



FIRST Badges

Step by Step Instructions for Mentors and Participants/Students

May 2018

Step 1 - Access the badge requirements

- ▶ Mentors : Create a mentor account on FIRSTBadges.com
 - ▶ This allows mentors to access the downloadable resources. When a student has completed the requirements for Level 1 or Level 2, mentors will login with this account to request credit.
- ▶ Students/Participants: Decide on a domain and level.
 - ▶ Domains are topics such as Electronics, Machining, Communications, etc. New badges are being added in the summer of 2018 to include Programming and Marketing.
 - ▶ Each domain has 4 levels. Level 1 is the beginning level.
 - ▶ It is recommended students work on a Level 1 or 2 badge before attempting a Level 3 badge.

Step 2 - Complete the badge requirements

- ▶ Mentors : Level 1 and Level 2 badges are “scored” by the team mentors. Mentors use team activities and interaction with students/participants to determine if they know the information.
- ▶ Students/Participants: Your mentors have a one page checklist of the badge requirements to help you keep track of your progress.

Mentors have access to download badge requirements at <https://www.firstbadges.com/levels/mentor-resources/>

Level 3 and Level 4 badges require evidence the student/participant has met the badge criteria. This can be an audio clip, video clip, picture or text. Participants will demonstrate the Level 3 and Level 4 work on the FIRSTBadges.com site. We use Schoology to manage the student portfolio submissions.

Step 3: Request credit - Level 1 and 2

- ▶ Mentors: As students/participants complete a badge, log in to the FIRSTBadges site and navigate to the Mentor Resources Page. Use the form to request credit.

Note: the FIRSTBadges system is administered by volunteer FIRST Mentors.

Responses to badge credit requests are typically done within a few days of the request. Unless it is build season.....then the requests may take a little longer. 😊

Use the form below to request badge credit for an individual earning a badge.

Team Mentor Name (required)

Team Mentor Email (required)

Team Number (required)

Participant Name (First Name Last Name) (required)

Participant Email Address (required)

Badge Requested (required)

- Communications 1
- Communications 2
- Electronics 1
- Electronics 2
- Engineering Design 1
- Engineering Design 2
- Participation / Leadership 1
- Participation / Leadership 2

Step 4 - Accept and store badge credit

- ▶ Students/Participants: Create an account on Credly. Credly will hold all of your digital badges content for those systems who participate in the Open Badge Infrastructure (FIRSTBadges.com uses the OBI).
 1. Navigate to www.credly.com and click “Log In”.
 2. If this is your first badge, scroll to the bottom of the page and click “Create Account”.
 3. Enter your information, including the email address used by your mentors for the badge credit.
 4. Check the email account you entered. You will need to confirm that you own the email account.
 5. Once the email account is confirmed, log back into Credly. Claim your credit!
 6. Change your Credly account settings to display your badges!

FAQ - Credly

1. What if a request for credit is processed before the Credly account is activated?

- ▶ No problem! Credly will display any credit associated with the email address after the account email is confirmed.

2. What if I use a different email address for Credly than the email address that was submitted for FIRSTBadges?

- ▶ Adjust your settings in Credly. In the top right corner, click your name, then select Account Settings. In the email area, click the pencil icon to edit the email address and add an email address to your Credly account.

3. How can I display these on my social media accounts?

- ▶ Inside of Credly, from the top right corner, click your name, then select Account Settings. In the Social Settings and Auto Share area, update the social media settings.

4. Is this really free for participants?

- ▶ Yes. Credly collects annual fees from credit issuers, like FIRSTBadges and other companies.

Still have questions?

- ▶ Email info@firstbadges.com
- ▶ The Badge Development Team hosts support conference calls - check the FIRSTBadges.com website for more details.