

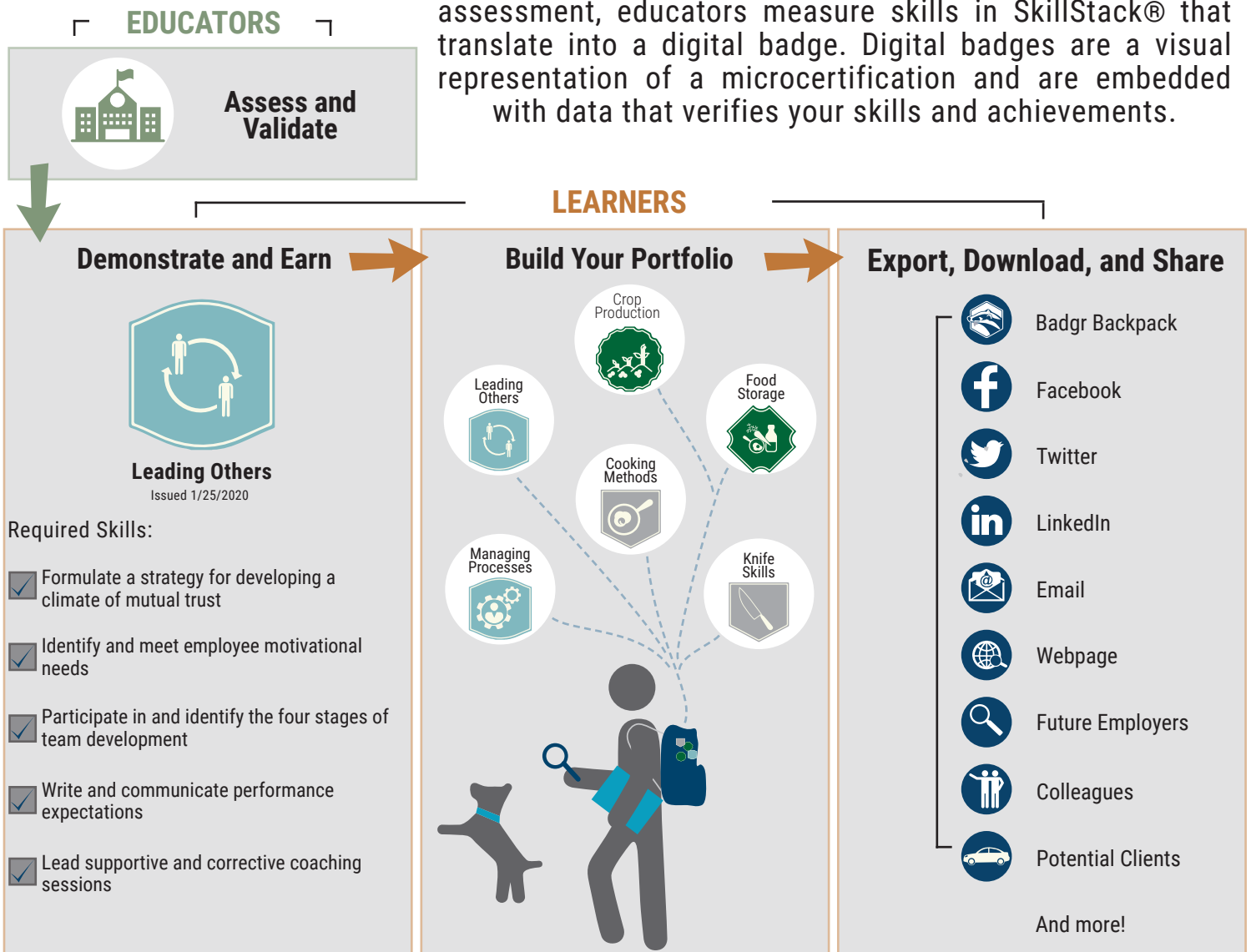


# WHAT IS SKILLSTACK®

SkillStack® is a microcertification platform that allows Idaho’s educators to validate skills; leading to industry-relevant digital badges and/or college credit.

## HOW DIGITAL BADGES WORK

A microcertification is a recognized credential that confirms mastery of skills or concepts. Through demonstration and assessment, educators measure skills in SkillStack® that translate into a digital badge. Digital badges are a visual representation of a microcertification and are embedded with data that verifies your skills and achievements.



# Benefits of Digital Badges

- Criteria within each badge has been developed with industry input.
- Display your demonstrated competencies to future employers, colleagues, peers, and more.
- Export badges to a digital backpack or wallet for simplified organization and sharing.
- Share collections of badges representing desired skill sets in a dynamic way.
- Stack individual badges in a pathway to earn a stacked master badge.
- Use badges to pursue further education and training or help you acquire a job.

## What are Open Badges?

“Open Badges is the world's leading format for digital badges. Open Badges is not a specific product or platform, but a type of digital badge that is verifiable, portable, and packed with information about skills and achievements.”

@LearningImpact  
Source: <https://openbadges.org/>

## Embedded Metadata

<b>Alignment</b>	Framework a badge has been assessed against
<b>Badge Criteria</b>	Skills completed to earn the badge
<b>Badge Description</b>	Description of the badge
<b>Badge Name</b>	Name of the badge
<b>Evidence URL</b>	Badge earner's unique evidence (optional)
<b>Expiration Date</b>	Whether the badge has expired
<b>Issue Date</b>	When the badge was issued (or revoked)
<b>Issuer</b>	Details about the organization issuing the badge
<b>Recipient</b>	A verifiable reference to the recipient
<b>Tags</b>	Searchable tags

## Managing Processes

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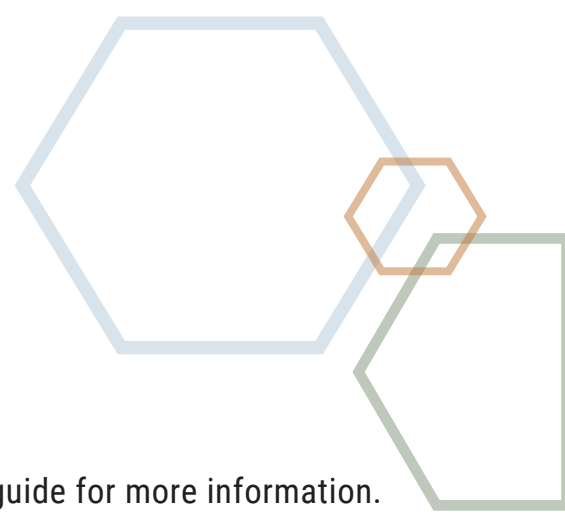


Demonstrate continuous process improvement strategies for overall work-flow.

When a badge is awarded, SkillStack® will automatically embed the Open Badge specified information into the badge URL. When copied or exported, all of the metadata will be stored and moved along with the badge. This allows a variety of ways for you to share your skills and your authentic story!



# Student Quick Guide



## Step One:

### Getting Started in SkillStack®

- Use the video tutorial buttons/QR codes below. See full user guide for more information.
- Change your password and add a personal email address to your account.



## Step Two:

### Demonstrate your Skills and Earn Badges

- As you provide evidence (hands-on work, projects, assessments, presentations, etc.) for each skill, your instructor will assess and validate each competency.
- Once your skills are demonstrated and validated, instructors will mark off the skills in the SkillStack® platform.
- When all of the required skills for a badge are completed, the badge is issued by SkillStack® and appears in your portfolio.

## Step Three:

### Build Your Portfolio

- As you earn badges, your verified portfolio of skills will grow! Diversify your portfolio by enrolling in a variety of courses that offer SkillStack® badges.

## Step Four:

### Export, Download, and Share your Achievements

- Create an account on [Badgr](#).
- Import your earned SkillStack® badge images or URL.
- When you share your badges, viewers can see the public face of your earned badge along with the awarding entity and badges earned from other organizations.
- Every badge earned also has a downloadable, printable unique badge certificate!



## Get Started in SkillStack®

This guide is dedicated to providing you information about how to use SkillStack® inclusive of setting up accounts, checking progress on badges and sharing your earned badges and skills.



## Create a New Account

- Go to <https://skillstack.idaho.gov>.
  - Click Register (top right of navigation bar).
  - Click Register button (left dialogue box).
  - Create your username and password.
  - Fill out your personal info.
- \*If you don't know your state or institution ID, ask your instructor.
- Add a personal email address (not issued by your school).
  - Click Register button.

Your instructor may also choose to set up your account for you where they will assign your username and a temporary password.

## Login to Existing Account

- Go to <https://skillstack.idaho.gov>.
- Click Log In (top right of navigation bar).
- Enter your username and password.
- Click Log In button.

## Reset your Password

- Go to <https://skillstack.idaho.gov>.
- Click Log In (top right of navigation bar).
- Enter your username.
- Click [forgot password](#).
- Click Send to to send a temporary password to the email in the system.

# Demonstrate your Skills and Earn Badges

As you provide evidence (hands-on work, projects, assessments, presentations, etc.) for each skill, your instructor will assess and validate each competency.

Once your skills are demonstrated and validated, instructors will mark off the skills in the SkillStack® platform.

When all of the required skills for a badge are completed, the badge is issued by SkillStack® and appears in your portfolio.



## EDUCATORS

### Assess & Validate



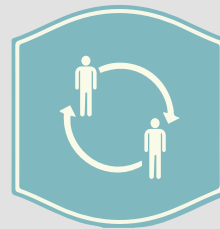
Idaho's secondary (high school) and postsecondary (higher education) educators validate skills in SkillStack®

#### Required Skills:

- Formulate a strategy for developing a climate of mutual trust
- Identify and meet employee motivational needs
- Participate in and identify the four stages of team development
- Write and communicate performance expectations
- Lead supportive and corrective coaching sessions

## LEARNERS

### Demonstrate & Earn



#### Leading Others

#### Required Skills:

- Formulate a strategy for developing a climate of mutual trust
- Identify and meet employee motivational needs
- Participate in and identify the four stages of team development
- Write and communicate performance expectations
- Lead supportive and corrective coaching sessions

## View your Earned Badges

- Go to <https://skillstack.idaho.gov>.
- Log In.
- Hover over My Badges (top left of navigation bar).
- Click My Badges.

Badges that are partially grayed out are badges that have expired or that are currently in progress!

## View Recommended Badges

- Go to <https://skillstack.idaho.gov>.
- Log In.
- Hover over My Badges (top left of navigation bar).
- Click Recommended Badges.

SkillStack® provides Recommended Badges that are related to ones that you have previously earned or that you have already started working on.

## Build your Portfolio and Add Evidence

As you earn badges, your verified portfolio of skills will grow! Diversify your portfolio by enrolling in a variety of courses that offer SkillStack® badges.

When you share your badges, viewers can see the public details of your earned badge (these include badge image, criteria, issuer, and date).

## Link Evidence to your Badges



- Go to <https://skillstack.idaho.gov>.
- Log In.
- Hover over My Badges (top left of navigation bar).
- Click My Badges.
- Click on any badge.
- Use the right arrow to toggle to the evidence screen.
- Click Manage Evidence button.
- Click Add button.
- Add name and description(optional) for your evidence.
- Add the URL that links to your evidence.
  - Evidence must be housed in a cloud platform and give public permissions (Google Drive, OneDrive, Dropbox, etc).
- Click Save, then choose Add to repeat process or Done to close.

You may choose to add URL links to external content that serve as evidence for your skills.

# Export, Download, and Share your Achievements

All badges earned in SkillStack® can be downloaded or exported to an Open Badge Backpack for simplified sharing. Your backpack can store, organize, and share badges from any provider that is compliant with [Open Badge Standards](#).

Each badge earned will automatically generate a unique certificate for you to print or share. Each certificate has a QR code that, when scanned, will direct the viewer to the earned badge details in SkillStack®.

When you share your badges, viewers can see the public details of your earned badge (these include badge image, criteria, issuer, and date).

## Download and Export Badges and Badge Certificates

- Go to <https://skillstack.idaho.gov>.
- Log In.
- Hover over My Badges (top left of navigation bar).
- Click My Badges.
- Click on any earned badge.

- **To download the badge:**
- Click “Export” button.
- Click the download button below to download your Badge with your achievement data embedded. This image can then be uploaded to another OpenBadge platform.

- **To print your badge certificate:**
- Click “Print Certificate” button.
- A dialogue box with directions will appear to print your certificate.

When you download the badge image, all of the metadata (badge details) are embedded into the image and can be read by Open Badge host platforms.



## Create a Badgr Backpack

- Go to <https://badgr.com/auth/login>.
- Click Create Account (Sign In if you already have an account).  
Enter the email that you use in SkillStack®.  
You can also link your social media accounts for easy sharing.
- View your badges in your backpack - all meta data is embedded into the badges.

# Upload your Badges to Badgr

- Go to <https://badgr.com/auth/login>.
- Log In using the same email that is also used in SkillStack®.
- Click Add Badge.
- Add badges by uploading either the downloaded badge image or the badge URL (both of these are exported from your SkillStack® personal portfolio).
- Repeat until all badges are added to your backpack.

Your email address verifies that the badge was awarded to you and allows that information to be validated.

## Share your Badges!

- Go to <https://badgr.com/auth/login>.
- Sign in to Badgr.
- View your badges in your backpack.
- Choose the badge you would like to share.
- Click Share.
- In the dialogue box, you can share by URL (link), Social Media (Facebook, Twitter, LinkedIn, Pinterest), or HTML.

### Sharing Specifics

#### Link:

- Copy and share via email, posts, or resumes.

#### Social Media:

- Login to your social account.
- Share as a post, tweet, or pin.

#### HTML:

- Select card or badge view.
- Copy embedded code.
- Paste into personal website, resume, or document.

#### Certificate:

- Print your certificate.
- Bring your certificate to an interview or hang to display.

You may group your badges by Issuer or create a collection for selective sharing.



Backpack



Facebook



Twitter



LinkedIn



Email



Webpage



Employers



Colleagues



Clients

For questions, please email [skillstack@cte.idaho.gov](mailto:skillstack@cte.idaho.gov).