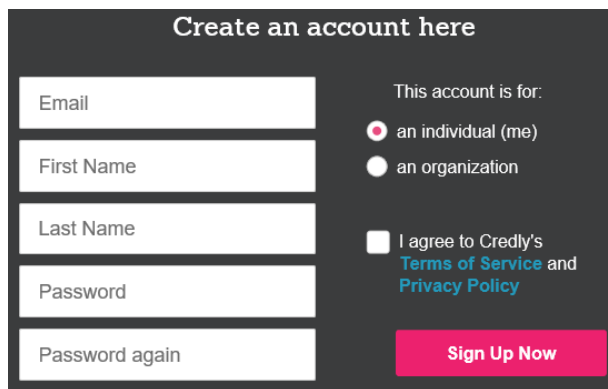


Edvance360 QUICKSTART GUIDE

How to Setup Badges

How to Setup Badges

- 1 Create a free Credly account, <https://credly.com/>. Select **CREATE ACCOUNT**.



The screenshot shows a dark-themed form titled "Create an account here". On the left, there are five input fields: "Email", "First Name", "Last Name", "Password", and "Password again". On the right, there are two radio buttons under the heading "This account is for:" with options "an individual (me)" and "an organization". Below these is a checkbox for "I agree to Credly's Terms of Service and Privacy Policy". A pink "Sign Up Now" button is located at the bottom right of the form.

- 2 Create badge(s) via your newly created Credly account.

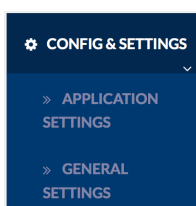
- 3 Login to Edvance360 as an Administrator.

- 4 Select **ADMIN** from the top navigation menu:



Home Courses Communities Resources Calendar Admin Help

- 5 Select **Config & Settings > General Settings** from the Tools selection on the left panel.



QuickStart Guide: How to Setup Badges

- 6 Expand the **Badges** tab and select desired settings by checking preference boxes. Then enter your previously created **Credly email** and **password**.

Admin > General Settings

- Attendance Tracker
- Badges**

Allow courses to award badges.
 Yes

Allow faculty to award custom created badges.
 Yes

Admin Credly Credentials

Admin Credly Email
ashley.stephens@edvance360.com

Admin Credly Password
.....

Admin Credly Token
e0d49023806c8148930c21ea4ad0c717db206c33d9fb7b13e509597d7385cd5ae7a7317ae8e3be35969fa5f346bb86971b13eeefb89678d4482361cd5c3c

Get Credly Token

Save

- 7 Select **Get Credly Token > Save**.

- 8 Instructors and/or Admins can add Badges to their Courses by following the link to their **Course page > Settings > Badges > Search for a Badge > Save**. This will award the selected Badges to Learners at the time they have competed/passed the course successfully.

Courses > Course Settings

- Modules
- Details
- Others
- LTI
- Offline Reporting
- Badges**

Course Badges

Click badge to remove

Edvance
USER

Search for Badges

Search Term

Search

- 9 When a Learner has successfully completed a course in which a badge has been assigned, Credly will send out this notification to the Learner -

----- Forwarded message -----

From: <noreply@edvance360.com>

Date: Sun, Dec 4, 2016 at 8:41 PM

Subject: New Credly Badges

To: example@edvance360.com

You have received badges from a newly completed course but you do not have a Credly account. If you would like badges to show up on your account please sign up for Credly.

To sign up please visit: <https://credly.com/>

*Note: You must use the same e-mail address ([example @edvance360.com](mailto:example@edvance360.com)).