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 https://microcredentials.digitalpromise.org:
2. Select “Sign In or Sign Up”

(Above) 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

(Above) The Micro-credential Platform allows educators to log in using a variety of methods
• **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**

(Above) Educators will receive a second email, asking them to confirm their “Badgr” account

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

(Above) The Micro-credential Platform “Explore” page

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. Filling out your profile

(Above) The Micro-credential Platform Profile page.

After logging in, you can access your profile by clicking on the arrow next to your name in the top right of the application and selecting “Profile”.

**Private Demographic Information:** If this checkbox is selected, no data from your account will be shared with any school, district, state, or any other affiliated organization.
Micro-credential Exploration, Submission, and Resubmission

1. Explore the micro-credential storefront

(Above) A diagram showing many ways of exploring the micro-credential catalogue

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**

   (Above) Micro-credential “cards” pictured show important information at-a-glance

   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

(Above) Educators may view details pages before applying

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 or resubmission fees 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.
Printable versions of every micro-credential are available

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).

(Above) If the micro-credential includes an assessment fee, it will be prominently displayed

Alternatively, some micro-credentials require educators to pay an associated initial assessment or resubmission 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

(Above) Educators may view and begin the full micro-credential application after pressing the “Apply” button.

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 how you find the “View Printable Version” button.
Components of an initial 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.

(Above) An example of a score description. All micro-credentials have similar, guiding language.

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)

(Above) An example “Part 1” asks an educator for important contextual information

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 tasks. 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.

Attachment (Limit 20MB)

Drag or click to upload attachments (limit 20 MB)

Links (Please set permissions appropriately)
http://example.com
Add Link

Assessment Rubric (Show)

(Above) Example part 2 gives educators the opportunity to attach files or URLs.

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.

Note: Please ensure any files shared via cloud storage (Google Drive, Microsoft Onedrive, Dropbox, etc) has the permissions set appropriately.
Other parts of the micro-credential application:

Part 3 and Part 4 asks educators to share their reflections.

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 a document and/or 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 an initial 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. **Ready for Review**
   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. **Confirm Release**
   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. **Confirm Work**
   Confirmation that the work presented in the micro-credential submission is original and do not include any work done by others, including other educators.

(Above) Educators must perform a series of checks before submitting their micro-credential application.

4. **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. They may pay the assessment fee with a credit or debit card or they can waive the assessment fee via a coupon code.
Paying an assessment fee with a card

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.
(Above) The Stripe-facilitated payment system only requires information necessary to complete the payment.

Paying an assessment fee with a coupon code

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).
7. Resubmission

In the event that an initial micro-credential submission is denied, the educator will receive an email notification that includes an invitation to reapply. The educator will have the option to click the embedded reapply link or they may revisit the platform and prepare their resubmission application via their dashboard. Details on resubmission procedure can be found in the next section of this guide.

Note: Any resubmissions that ultimately conclude in an award will erase numerical indicators of previously denied submissions.
8. Awarded and denied micro-credentials

(Above) What an educator will see if their micro-credential submission is denied by an issuer

If they educator is denied a micro-credential, the educator will receive an email notifying them to navigate back to the platform where they can review the assessor feedback.

**Related Submissions Table:**

Educators can improve or amend their evidence and resubmit at any time, resubmission applications submitted this way will contain a “Related Submissions” table that will keep track of each successive resubmission application. These applications can be referred to by the educator and/or issuing organization to improve their demonstration of competence.

**Resubmission assessment fee:**

If an educator micro-credential application is denied, any applicable resubmission fee will also be clearly labeled aside the “resubmission” call to action button.
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. If neither of the below checkboxes are selected, the educator will simply share their award, including the micro-credential name, details, the educator’s name and the date the award was earned.
   
   a. **Submission Evidence Checkbox:** If selected, the educator will share all evidence included in their micro-credential application with the recipient.
b. **Assessor Feedback checkbox**: If selected, the educator will share any assessor feedback and related submissions/resubmissions in their application with the recipient.

c. **Note**: any links to micro-credential awards shared via the “Email Badge” option will automatically expire after 24 hours. This system is designed to ensure that links to evidence and/or feedback are not lost or misused by the recipient. If the recipient is unable to view the micro-credential award within the 24 time frame, the award can be re-shared at any time.

(Above) Educators who share their award via email will have many unique options to ensure privacy and security

**Resubmission of Micro-credential Applications**

1. **Initiating a resubmission**

After a micro-credential application is denied, the educator may choose to navigate to their denied application one of two ways:

1. Via the redirect link included in their automatically generated email notification - this email will be sent to the email address associated with the educator account.
2. Directly from their dashboard > All > Denied micro-credentials (See below)
2. Micro-credential resubmission applications

A micro-credential resubmission will look similar to the initial submission in the sense that it contains all of the sections of the previous micro-credential application, however there are several tools to facilitate and optimize any such follow-up applications.

“What’s changed” section

This new field gives the educator an opportunity to include any contextual information or changes that may help assessors understand the nature of any changes they may have made to their application, especially if it a direct result of assessor-provided feedback.
(Above) Educator have the ability to give assessors more context about changes in the “Resubmission Note”.

“This area may need more attention” prompts
These section, and question-specific dynamic banners will highlight any sections of the previously denied micro-credential that did not meet the associated rubric criterion (as indicated by micro-credential assessors/issuers). Since there is no limit to the number of micro-credential resubmission applications, these prompts will be based on the most recent micro-credential application.

(Above) An example of yellow prompts, letting the educator know which sections they did not previously pass
Related Submissions table

Directly beneath the competency description, the educator will find a “related submissions” table that lists each of their previous applications. Each row will include the date when previous application(s) were submitted, in addition to the respective submission ID(s), and status(es). Educators can use this powerful resource as a way to reference their previous applications for that micro-credential and make changes in response to the feedback provided by assessors and issuers.

(Above) Each resubmission will populate within the “Related Submissions” for educator reference

3. Resubmission assessment fees

To reduce the financial burden on educators, micro-credential issuers have the option to offer a reduced, micro-credential resubmission assessment fee instead of applying the original micro-credential assessment fee. Educators will see this fee listed in two places if this alternative fee applies:

1. At the top of their denied micro-credential application
2. At the bottom of the resubmission application, before they submit their resubmission application.

(Above) A resubmission fee is displayed on a denied micro-credential submission

4. Paying a resubmission application fee

Payment for any resubmission application fee, if applicable, is facilitated through the Digital Promise payment system. See the above section on payments or our payment FAQ’s for guidance.