# BadgEd Digital Badges

## Guidance for Earners: Receiving and Using Your University of Edinburgh Digital Badge

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## What happens when you earn a badge?

The University of Edinburgh BadgEd service uses the Canvas Credentials to deliver our open digital badges.

When you earn a badge through BadgEd, you will receive an email notification from the 'University of Edinburgh' (noreply@eu.badgr.com) titled 'Congratulations, you earned a badge!'. The notification will include:

- the name of the badge
- a description of the badge
- the name of the issuer.

You can download the badge for offline use as well as create a Canvas Credentials account for sharing the badge. Creating an account has the benefit of giving you access to the Backpack. This is an area where you can collect both digital badges you earn at our University through BadgEd and open badges you earn through other badge issuers.



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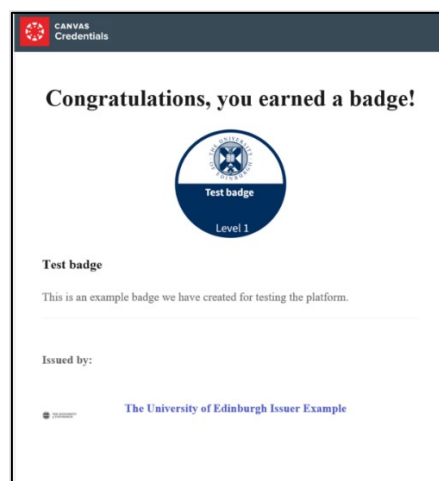
If you require this document in an alternative format, such as larger print, please contact the Open Digital Badges team via Helpline ([is.helpline@ed.ac.uk](mailto:is.helpline@ed.ac.uk)).

# Download your digital badge

You will have the option to download the badge directly from the notification email for offline use. Simply select 'Download' and you will be directed to a webpage explaining more about the digital badge, the issue date and the earning criteria. From here, you can download the badge to use as you see fit. Please note the badge will be downloaded as a 'PNG' file, which contains the badge image as well as the information contained within the badge. BadgEd digital badges should be kept in the original PNG format and not other image formats in order to keep the metadata (information) contained within the badge.
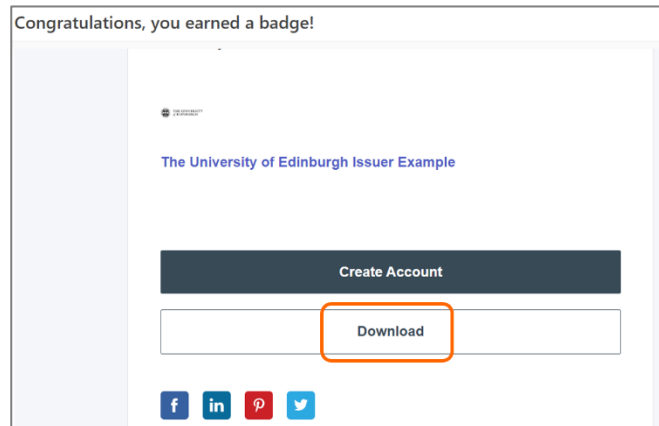


# Manage and store your badges using a Canvas Credentials account

If you would like to manage and share your badges using a Canvas Credentials account, you can create a new account using your University email.  If you already have a Canvas Credentials account, you can set it up so that your University badges can be added.

## Setting up a new University Canvas Credentials account

When you are issued with a University badge, you will receive a notification email.  If you do not already have a University Canvas Credentials account, you can create one by following the link provided in the notification email. Setting up your University account in this way will automatically make the new badge visible in your My Badges area (Backpack) and will allow you to access the University of Edinburgh organisation space within Canvas Credentials. You should set up your University account in the way described below even if you already have a personal Canvas Credentials account.
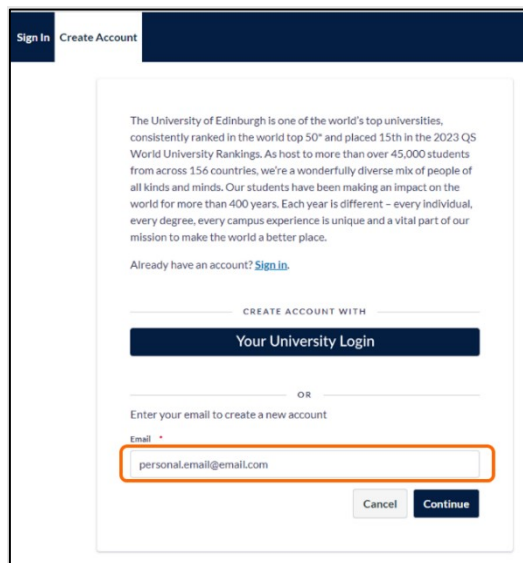
1. Choose the 'Create Account' option from the badge notification email, which will take you directly to the University Canvas Credentials space (uoe.eu.badgr.com).
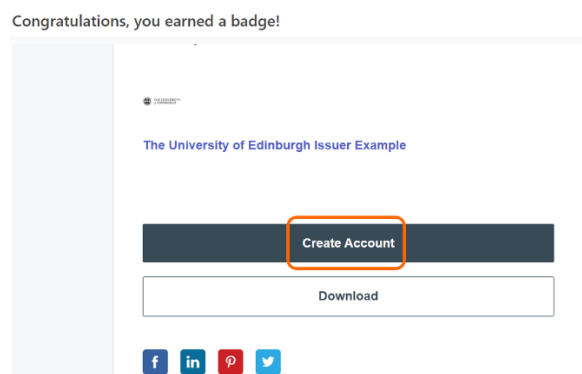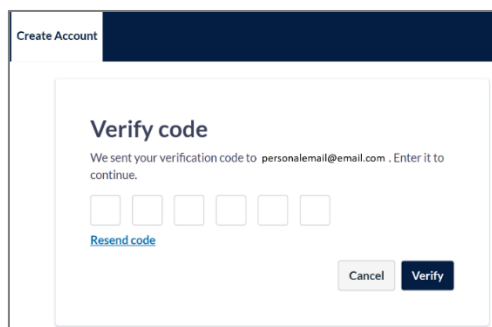
2.   Choose either 'Create an account' from the text or 'Create Account' from the tabs at the top.
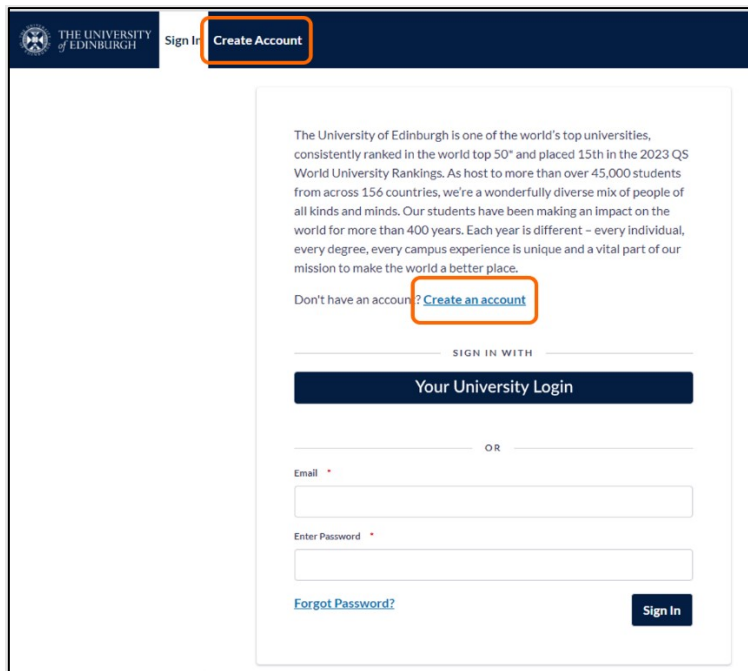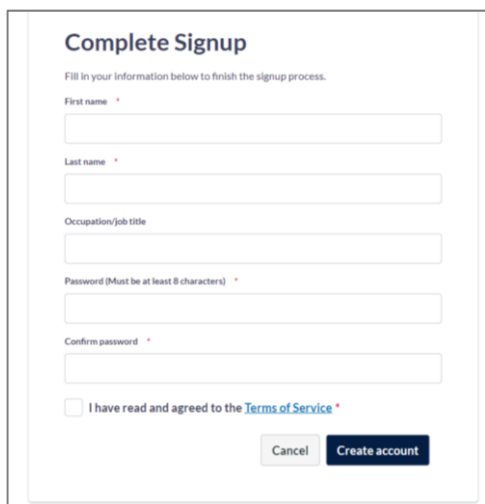


3.   ***Enter your personal email*** and click 'Continue'.



4.   A verification code will be sent to the email you typed.  Enter the verification code and click 'Verify'.

5.  If you are new to Canvas Credentials, enter your information and tick that you agree to the terms of service. You will then be taken directly to the University of Edinburgh badge space.
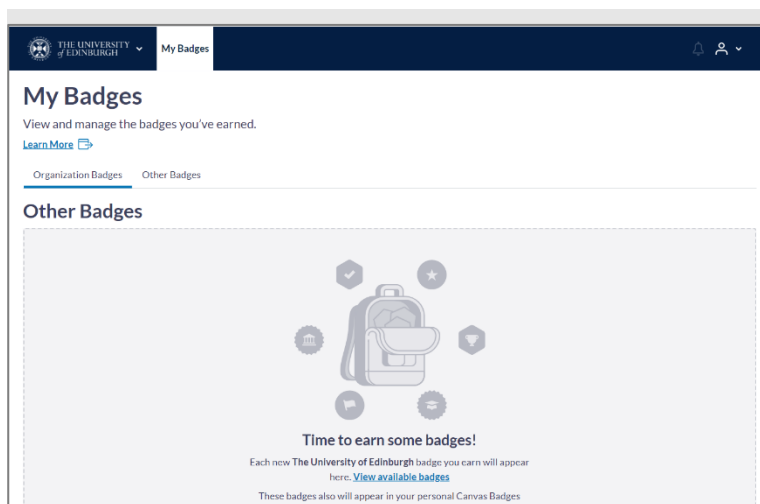


## Setting up with an existing account

If you already have an existing personal Canvas Credentials account set up with your personal email, follow the same steps as in the section above. Please note when you login the first time, you may see a 'Welcome back' message before being taken to the University badge space.
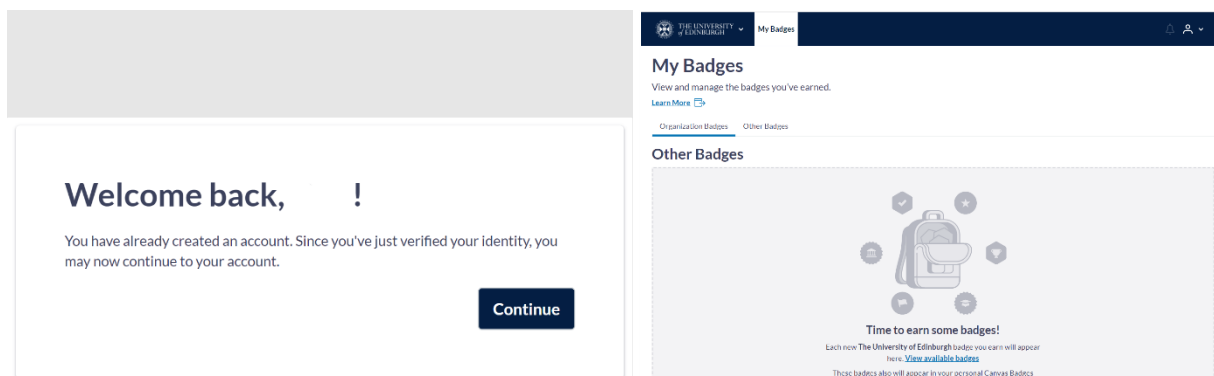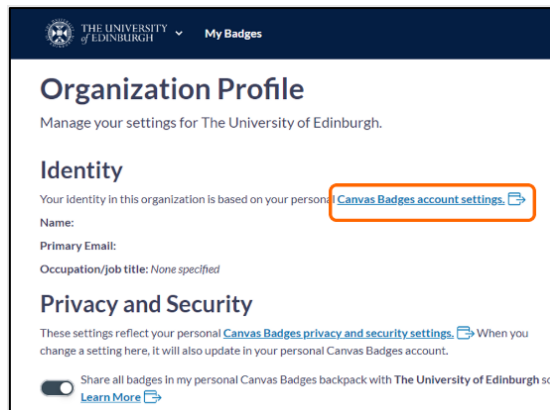


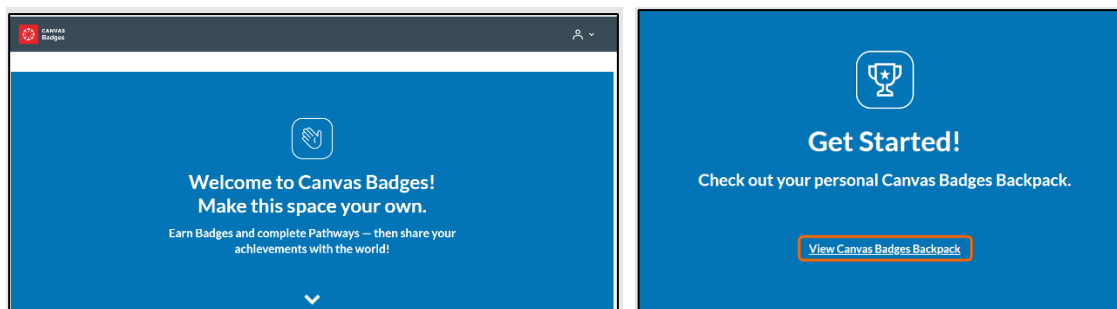## Adding the email address you received the badge on to your account

1.  From the University badge space, click on the Profile icon at the top of the page. Choose 'Organization Profile'.
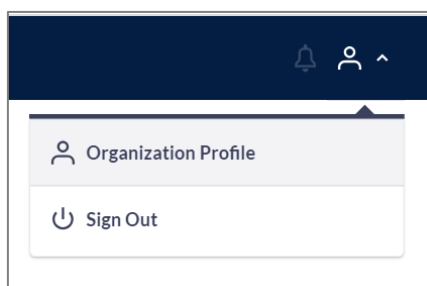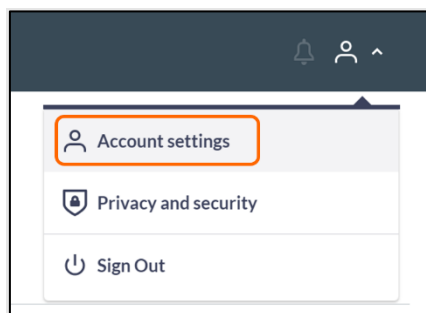
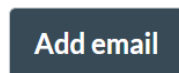2. Click on 'Canvas Badges account settings'. This opens in a new tab.



3. You may see a welcome page when the new tab opens. If so, scroll to the bottom of the page to find the link to view your Backpack.



4. Click on the profile icon at the top right and choose 'Account settings'.



5. In the 'Account emails' section of the settings page, click the 'Add email' button.



6. Enter the **email address to which your digital badge was issued**. If you are a UoE student or staff member, this might be your UUN@ed.ac.uk address, or it could be an alias address (e.g., first.last@ed.ac.uk, UUN@exseed.ac.uk, etc.). Otherwise, it will be the personal or work email you provided to the issuer. Click 'Continue'.

7. You will then be asked to enter a verification code that Canvas Badges has sent to the email address you just added. Enter the code and click 'Verify'.



*Troubleshooting*: If the system returns an error saying that an email you're adding is already being used, you may need to merge the accounts instead of adding an email. First, log in via your University account; merging the accounts from the University account will ensure you can still see your University badge space. Go to your account settings and click on the 'Merge accounts' button underneath the account emails list. Enter the email account associated with the other Canvas Credentials account (likely your personal email). Enter the verification code that is sent to you, and the accounts will be merged. Then, you can use the vertical dots to the right of the emails to set your desired primary email account.

8. Once verified, your University email should appear in the list of account emails in your account settings. It is a good idea to repeat this process to enter any other University email accounts you have that a digital badge might be issued to (e.g., an alias account like first.last@ed.ac.uk or your UUN@ed.ac.uk).



9. To return to your University (organisation) space, use the drop-down menu at the top left and click on the University of Edinburgh option.
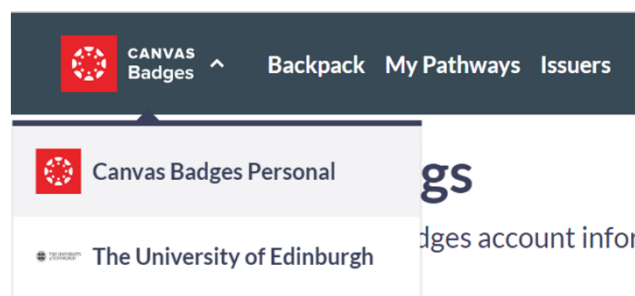
# Sharing your digital badges

## Backpack (also referred to as a My Badges)

The Backpack tab is where all your badges are stored and where you can manage them. Your Backpack is yours for life and will store badges both from the University and badges you earn elsewhere.  Canvas Credentials-awarded badges will be automatically added to your Backpack.  It is also possible to upload open digital badges earned elsewhere directly into your Backpack.

Please note that when you access your University (organisation) space, the 'Backpack' tab will be replaced by 'My Badges', which will only show badges earned from the University of Edinburgh.

Your Backpack can be organised into Badges and collections of badges. To access your Backpack and manage or use your badges and Collections:

1. Log in to the University of Edinburgh space on Canvas Credentials via https://uoe.eu.badgr.com/  (opens in a new window).

2. Navigate to the 'My Badges' (or 'Backpack') tab.

From within 'My Badges', you can:

- store badges from any fully compliant Open Badges provider.
- download badges.
- share badges directly to social media sites.
- share badges using a URL link or an embed code.
- organize your badges into meaningful collections.
- print badges in a certificate format.

## Share a badge

1. To share your badge, click on the badge image to open the badge details information page.  (Alternatively, you can click on the 'Share' button on the badge image, which takes you directly to the share options without taking you to the detailed badge information page.)
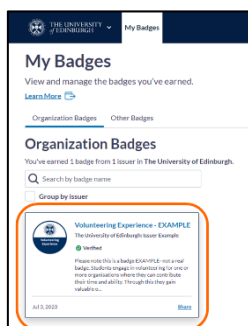


2. Click the 'Share' button.
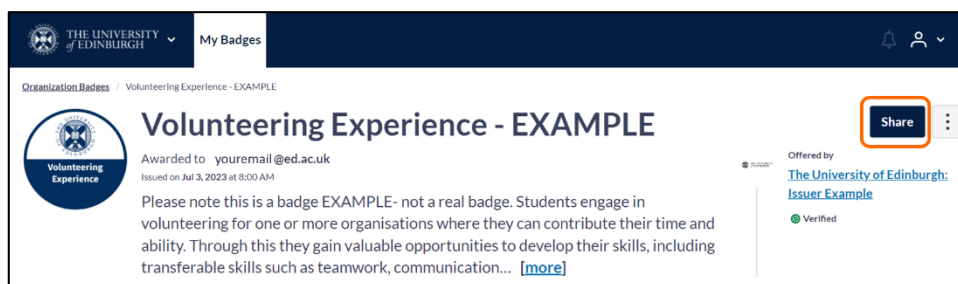
3. You will then see options to share via social media, by link and by HTML embed.

4. First, select whether you want your email to be shared publicly along with the badge. If you would like to keep your email private, please untick the box 'Show email address'.
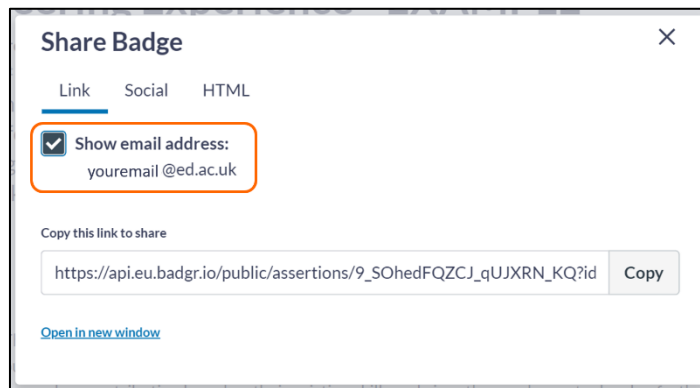


5. To share your badge using a link, click the link tab and copy the link provided. You can then paste the link where you need it. You may also use this link to create a hyperlink from your badge image, which is useful if you want to create an email signature that uses the badge.



6. To share your badge on social media, click the 'Social' tab. The 'Social' tab offers options for sharing to your social media, including LinkedIn, Facebook, Twitter, Pinterest and Canvas ePortfolio. Here you can add the badge to your LinkedIn profile (making it a permanent part of your digital presence), or simply share it to any of your social media feeds as a quick way of announcing your achievement to your network.
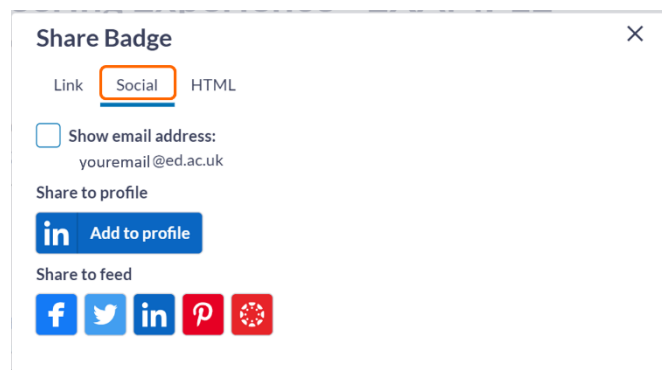
7. To share your badge using an HTML embed code, choose the HTML tab. This option allows you to embed your digital badge directly onto your website, digital portfolio or blog. You can choose to display it as a card or as a standalone badge image. For either option, click 'Copy' beneath the embed code box and paste the embed code in the desired location in your website, digital portfolio or blog.
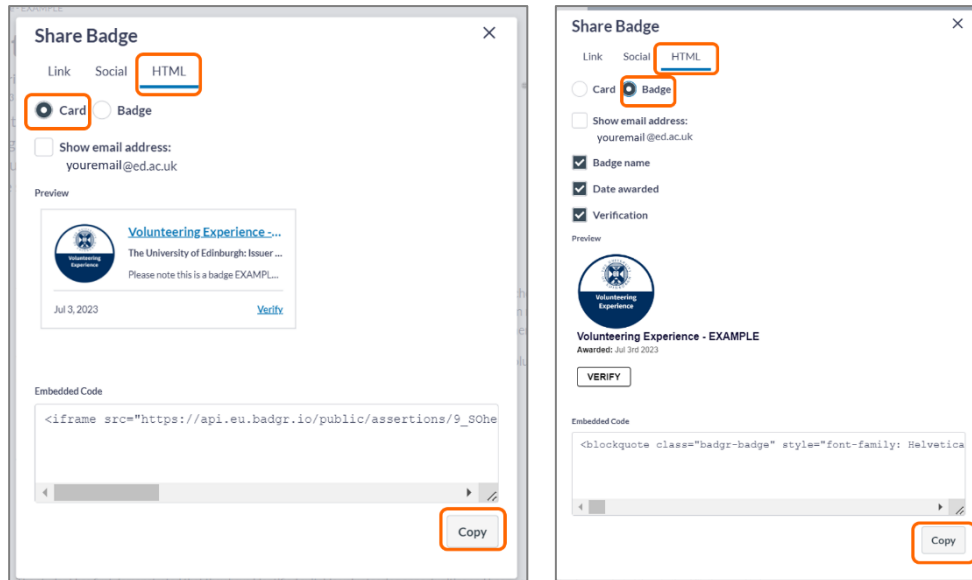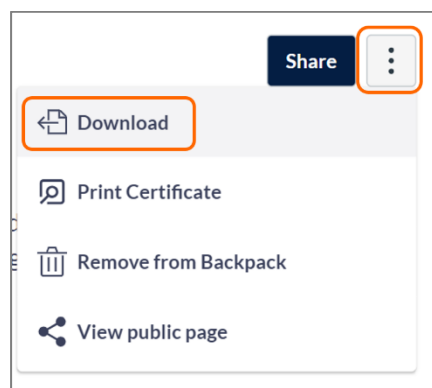


## Download a badge

1. To download a badge, click on the badge image to open the badge details information page.



2. Click on the vertical dots menu to the right of the badge image and description. Click 'Download'.

3. The badge will download to your device as a 'PNG' file. Be sure to keep it in its original format to maintain the metadata (information) contained within the badge.

## Print a certificate for a badge

Some badges may also be available in a print certificate format. If you cannot see the options described below on your badge and would like a printed certificate, please contact your issuer (as they may have an alternative certificate option available on request).
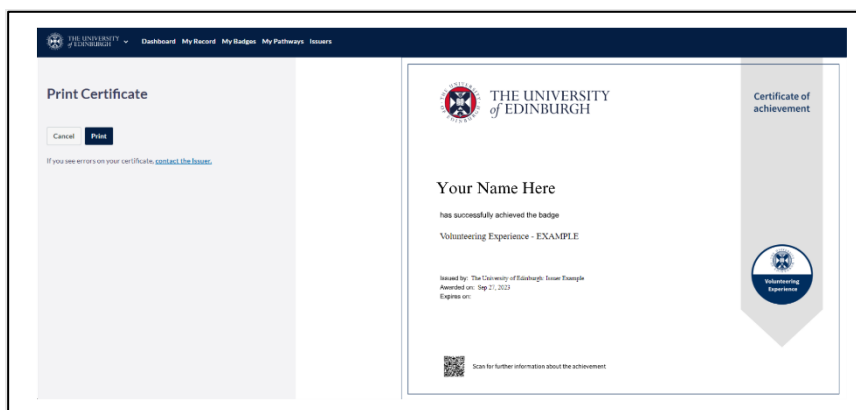
1. To print a certificate for a badge, click on the badge image to open the badge information page.
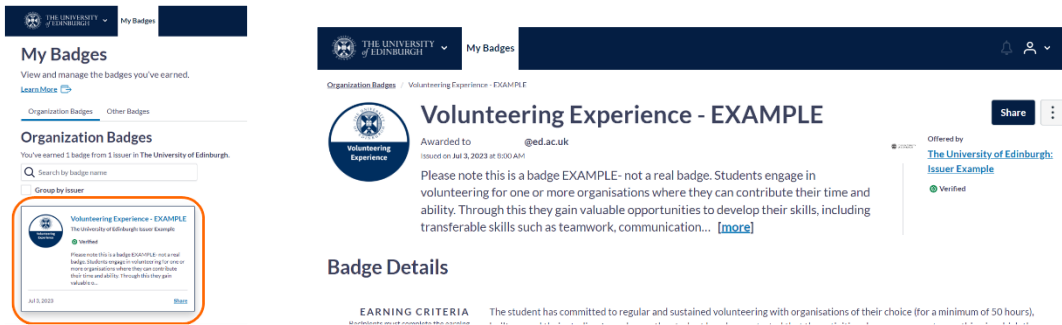


2. Click on the vertical dots button and select the 'Print Certificate' option.
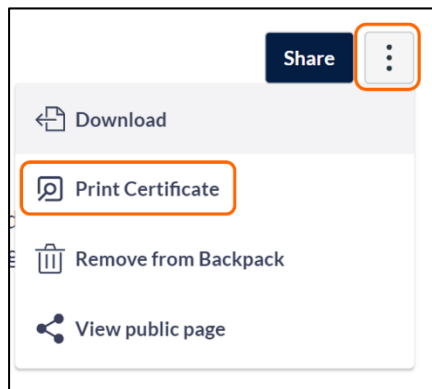


3. You will see a certificate preview. Click 'Print'.



4. This will open a new window containing the certificate image. Right-click or use your printing shortcut and select 'Print'.

5. From here, you can use your print settings and options to print as a PDF or print a paper copy.

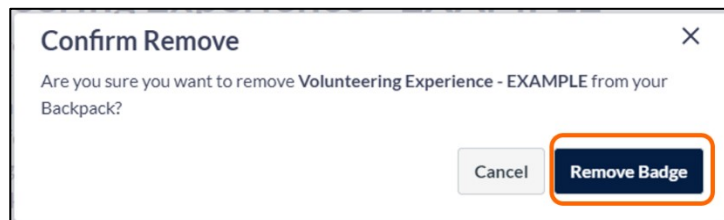## Remove a badge from your Backpack

1. To remove a badge, click on the badge image to open the badge information page.
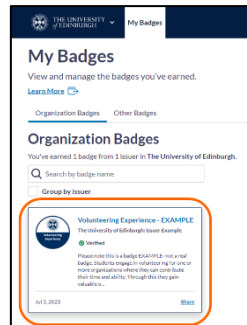


2. Click on the vertical dots button and select the 'Remove' option.
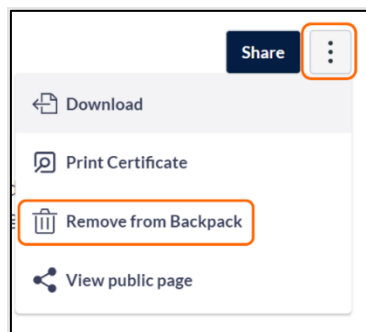


3. A confirmation pop-up will appear. If you are sure you want to remove the badge, click 'Remove'. If you are not sure, click 'Cancel'.
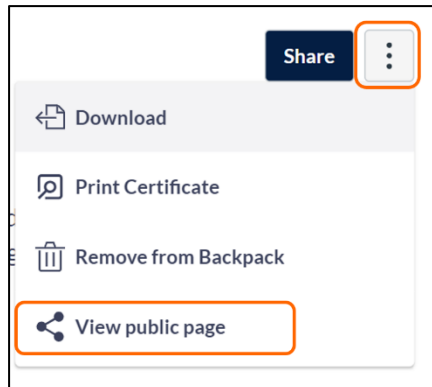


## View the public page for a badge

The public page for a badge is where potential employers, educational institutions and other members of the public can view the details about a badge you have earned. If you would like to see the information from the 'public' viewpoint, you can view the public page for your badges.
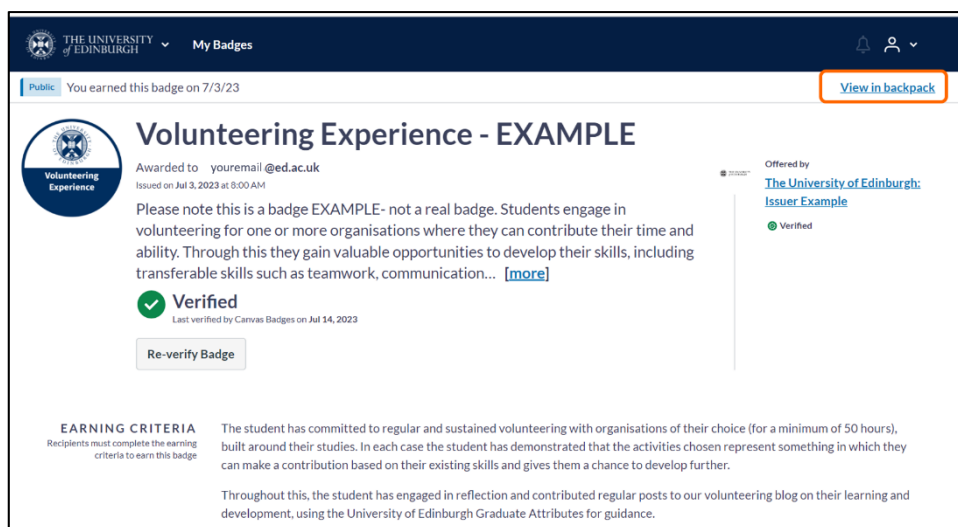
1. To view the public page for a badge, click on the badge image to open the badge information page.
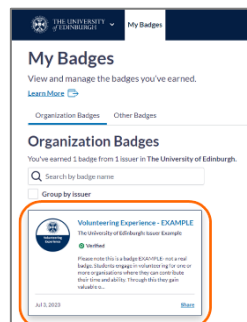
2. Click on the vertical dots menu and select the 'View public page' option.



3. You will then see the public page for the badge, including a button that a public viewer can use to re-verify a badge to check that it is still current. To return to your Backpack, click 'View in backpack'.
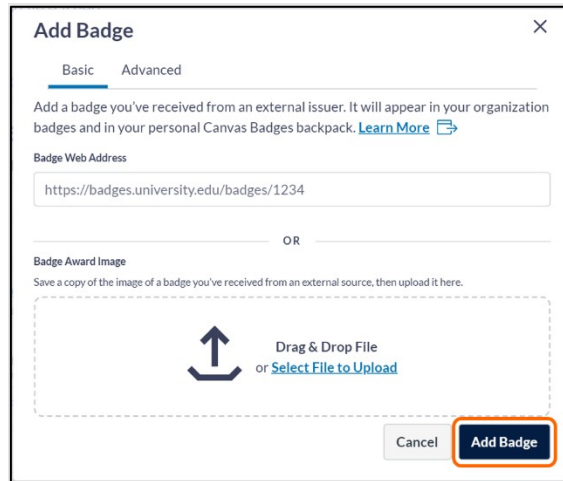


## Manually upload a badge

You may have open digital badges you have earned outside of the University that you would like to add to your Backpack.
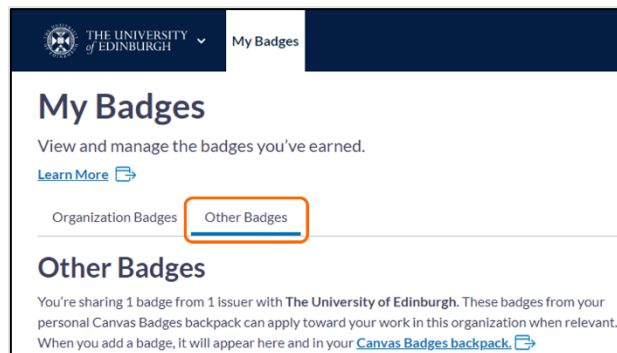
1. To manually upload a non-Canvas Credentials open digital badge, click the 'Add Badge' button at the top of the 'My Badges' page.
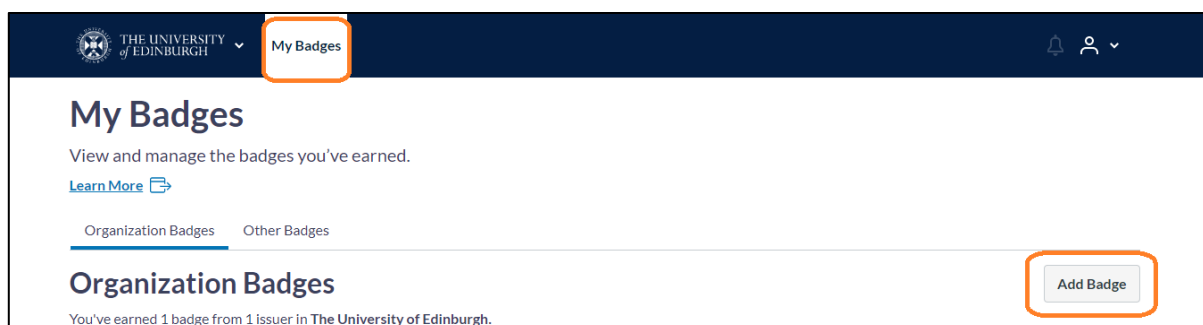
2. You can either add the badge's URL link or upload the badge image (in its original format, usually a .PNG or .SVG file).



3. The badge will now appear in the 'Other Badges' tab.



4. Please note that if the badge you are manually adding to your Backpack was awarded to an email address not currently on your Canvas Credentials account, the badge will present an error and will not upload. To fix this, please add that email address as an additional email to your Canvas Credentials account. (See the section in this document on 'adding an additional email'.)

## Navigate between your personal and University badge spaces

You can navigate between your UoE organisational account and your personal account by using the drop-down menu at the top left of the window.
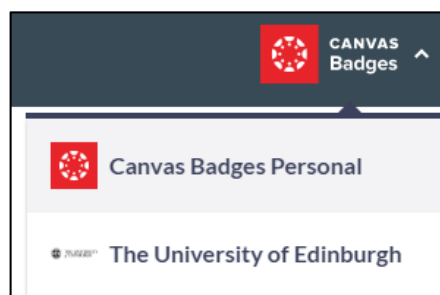
## Create a badge collection

Collections are a way of organising your badges into meaningful groups. You can create custom collections for yourself, naming your Collection and providing a description on why the badges have been grouped together. This might be by theme or skill, for example, and is useful when sharing your badges publicly.
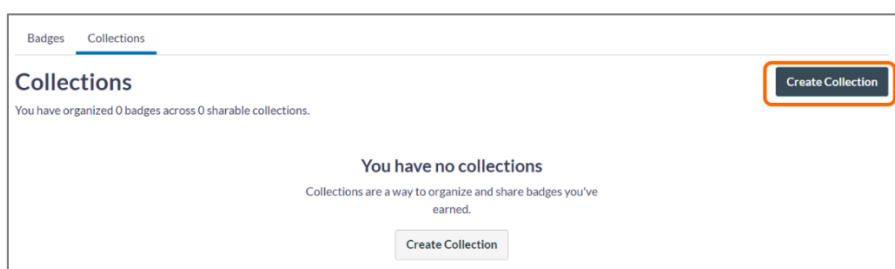
1. To create a collection, first navigate to your 'Canvas Badges Personal' space using the drop-down menu at the top left of the page.
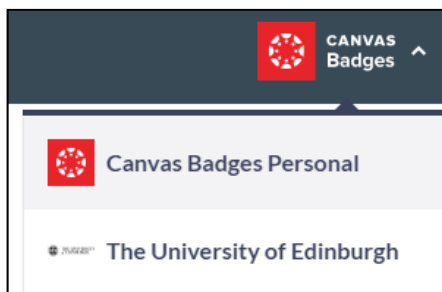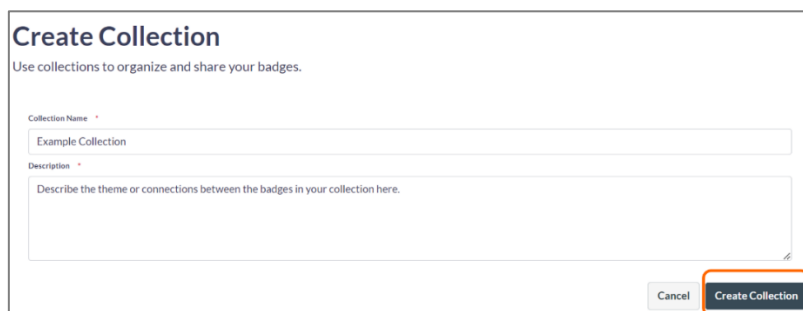


2. Then, from your Backpack, choose the 'Collections' tab.
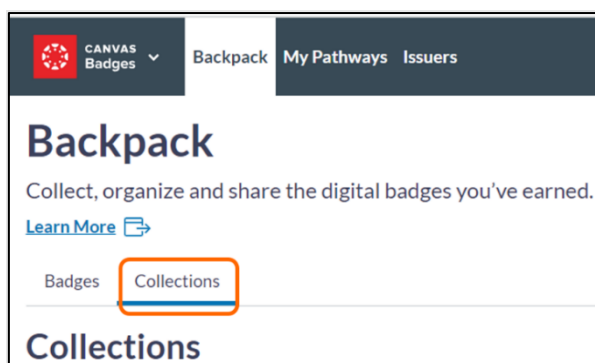


3. Click 'Create Collection'.



4. Give your collection a name and short description explaining the theme of the collection. Then click 'Create Collection'.
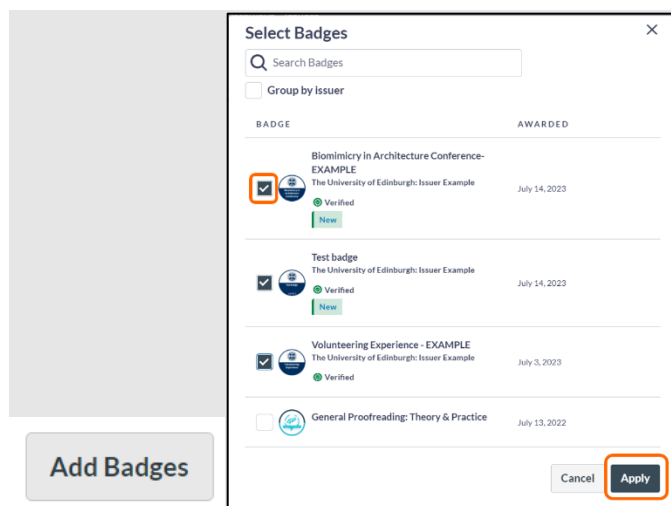
5. Choose whether you would like this collection to be public or not. Switch the toggle on to make this collection public. Leave the toggle off to keep the collection private.
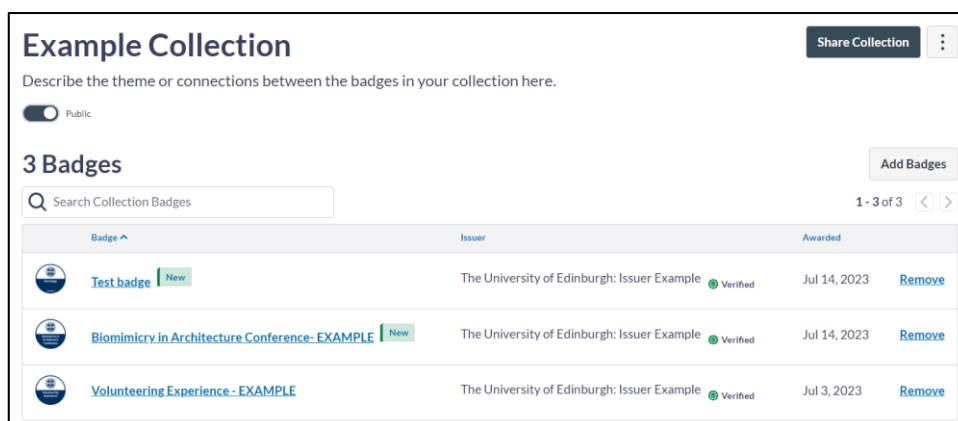
*Note: To share a collection, the 'public' switch needs to be on.
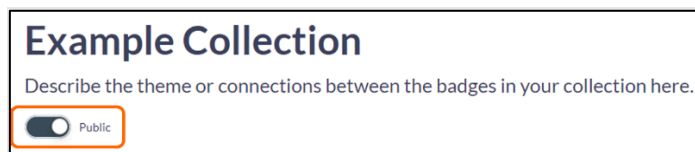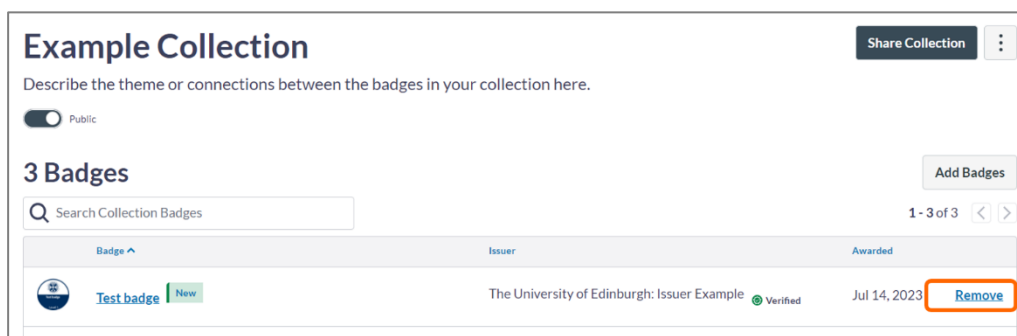


6. Click 'Add badges'. Then put a tick or check mark by each badge you want to include in the collection. Click 'Apply'.



7. Now you should see the badges in the collection space.



8. To remove a badge from a collection, simply click 'Remove'.

9. To share the collection, click the 'Share' button. This will show options for sharing by link, social media or HTML. If you need instructions for sharing, please see the 'share a badge' section of this guidance.
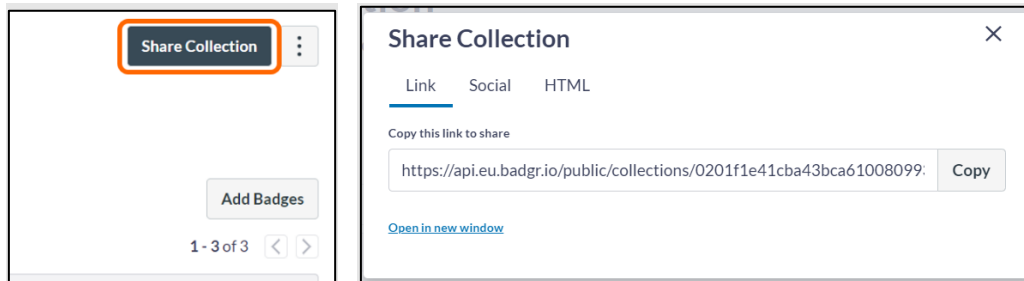


10. To edit the collection's name or description, click the vertical dots and choose 'Edit collection'. To delete the collection, click the vertical dots and choose 'Delete'.
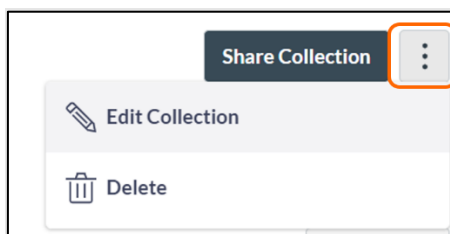


# Access and change your account settings
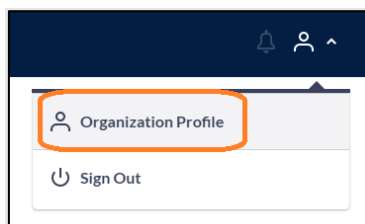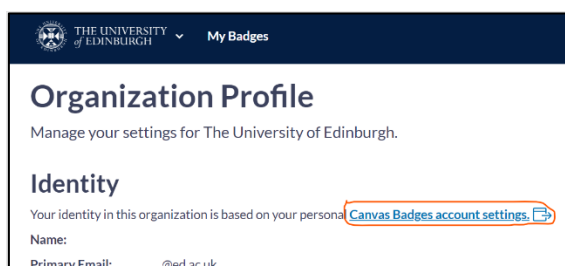
Your account settings can be accessed and managed from within Canvas Credentials.

## To open your account settings page

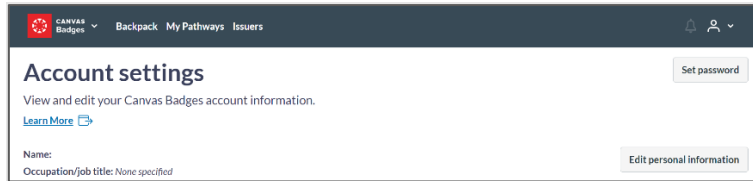1. Log in to the University of Edinburgh space on Canvas Credentials via https://uoe.eu.badgr.com/ (opens in new window).

2. In the top right corner, select the Profile Icon and then 'Organisation Profile'.



3. Click on 'Canvas Badges account settings'.

4. This will open a new tab where your account information will load.



## Change your personal information

1. To change how your name or occupation display, choose 'Edit personal information' near the top of the account settings page.



2. This will allow you to change how your name displays and add your occupation or job title.  Click 'Save' after making your changes.



## Change your password

Please note that if you have added your UUN@ed.ac.uk University email, you may be able to log in using the University SSO. Changing your password in your account settings in Canvas Credentials could interfere with your ability to login using SSO, if that is how you prefer to log in.

1. Click the 'Change password' button at the top of the page.

2. Enter your current password and new password. Then click 'Change password'.



3. If you do not know your current password, click 'Reset your password' and follow the Canvas Credentials instructions to reset your password.



## Add an additional email

1. In the 'Account emails' section of the settings page, click the 'Add email' button.



2. Enter the email address you wish to add and click 'Continue'.



3. You will then be asked to enter a verification code that Canvas Badges has sent to the email address you just entered.  Enter the code and click 'Verify'.

4. The added email should now appear in your list of account emails.

5. To make an email the primary email, select the vertical dots to the right of the email and choose 'Make primary'. If you do not see the vertical dots menu at first, please refresh your browser.
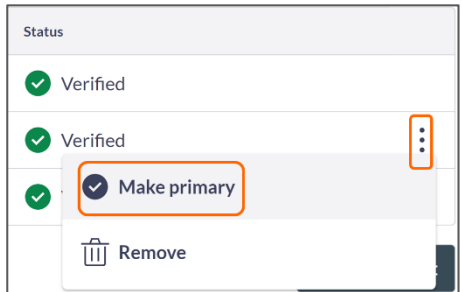


6. To remove an email from the list, select the vertical dots to the right of the email and choose 'Remove'. Note that you any badges issued to this email will no longer appear in your Backpack.
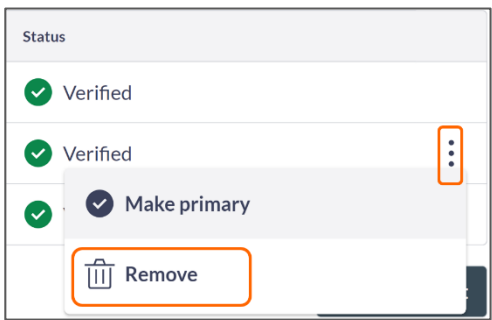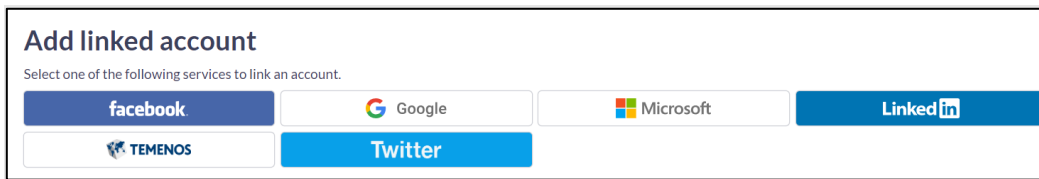


## Merge accounts

If you have multiple Canvas Credentials accounts that you would like to merge, you can click, 'Merge accounts' to combine them. You will be asked to verify the merge using a verification code sent to the email address you are merging with.

## Link social media and other accounts

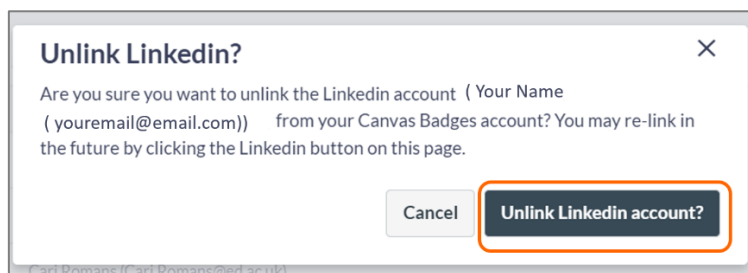1. Find the 'Linked Accounts' portion of your account settings page.

2. To add a linked account, click on the button of the service you would like to link (e.g., Google, LinkedIn, Facebook, Twitter, Microsoft, etc.)

**Add linked account**
Select one of the following services to link an account.

| facebook | G Google | Microsoft | Linked in |
|---|---|---|---|
| TEMENOS | Twitter | | |

3. To unlink an account, click 'Unlink' to the right of the account you wish to unlink.

**Linked accounts**
Link to another service to use the email and password from that account to sign in to Canvas Badges.

| Service | Account | | |
|---|---|---|---|
| Google | Your name | ( youremail@gmail.com ) | Unlink |
| Linkedin | Your name | ( youremail@email.com ) | Unlink |
| Microsoft | Your name | ( youremail@ed.ac.uk ) | Unlink |
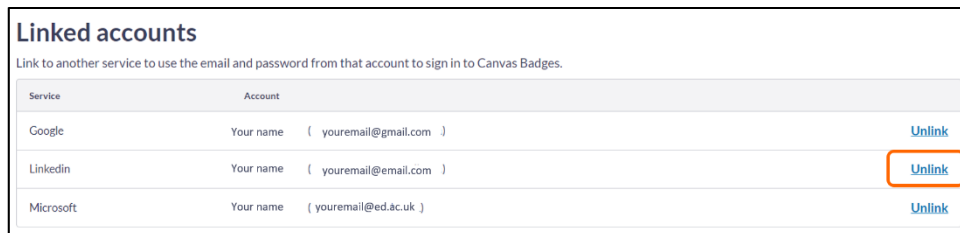
4. Then confirm that you wish to unlink the account by clicking 'Unlink …... account?'.

**Unlink Linkedin?**                                                    ✕

Are you sure you want to unlink the Linkedin account ( Your Name ( youremail@email.com)) from your Canvas Badges account? You may re-link in the future by clicking the Linkedin button on this page.

Cancel        **Unlink Linkedin account?**

## Delete your account

If you would like to delete your account, you can do so through the account settings. Before doing so, if you wish to download your badges, you can find instructions for doing so in the guidance for managing your badges (link to section on downloading badges).   If you would like to know more about Canvas Credentials data retention policy, please visit their website https://www.instructure.com/policies/privacy-badgr (opens in new window).