

# Welcome to Digital Badging

Seven steps to issuing Digital Badges as part of the Coastal Catalyst network.

NB

We - The Coastal Catalyst programme run by Future Creators and Talent Accelerator.

You = The Coastal Catalyst partner issuing the badges.

Credwriter = The badge writing software.

Badge application = A link and claim code for earners to self-claim a badge.

My Skills Backpack = A platform where earners can create a profile to hold all their badges.



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# FAQs - Digital badging with Coastal Catalyst

## How do I publish my badge for my earners to claim it?

After you've written your badge, email the Coastal Catalyst team on [badging@futurecreators.org.uk](mailto:badging@futurecreators.org.uk) to let us know it's ready. We'll check your badge, approve the Badging Standards, and publish it (via a platform called Open Badge Factory). We then create a badge application link and claim code for your earners and send this to you via email.

## How long will it take to approve my badge?

Our admin team aim to approve in 48 hours. A lot of the quality assurance is done through Credwriter, meaning that we are just doing a final check and publishing.

## Do I need to have earners emails to award a badge?

No! The badge application creates a link and a claim code that can be shared in any way you want. You could make a QR code to use during an event, send it in a follow-up email, share with teachers or even turn it into part of the feedback process. This allows earners to control their details and claim the badge for themselves.

## Do earners need to share emails to claim a badge?

Earners will need to have an email address to receive a badge. By claiming their badge via the link, participants agree to share their email address with Future Creators and Talent Accelerator so that we can issue their badge. We won't use their email for anything else – unless they give us permission. We can use the information they give us to track the people who have claimed badges against the known participants in an event.

If having an email is a barrier for the young people you work with, please get in touch and we can work together to find a solution.

## How many logins can our organisation have?

Each organisation gets one login, so we suggest you have a designated badge writer within your team. If multiple people will be writing badges, use an email that all badge writers can access.

## How many badges can I make?

There is no limit to the amount of badges you can write. We can help you identify the best activities to create badges for that will be the most useful to young people and let you track your impact as an organisation.

## If I am issuing the same badge on more than one occasion, do I need to contact you each time?

No, once a badge is published the claim link and claim code can stay the same. If you do have any difficulties with claiming, we are here to support.

## I already use another platform to create digital badges, can I import these?

Credwriter doesn't currently have an 'import' function, but we can help you recreate any badges in Credwriter if you are still using them. Earners can store badges from all platforms in the My Skills Backpack, so you do not need to reissue badges to earners.

## I want to keep using another platform to issue badges, can I still be a Coastal Catalyst partner?

Of course! Let's share learning and resources. We would love to know what platform you are using and what badges you have available so we can provide the best support to the young people we engage with.

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