

Step by Step Guide for Activity Organisers

To participate in the scheme, activity organisers should take note of the following 4 steps when organising an activity under the Digital Badges Scheme.

- 1.) **Choose the Digital Badge(s)** which aligned with the duration, the nature and the intended learning outcomes of the activity. (Please refer to [General Principles of Awarding the Digital Badge](#))
- 2.) **Promote the activity with additional remarks** about the Digital Badges Scheme and the type of Digital Badge(s) participants will receive after completing the activity. On the enrolment form, staff can create a selection for participants to choose whether they would like to publish the Digital Badge records on the THEi website: [Digital Badges Scheme - Records of Achievement](#). The activity organiser can then relay the information to the learning advisor for updates.
- 3.) The activity organizer can **upload the attendance records** with the template provided ([Activity Attendance Form](#)) on [MyPortal](#): Activity > Other Achievement > Upload. The activity organizer can send a copy of the activity attendance form to the Learning Advisor from LCDI for record keeping.
*Staff can obtain access right from ITSD to upload attendance records on MyPortal.
- 4.) Activity organizer should **inform participants about the updates** on MyPortal and the Digital Badge(s) they have earned.

A: <Choosing a suitable Digital Badge for the activity>

Descriptions of the 6 Digital Badges



Activities which enabled participants to learn professional knowledge and skills required in an industrial setting

Informed and Professionally Competent (IPC)



Activities which required participants to take initiative in gaining knowledge and skills in enhancing academic and personal development

Independent Learners (IDL)



Activities that equipped participants with critical and analytical thinking skills that lead to solving existing problems

Problem Solvers (PS)



Activities that required participants to demonstrate high level of communication skills as effective communicators through various communication channels

Effective Communicators (EC)



Activities that enabled participants to learn about the pressing issues and ethical codes in the industry with social, economic, global implication

Professionally, Socially and Globally Responsible (PSG)



Activities that enabled participants to develop a positive mindset, show empathy towards others as well as be an adaptive person in coping with the new challenge

Positive and flexible (PF)

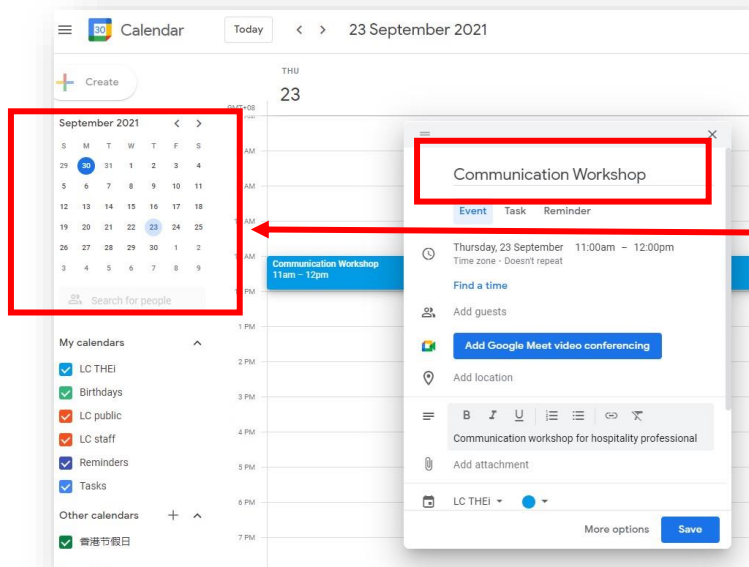
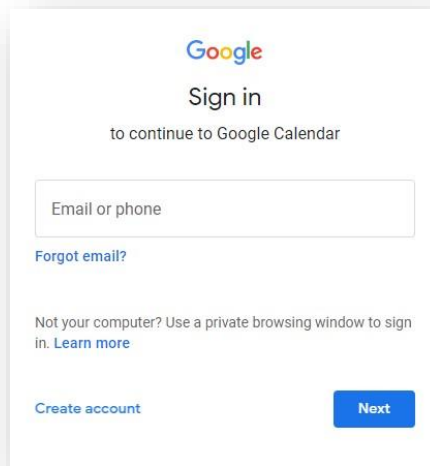
*Please feel free to contact the learning advisor for further explanation in choosing a Digital Badge that best represents your activity. (Geoffrey Tsui, Learning advisor/LCDI: 3890 8025)

B. <Promoting the activity with THEi Mobile App>

B1. Upload activity to **News & Events**

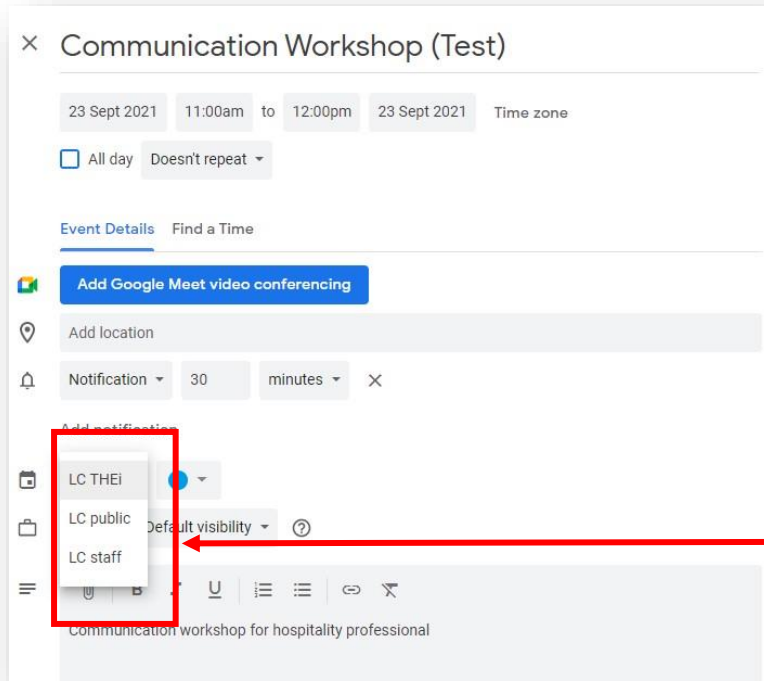
Create an event through google calendar > THEi Mobile App

- Log in Google account (Use Google Calendar Function)
- Type in your departmental username and password to log in



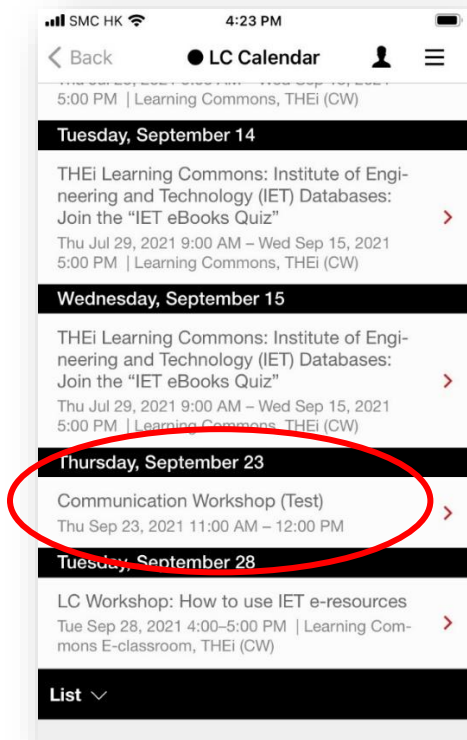
B2. Select the activity date / time.

B3. Input event name and details



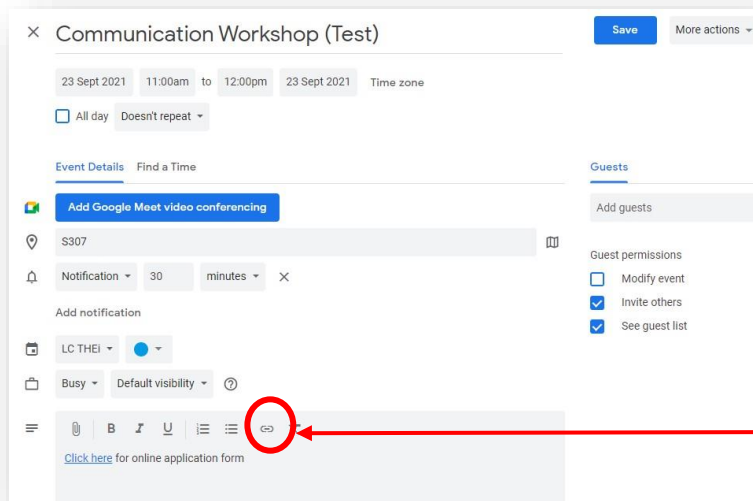
B4. Select whom you want to view the information :

- THEi (Student)
- Public (Everyone)
- Staff (Staff only)



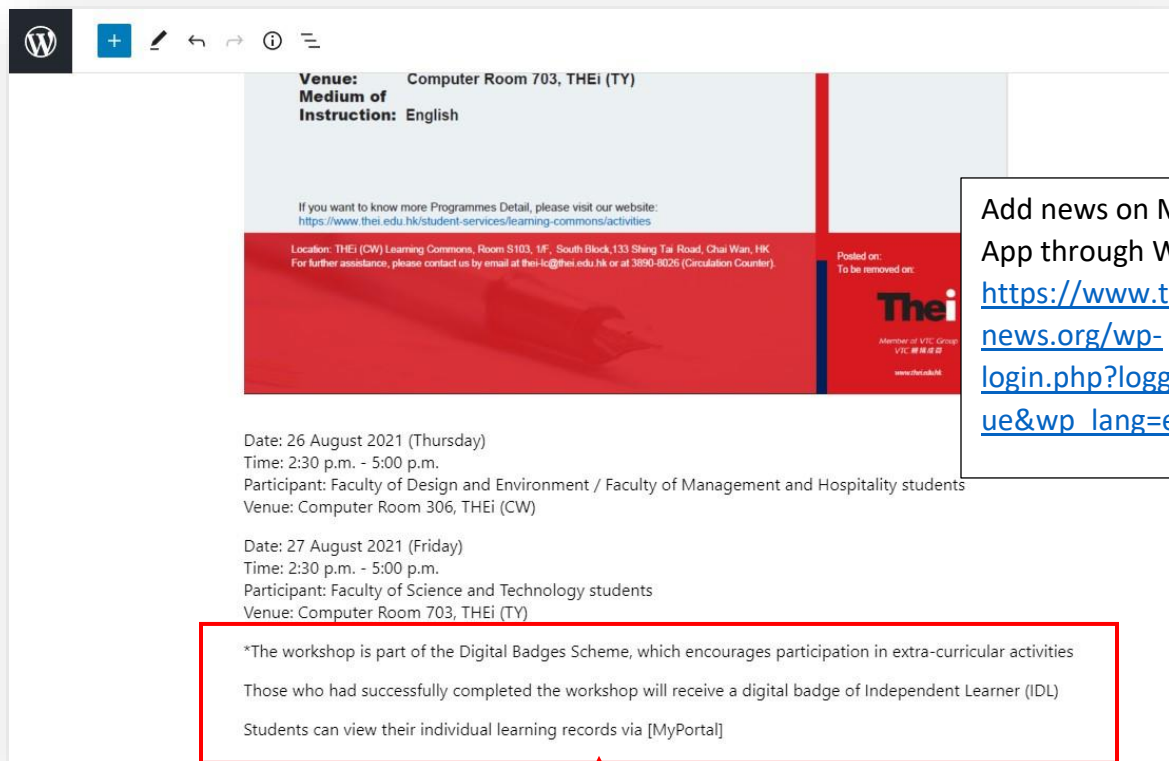
B5. This is how the activity will appear on the Mobile App > News & Events > Events > (Faculties/ school/OUs) Calendar

B6. Add URL created on google calendar to an event on THEi Mobile App



Insert the hyperlink of the online application form for registration online
User may also paste links here for online meeting

B7. Edit news on THEi Mobile App



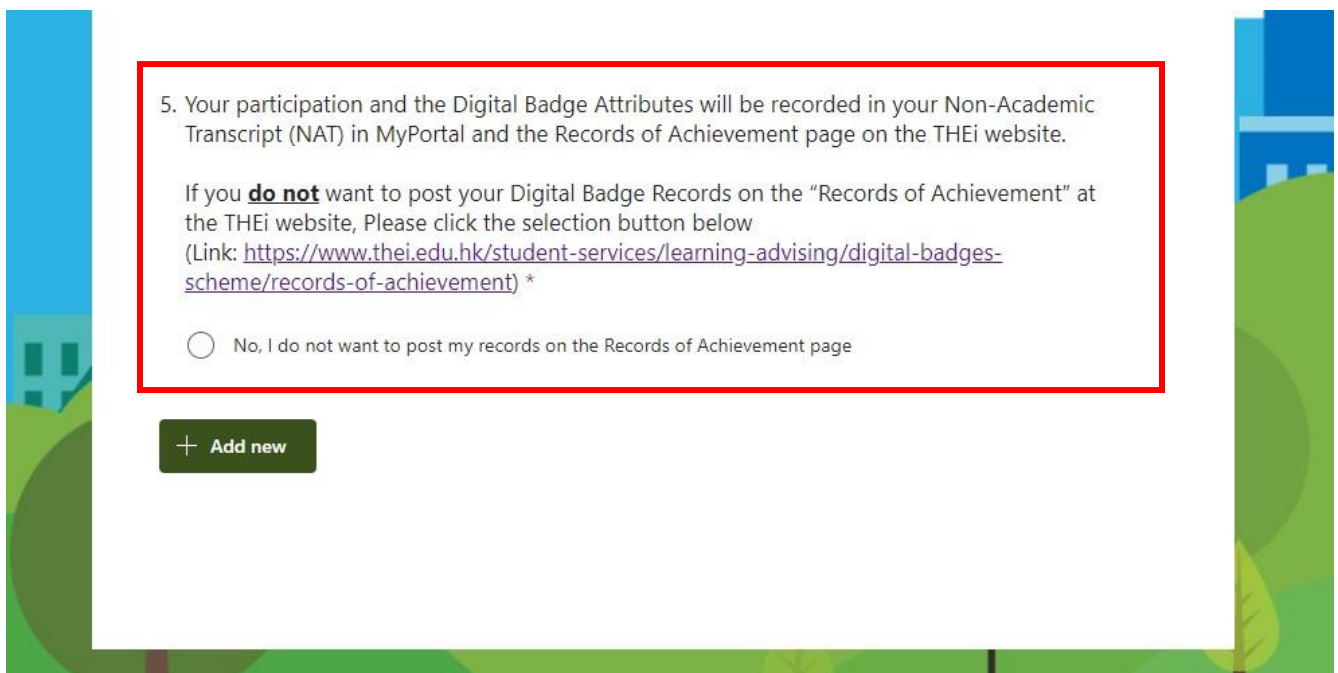
Add news on Mobile App through WordPress:
https://www.thei-news.org/wp-login.php?loggedout=true&wp_lang=en_US

The activities organiser can include a remark in the promotion, to inform the student that the activity is included in the Digital Badges Scheme and the type of badge(s) they can earn.

C. <Recommendation for the activity registration on E-form>



C1. On the activity registration e-form, please add a remark stating that participant will receive Digital Badge(s) and the digital badge(s) will also appear on the student's Non-academic Transcript (NAT) and THEi website – Records of Achievement page.

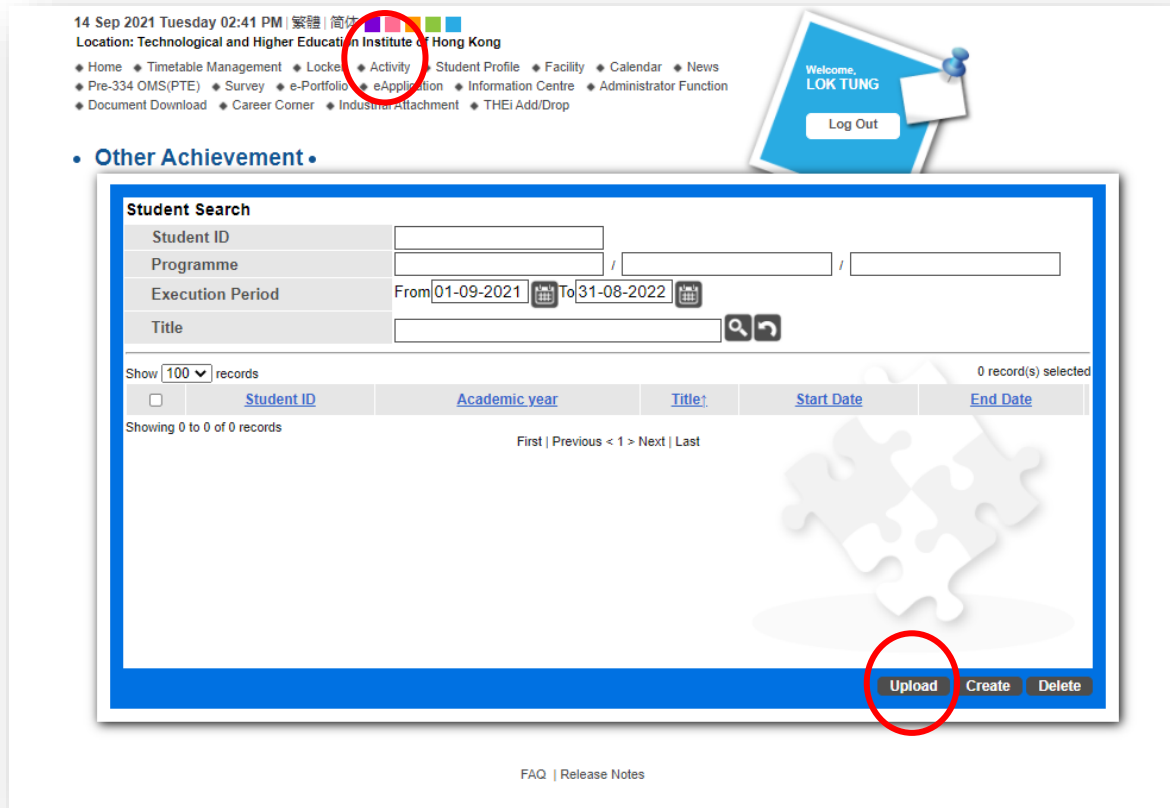


C2. Students can choose whether they would like to publish their digital badge record on the THEi website [[Digital Badges Scheme – Records of Achievement](#)] **Please relay the information to the Learning advisor for update on student records.**

D. <To upload attendance record to MyPortal>

D1. Open: Activity > Other Achievement

D2. Select "Upload" to download the attendance template in Excel format



D3. Complete the attendance template while indicating the attribute(s)

Activity Type Listing		
Code	Description	
OR	Campus Representatives	
CR	Career Development Activities	
SA	Extra-curricular Activities	
LA	Language Activities	
OA	Other Achievements	
SC	Personal Development Activities	
PE	Physical Education & Sports	
PC	Professional Certificates	
SG	Student Groups	
SO	Student Organizations	
VS	Volunteer Services	
Attribute Listing		
Academic Code	Description	
2021	EC	Effective communicators (THEi)
2021	IDL	Independent learners (THEi)
2021	IPC	Informed and professionally competent (THEi)
2021	ALL	No need to classify
2021	PF	Positive and flexible (THEi)
2021	PS	Problem-solvers (THEi)
2021	PSG	Professionally, socially and globally responsible (THEi)
2020	ALL	No need to classify
2019	ALL	No need to classify
2018	ALL	No need to classify

Select the appropriate attribute in abbreviations from the “Attribute Listing” on the template

Activity’s title and attribute

Activity’s attribute

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Stud No	Activity	EN title	C Title	SC Title	Start date(dd	End date(dd	Activity no	Attribute	Academic	(Note:Attributes must be separated by ',')				
210506976	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021						
210484156	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	Activity Type Listing					
210517315	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	Code	Description				
210061657	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	OR	Campus Representatives				
210497072	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	CR	Career Development Activities				
210526674	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	SA	Extra-curricular Activities				
210535401	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	LA	Language Activities				
210527369	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	OA	Other Achievements				
210004097	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	SC	Personal Development Activities				
210526477	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	PE	Physical Education & Sports				
210508263	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	PC	Professional Certificates				
210452890	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	SG	Student Groups				
210474870	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	SO	Student Organizations				
210498382	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	VS	Volunteer Services				
210471542	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021						
210532804	SC	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)			26-08-2021	26-08-2021	5 IDL	2021	Attribute Listing					

D4. Upload attendance record by adding activity attribute 1.) behind activity’s title and 2.) attribute column on the attendance template



• Other Achievement •

Student Search

Student ID:

Programme:

Execution Period: From 01-08-2021 To 31-08-2022

Title:

Show 100 records

<input type="checkbox"/>	Student ID	Academic year	Title	Start	End	
<input type="checkbox"/>	210217945	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...
<input type="checkbox"/>	210093391	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...
<input type="checkbox"/>	210343685	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...
<input type="checkbox"/>	210485454	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...
<input type="checkbox"/>	210045196	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...
<input type="checkbox"/>	210229723	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...
<input type="checkbox"/>	210419623	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...
<input type="checkbox"/>	210086800	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...
<input type="checkbox"/>	210057607	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...
<input type="checkbox"/>	210389896	2021	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	27-Aug-2021	27-Aug-2021	...

D5. Check if the attendance record is shown in the Other Achievement page after uploading the excel file



Other Achievement •

Other Achievement Detail

Student ID:

Student Name:

Academic year: 2021

Activity Type: Personal Development Activities

Activity Hour: 2.5

Language: English Traditional Chinese Simplified Chinese

Title:

Execution Period: From 27-Aug-2021 To 27-Aug-2021

Attribute: Independent learners (THEI)

Create By: TUNG, CK115

Create Date: 14-Sep-2021

Last Update By: GEOFFREYTSUI

Last Update Date: 11-Nov-2021

Modify Delete Back

D6. Individual student record also indicates the type of Digital Badge earned

<Digital Badge's attribute shown on Student Activity History >

Student Information

Student Name
 Programme ST125203
 Student ID

Information Filter

Show SWPD Activity Only

Start Date 01-08-2021

End Date 31-08-2022

Enrolled Activity List

SWPD	Activity Type	Activity Title	Start Date	End Date	Hour	Attribute
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Completed Activity List

SWPD	Activity Type	Activity Title	Start Date	End Date	Hour	Attribute
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Other Achievement

SWPD	Activity Type	Activity Title	Start Date	End Date	Hour	Attribute
<input checked="" type="checkbox"/>	Personal Development Activities	Orientation Workshop: An Introduction to Education, Learning and IT Support (IDL)	Aug-2021	Aug-2021	2.5	IDL

Legend for Attribute

Attribute Code	Description
IDL	Independent learners (THEI)

Activity Hour Summary

Module	Title	Acq/Req No. of EA Activity	Acq/Req No. of non-EA Activity	Acq/Req EA Hour	Acq/Req Non EA
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D7. To view Digital Badges received and activity history from student's perspective

For inquiries on the Digital Badges Scheme, please contact Mr. Geoffrey Tsui, Learning Advisor, LCDI

Tel: 3890 8025 Email: geoffreytsui@thei.edu.hk