

# Create your Open Badge(s)!

## based on the Cities of Learning help article [Get to know Open Badges](#)

Digital Open Badges capture essential information about learning and achievements by storing this metadata inside the badge image. A badge description tells a badge viewer about specific learning and achievement that a badge represents. Badge tasks indicate earning criteria and requirements.

Watch the video for an explanation: [https://youtu.be/\\_XsOR2EPVC4](https://youtu.be/_XsOR2EPVC4)

## Write badge description and tasks with your team, earners and consumers<sup>1</sup>:

Create your Open Badge(s) description and then review its quality to confirm that you included the following data in the badge description. In case you are creating badges, make sure you have it added to the badge description (use text input boxes for making badge description)

Name of a badge:

Public link to a badge (if created<sup>2</sup> and accessible):

### Badge description

*The badge description explains the achievement of a badge earner. It should be specific and provide necessary information for badge earners and others to understand what this badge represents and how it was earned.*

### This badge requires evidence

*A badge without an evidence requirement can be issued to email or earned by using a special badge code. A badge with an evidence requirement is issued after the earner completes the badge quest. You can specify tasks, request evidence upload and verification, or other badges as a requirement.*

<sup>1</sup> Badge consumers are people and organisations, e.g. employers, other sector representatives, social and professional contacts, who will get access to earned badges and will make their sense about learning, skills and achievements represented by a badge.

<sup>2</sup> Follow the [link](#) to the Help article on how to create/edit a badge

☐ No ☐ Yes, if yes, please specify who will review and verify the badge evidence:

☐ Activity organisers

☐ Activity members

☐ Badge earner (*automatically submitted without a verification need*)

## This badge requires other badges

*By selecting this option, you will be able to specify which other badges are needed to get this badge or start its tasks.*

☐ No ☐ Yes, if yes, please specify which other badges are required to earn this badge:

## Check your Open Badge(s) quality! based on the Cities of Learning [activity](#)

Review your Open Badge(s) description and confirm that you included the following data in the badge and task descriptions.

☐ **Badge description includes the context of an achievement**

*Where and when did specific learning happen? What new knowledge, skills or change has happened as a result of learning? What kind of specific achievement was reached?*

☐ **Badge description includes tasks completed**

*What did the badge earner complete to qualify for this badge? What roles or activities did the badge earner undertake? What evidence did the badge earner submit to claim this achievement?*

☐ **Badge description includes assessment procedures**

*Consider involving your partners or potential badge endorsers at a certain point. They can give you valuable ideas or build a foundation for a wider recognition of the skills acquired through your programmes.*

☐ **(optional) Badge description includes explanation of what new opportunities badge earner will unlock**

*What new opportunities does this badge lead to? Mention all the valuable things that this badge unlocks.*

☐ **(optional) Badge description refers to a specific skills, competences and qualification framework**

*Though this information can be included as a separate data field in the badge, it does not hurt to mention if this badge shows any skills that are part of a larger competence framework or education standard or connects with a specific level of education*

☐ **(optional) Badge description includes time spent to achieve a badge**

*This information is important because it gives information about how long has been 'worked' to achieve this badge. If a person worked 3 hours or 6 months to achieve the badge, that makes a difference.*

☐ **(optional) Add any other data which can increase value of a badge**

*You can include any other relevant information about badge earner's achievement which may increase value and trust in a badge.*



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