

# Spillett Leadership University – Digital Learning Badges - Job Aid

## Digital Learning Badges Overview

Digital Learning Badges are a visual representation of skills, knowledge, or achievements individuals earn through various learning experiences. Digital Badges are records of your professional development. They can be personalized. Spillett Leadership University (SLU) uses Digital Badges to showcase your achievements in the learning experiences that are tailored to your unique growth and development. Badges are used to encourage and motivate users. Users enjoy collecting badges and take pride in their digital portfolios. They also make it easier for staff to share their achievements with their managers.

## What are the benefits of earning a digital badge?

### Badge Earner

- Broadcast Achievements. Publicize skills and achievements to peers, and others.
- Motivate Participation. Provides instant recognition for achievement.
- Engagement and Retention. Working harder to earn badges = increased engagement.
- Develop personal brand.

## How are Learning Badges earned?

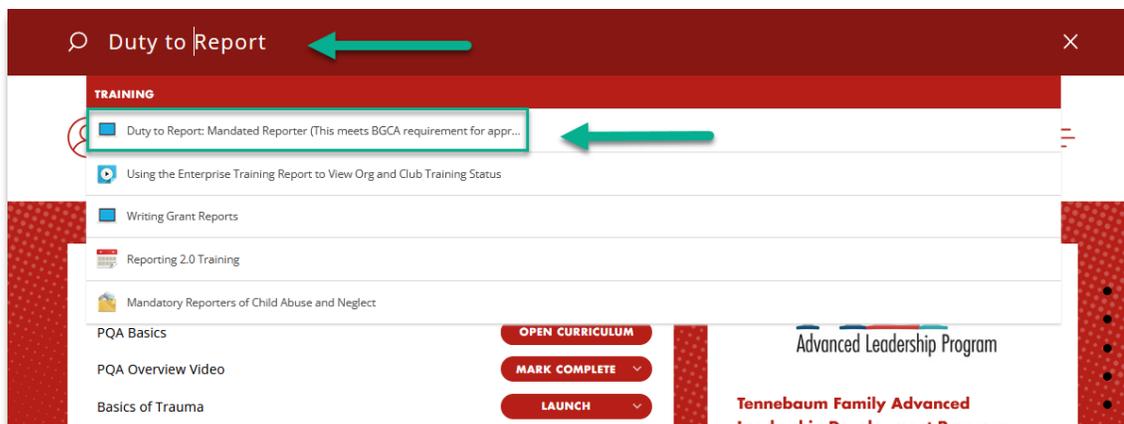
**Learning** – The Badge is mapped to a training and automatically awarded upon completion of the training.

### 1) How A User Views a Digital Badge Aligned to a Training

- Digital badges are aligned to learning objects and are awarded when the user completes the training.
- Select the magnifying glass to search for the training. Type in the title of the training within the search bar at the top of the Home Screen.

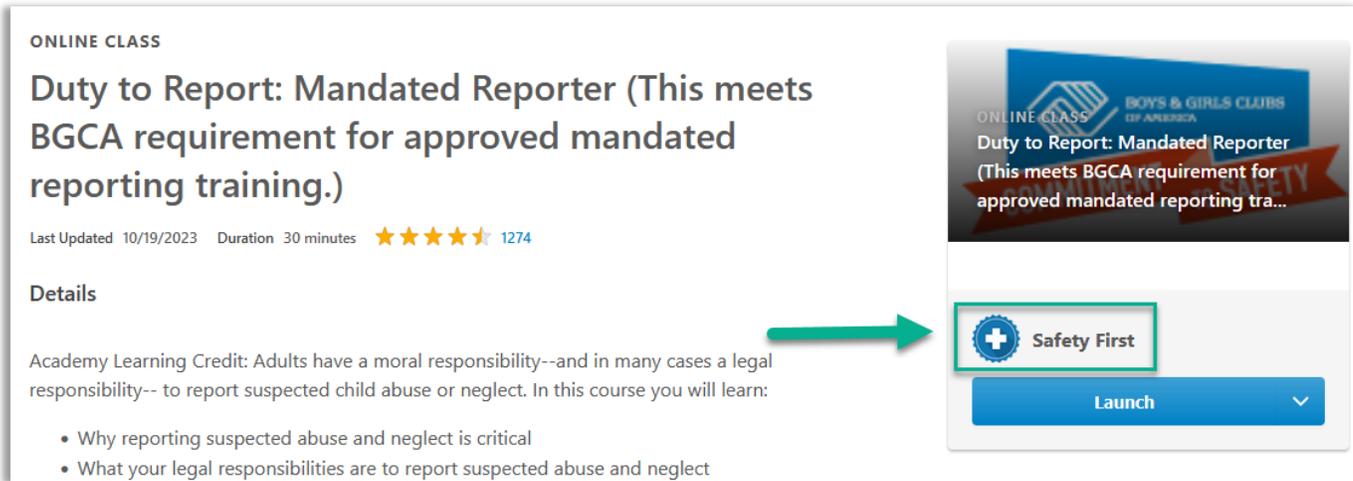


Select the appropriate title from the search results.



## 2) How A User Selects a Training with a Digital Badge

- Navigate to the training title details page.
- Notice the Learning Badge associated with the training title. (Digital Badge is called, “**Safety First**”)
- Select the requested title. The training title now resides on your transcript.



ONLINE CLASS

### Duty to Report: Mandated Reporter (This meets BGCA requirement for approved mandated reporting training.)

Last Updated 10/19/2023 Duration 30 minutes ★★★★★ 1274

**Details**

Academy Learning Credit: Adults have a moral responsibility--and in many cases a legal responsibility-- to report suspected child abuse or neglect. In this course you will learn:

- Why reporting suspected abuse and neglect is critical
- What your legal responsibilities are to report suspected abuse and neglect

**Safety First**

Launch

- Navigate to your **Home Page**
- **Launch** and **complete** the training title located within your **My Training** Widget
- Upon completion of the training you will be awarded the badge.



Ron Mchenry  
CPO/CEO

**SPILLETT LEADERSHIP UNIVERSITY**  
SCHOOL of EXECUTIVE LEADERSHIP

### MY TRAINING

SHOW ALL

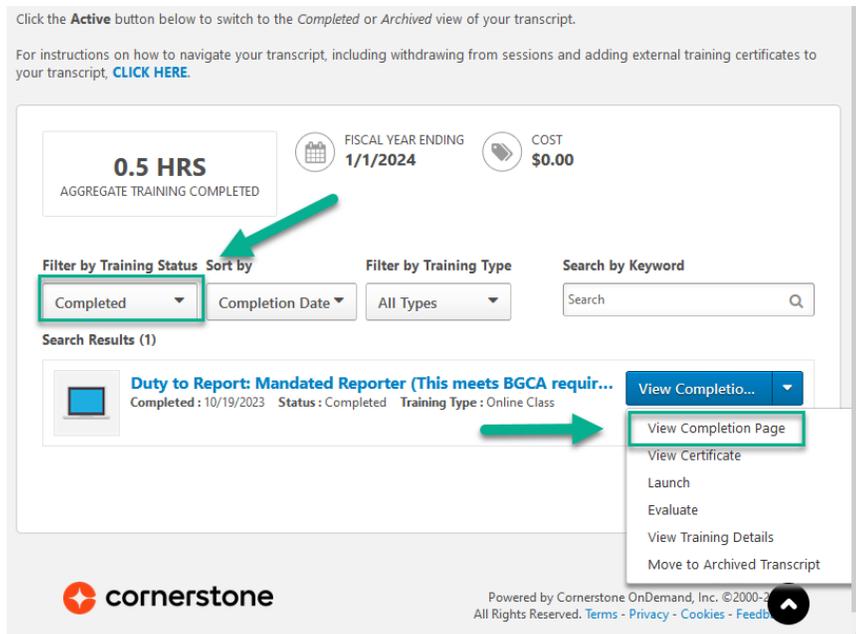
- Duty to Report: Mandated Reporter (This meets BGCA ... LAUNCH
- Keeping Your Boys & Girls Club Safe (This meets BG ... LAUNCH

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## Viewing the Awarded Learning Badge

The badge does not appear on the default transcript details screen.

Upon completion of the training, navigate to your Transcript. Select the status drop down menu and select the **Completed** training status. Locate the completed training and select the **View Completion Page**.

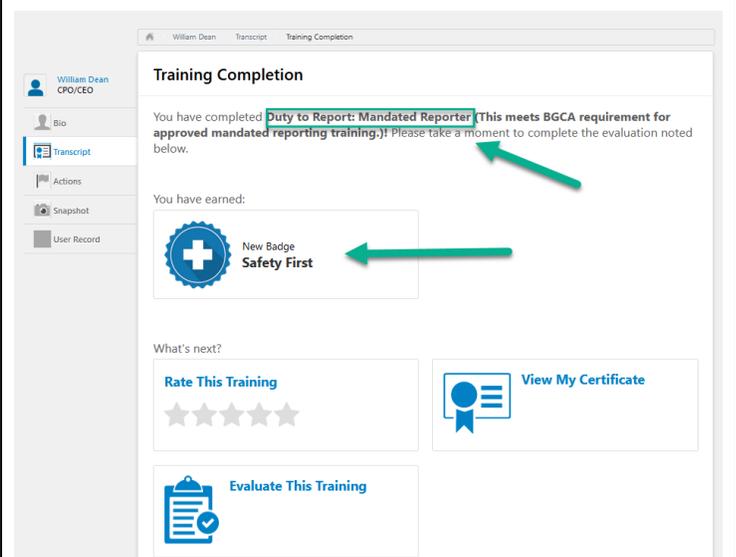


### Training Completion Page

The Training Completion page is a page that is available when you complete the training.

Depending on the configuration of the training, the Training Completion page may display badges that were awarded and provide opportunities to rate and review the training, view a certificate of completion, and evaluate the training.

If a Training Completion page is available for a training item, then the user can always manually navigate to the page via the Transcript Details page once the training is completed.

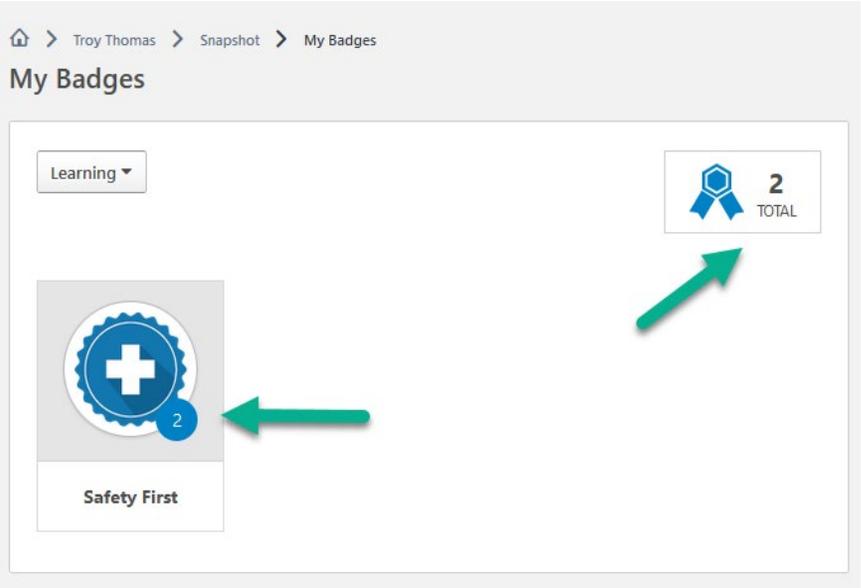


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## Snapshot - My Badges

The **My Badges** page enables users, managers, and administrators to view all the badges that the user has been awarded. This page displays all types of Learning Badges.

To access the **My Badges** page, click the Badges widget on the Universal Profile - Snapshot page.

<b>Snapshot – Badges</b>	Enables users to view the Badges widget and subpage within the Universal Profile - Snapshot page for users within their permission constraints. Any user with this permission will be able to view their own Badges widget when the widget is enabled.	Universal Profile
<b>Total Number of Badges</b>	In the upper-right corner of the page, the total number of times a User has been awarded a badge is displayed. If the User has been awarded the same badge multiple times, then each time is counted as a separate occurrence in this total.	 The screenshot shows the 'My Badges' page for Troy Thomas. At the top, there is a breadcrumb trail: Home > Troy Thomas > Snapshot > My Badges. Below this, the page title is 'My Badges'. There is a 'Learning' dropdown menu. In the upper right corner, a summary box shows a blue ribbon icon, the number '2', and the word 'TOTAL'. A green arrow points from this summary box to the 'Safety First' badge below. The 'Safety First' badge is a blue circular badge with a white cross and a small blue circle with the number '2' next to it. Another green arrow points from the 'Safety First' badge to the '2 TOTAL' summary box.