

# Learner Guide

## What is the digital badge system?

This a micro-credentialing software that allows programs across Vanderbilt to issue badges to learners that have completed specific tasks or modules specified by program requirements.

## What is a badge?

A badge is a digital representation of an accomplishment. The criteria to earn a badge is set by the program, and learners must complete the required tasks or modules to earn each badge. Badges can be shared on social media or other digital platforms, allowing you to showcase your skills, interests, and capabilities.

## How do I know if I have received a badge?

An email will be automatically sent to your email when you have been awarded a badge. To claim badges, you will need to create an account where your badges will be stored. Please use the same email address across different badge earning activities and programs to ensure your badges are all stored together. Your account will store badges received by Vanderbilt programs but also any badges from other organizations awarding badges through the same system.

## What can I do with my badge?

Once you create your account and access your badge Backpack, you can:

- Share the badge on social media or other digital platforms
- Download your badge
- Print a certificate of your badge
- Remove the badge from your account
- View the public page of your badge

## How do I share my badge?

Badges can be shared on LinkedIn\*, Facebook, Twitter, and Pinterest. Each badge has a unique badge URL and HTML code that you can use to embed the badge.

1. Login to your account
2. Click on the badge you want to share
3. Click on **Share**
4. Choose how you want to share your badge and follow prompts to complete the share

\* You can manually add a badge to your LinkedIn profile under **Licenses and Certificates**, use the badge URL as the **Credential URL**. You can also select the **Share to Profile** option in the badge sharing options. We recommend changing the **Issuing Organization** to the program that issued your badge or, if they are not on LinkedIn, select Vanderbilt University.

\*\* Please note when sharing a badge that the **Show email address** option is checked. This will publicly show your account email address to anyone viewing your badge. If you don't want your email address to show, uncheck the box before you copy the badge URL, share it on social media, or use the embed code.

\*\*\* If your LinkedIn or other social media account has a different login email than your badges account, you may need to add that email to your account to share the badge. Please see [Managing My Account](#) for information on adding an additional email address to your account.

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## How do I print my badge certificate?

Not all programs allow for printable badge certificates. If your program has certificate printing enabled, click on the badge you want to print, click on the three dots next to **Share**, and select **Print Certificate**.

## What is a pathway?

A pathway is a sequence of badges that lead to a master badge of completion. You can view pathways you have been subscribed to on your account homepage. Simply click on the name of the pathway to view your progress. The pathway completion badge will be automatically issued to you once all the steps of the pathway have been completed.

## I have other questions, who do I contact?

If you have any questions that have not been answered here, please contact the program that issued your badge. Contact information can be found on the [Vanderbilt badges site](#) as an envelope icon under each issuer (program).