Date

Microcredential Intake Form

This form provides the required information used to create the Microcredential program page on the K-State Microcredentials website and the Digital Badge in the Credly badging platform.

Please consult with the appropriate Program Administrator when completing this form.
Ron Jackson (rdj7@ksu.edu) – Agriculture; Business; Engineering
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Digital Badge Components
A digital badge is a validated indicator of accomplishment or skill that can be displayed, accessed, and verified online. Information collected on this form is used to create and issue the badge to the earner through the badge platform Credly. Please refer to the **Credly Badge Display** at the end of this document as you complete this document. Print displayed in **blue** correlates to a section on the Credly Badge Display. **This form must be included with the CourseDog Proposal**

Required Badge Information

Full Name of Badge/Microcredential (Must be a name not already in use and does not include the term Microcredential)

Name on Badge (Shortened version of the Full Badge Name. Consider naming conventions across your program when naming your badges, 39-character maximum including spaces)

Contact Person

First Name | Last Name | email

Include CourseDog Proposal URL

Badge Description (500-characters maximum including spaces)

- Short and concise description of the achievement. Ideally, this field should answer the question, "What is the individual capable of now that they have earned this badge?"
- Avoid statements highlighting what it takes to earn the badge, rather focus on what the earner is capable of after earning it.
- Avoid canned marketing language, like advertisements enticing people to take a course.
- Articulating what someone can do now that they've earned the badge makes the badge more meaningful to someone unfamiliar with the course or learning activity you are badging.
- Refer to the Standard Learning Outcomes for guidance.

Learn More

This URL links to a website for more information about your programs or offerings. When people click on the link, this data is tracked. Use this to point readers to a site that in general describes your program.

Learn More URL:

Earn this Badge

☐ **Yes** (Activates "Earn this Badge" button linking users to the website where they can register or enroll.) Same as "Learn More" URL above.

URL:

☐ **No** (Prevents "Earn this Badge" from displaying)

Attributes

Credential Type (choose one)

☐ **None** No wording is displayed. Use this option if not sure whether to choose validation or none.

☐ **Validation** Measured and validated learning (e.g., learning and assessments, portfolio evidence)

☐ **Certification** Industry recognized, validated achievement (e.g., industry certifications, license, terminal credential)

Level (choose one)

☐ **None**

No wording is displayed.

☐ **Foundational**

Foundational badges show that earners have gained the core skills and frameworks necessary to demonstrate competency. Completion of this level signifies the earner has a beginner level mastery of the subject or skills.

☐ **Intermediate**

Intermediate badges expand upon the skills earned on the Foundational level and provide further specialization. The criteria to earn these badges is more rigorous. Completion of this level signifies the earner has a professional level mastery of the subject or skills.

☐ **Advanced**

Advanced badges represent mastery of the skills contained in the badge. The earner has completed a substantial curriculum to earn this microcredential. Completion of this level signifies the earner has a specialist level mastery of the subject or skills.

Time (choose one)

Anticipated time commitment to earn the badge:

☐ **Hours (e.g., 2-hour webinar)**

☐ **Days (e.g., 3-day workshop)**

☐ **Weeks (e.g., 12 hours of content delivered across 2 weeks)**

☐ **Months (e.g., semester-long course)**

☐ **Years (e.g., 2 years of professional experience)**

☐ **None (nothing displays)**

Cost (choose one)

☐ **Free (available at no cost to the earners)**

☐ **Paid (cost to the earner to complete the requirements)**

☐ **None (nothing displays)**

Earning Criteria

Criteria Type and Description

Meta Icons are used to graphically depict the Criteria Type. Only the Meta Icon will display on the badge profile along with the unique description you enter which describes the learning activity. Choose all that apply. Add a URL when appropriate, for the learning activity.

☐ **Educational Experience**



Educational Experience:
Representing a diverse or significant educational experiences or event.

url:

☐ **Assessment**



Assessment:
Taking and passing a formal assessment or exam.

url:

☐ **Portfolio**



Portfolio:
Preparing and maintaining a current portfolio of professional submissions.

url:

☐ **Professional Experience**



Professional Experience:
Representing a duration of or types of professional experience.

url:

☐ **Award**



Award:
Receiving a professional or organizational award or recognition

url:

☐ **Participant**



Participant:
Participating in various events, conferences, summits, and more.

url:

☐ **Course**



Course:
Completing relevant coursework in a formal or alternative educational environment.

url:

☐ **Presenter**



Presenter:
Presenting at a professional conference, webinar or other key event.

url:

☐ **Volunteer**



Volunteer:
Participating in volunteer events.

url:

☐ **Credential**



Credential:
Earning a recognized professional or industry credential.

url:

☐ **Member**



Member:
Obtaining or maintaining membership with a professional organization.

url:

☐ **Leadership**



Leadership:
Obtaining or maintaining a leadership position within an organization...

url:

Skills

A minimum of three skills tags are required. We recommend 6-10 tags. Skills connect to Labor Market Insights service. The service scrapes job boards each night and looks for jobs that have the exact same identifiers (like "business development"). Short 1-3 word tags work best. You can view options for skills in the Lightcast Skills Categories (drill down to subcategories) or enter a custom text to depict a skill.

Skills Tags

Standards

(complete if applicable)

Standards **must** meet a nationwide or industry certification/licensure. The Standard name, URL linking to the website, and a description (up to 350 characters long) will be listed. Multiple standards can be listed.

Standard Name(s) and URL

General Information

(see sample badges at the end of this document)

☐ **Credit Badge**

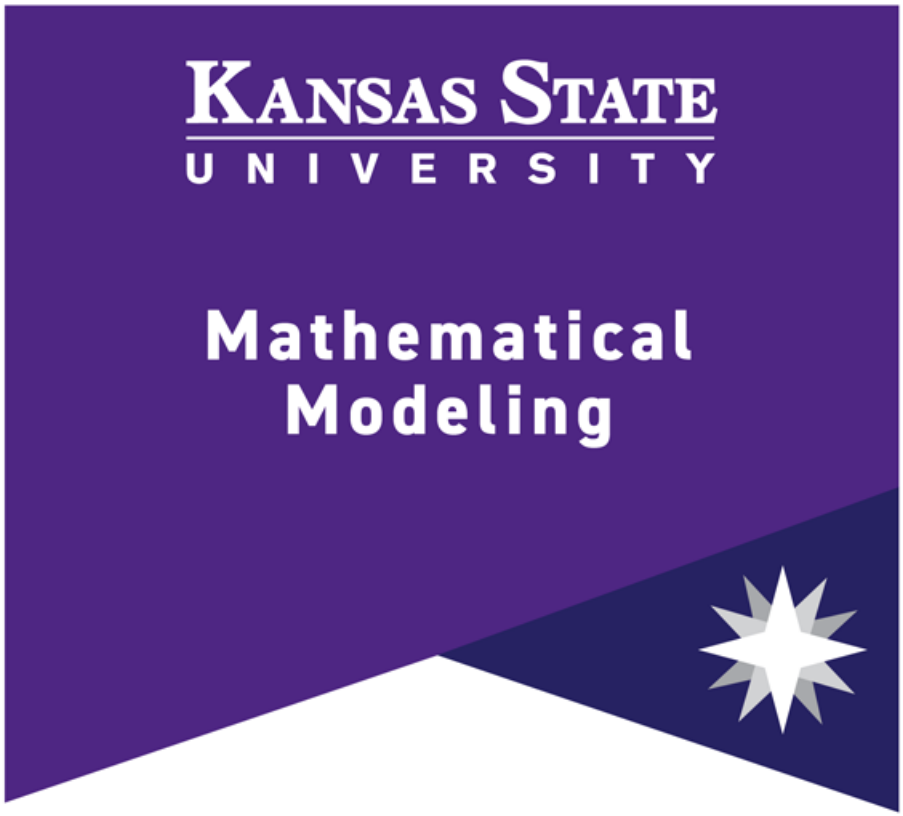
☐ **Noncredit Badge**

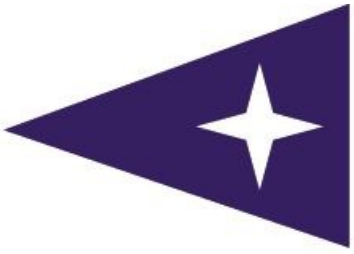
☐ **Public** Public View

☐ **Private** For a select audience. When badge is awarded and accepted, it will be visible to the earner and any place they share.

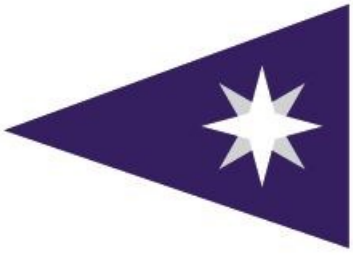
☐ **No Expiration** ☐ **Expires on:**

Important Credly Badge Display Information and Samples are on the Next 3 Pages





None



Foundational



Intermediate



Advanced

Credit Badge Design Example

Number of stars aligns with the Level of competency





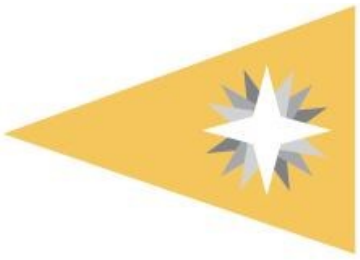
None



Foundational



Intermediate



Advanced

Noncredit Badge Design Example

Number of stars aligns with the Level of competency

TO BE COMPLETED BY ACADEMIC INNOVATION PROGRAM ADMINISTRATOR

Microcredential Website & Digital Badge Creation Form

Submit to DCM at marketing@k-state.edu and copy the assigned Noncredit Program Specialist

Date Submitted to Marketing

Academic Innovation Program Administrator

Full Name of Microcredential/Badge (for website)

Name on Badge

Instructor

First Name

Last Name

Title

Department

Major Academic Unit (check one)

- ☐ Agriculture
- ☐ Architecture, Planning and Design
- ☐ Arts and Sciences
- ☐ Business Administration
- ☐ Education
- ☐ Engineering
- ☐ K-State Libraries
- ☐ Health and Human Sciences
- ☐ Staley School of Leadership
- ☐ Veterinary Medicine
- ☐ K-State Salina
- ☐ K-State Olathe
- ☐ K-State Research and Extension

Microcredential/Enrole Description (see CourseDog MC Description, SLOs, Curriculum Plan, Description Template Guide)

Level

☐ **None** ☐ **Foundational** ☐ **Intermediate** ☐ **Advanced**

Instruction Method

☐ Online ☐ Hybrid ☐ In Person

Who Is Eligible

☐ Anyone ☐ K-State Students

Time to Complete (choose one)

☐ **Hours** ☐ **Days** ☐ **Weeks** ☐ **Months** ☐ **Years**

Learning Type

☐ Asynchronous ☐ Synchronous ☐ **Self-paced**

Credit or Noncredit

☐ **Credit – Activate "K-State Student Enroll Now" button**

☐ **Undergraduate** ☐ **Graduate**

☐ **Noncredit – Activate "Learn More or Register" button**

Learn More or Register URL (for noncredit publish the Enrole course page URL)

Skills Obtained

☐ **No Expiration** ☐ **Expires on:**

Area of Interest

☐ **Agriculture, Food, and Natural Resources**
☐ **Architecture, Art, and Design**
☐ **Aviation**
☐ **Business**
☐ **Communication, Media, and Marketing**
☐ **Computer Science and Information Technology**
☐ **Education and Leadership**
☐ **Government, Law, and Social Sciences**
☐ **Health Professions**
☐ **Hospitality and Tourism**
☐ **Human and Social Services**
☐ **Humanities, Culture, and Society**
☐ **Science and Mathematics**
☐ **Veterinary Medicine**
☐ **Visual and Performing Arts**