

THEi's Digital Badges Scheme

5 Simple Steps to Participate in the Digital Badges Scheme

For staff to participate in Academic Year 22-23

1 ORGANISE A STUDENT ACTIVITY

Outside of the student's curriculum

2 CHOOSE THE RIGHT DIGITAL BADGE(S)

- ✓ According to the activity's intended learning outcome which is aligned with the **Legend of the badges**;

3 PROMOTE THE ACTIVITY

by mentioning the Digital Badges Scheme

- ✓ Incorporate a statement in your promotion to inform students that the activity is part of the scheme and the type of badges they will receive after successful completion;
- ✓ Create a selection box on the activity enrolment form, which students can choose to publishing their Digital Badge records on the Records of Achievement page.

Send the list of students to scheme administrator in order to publish student records with consent

4 UPLOAD THE FINAL ATTENDANCE

To **MyPortal** system with the standardized template ([Click here to download](#))

- ✓ Send a copy of the final attendance to the scheme administrator

THE 6 DIGITAL BADGES

- ✓ Informed and Professionally competent (IPC)
- ✓ Independent Learners (IDL)
- ✓ Problem Solvers (PS)
- ✓ Professionally, Socially and Globally Responsible (PSG)
- ✓ Effective Communicator (EC)
- ✓ Positive and Flexible (PF)

5 INFORM STUDENTS

in a timely manner, through appropriate means

- ✓ The digital badge(s) had been awarded and they can view their achievement on **MyPortal** and the **Records of Achievement** page.

Step by Step Guide

**More details on how the
scheme works**