

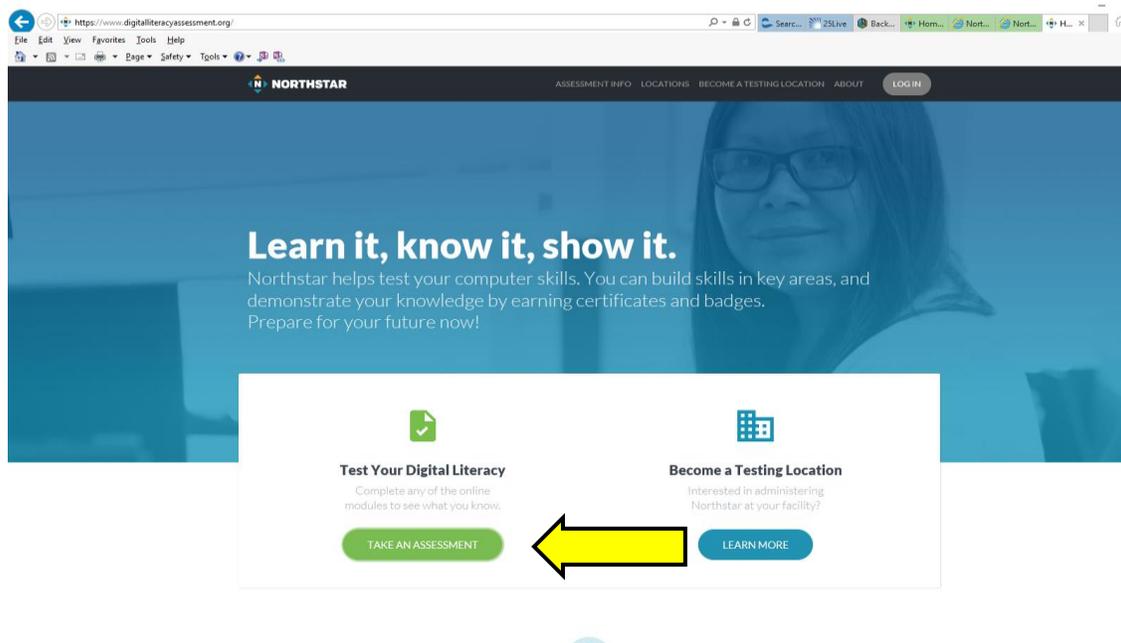
## Computer Competency Badges – Instructions

You will be using an online assessment package to complete your Computer Competency Requirement. You will complete four modules and send the results as a Badge to your email, which can be turned into a collection. Please follow the steps below and submit your results to [workforcetraining@grcc.edu](mailto:workforcetraining@grcc.edu)

1. Create a badgr account
  - a. [www.badgr.com](http://www.badgr.com)
  - b. Click on Create Account in the upper right corner
  - c. Once created, leave this account open as you begin to take the assessments

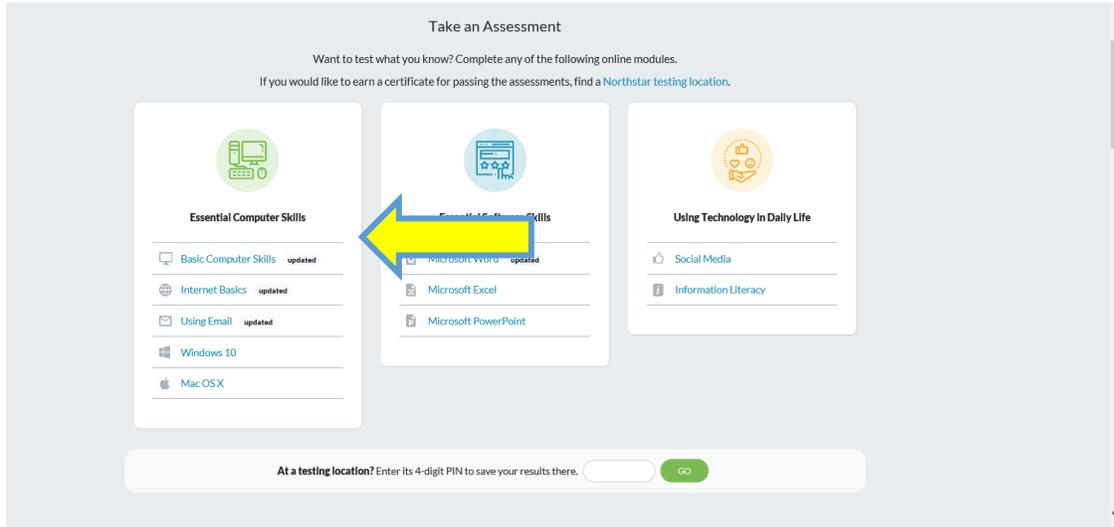
Now you are ready to begin the assessments

2. Go to [www.digitalliteracyassessment.org](http://www.digitalliteracyassessment.org)  
Click on Take an Assessment, (Green Button)

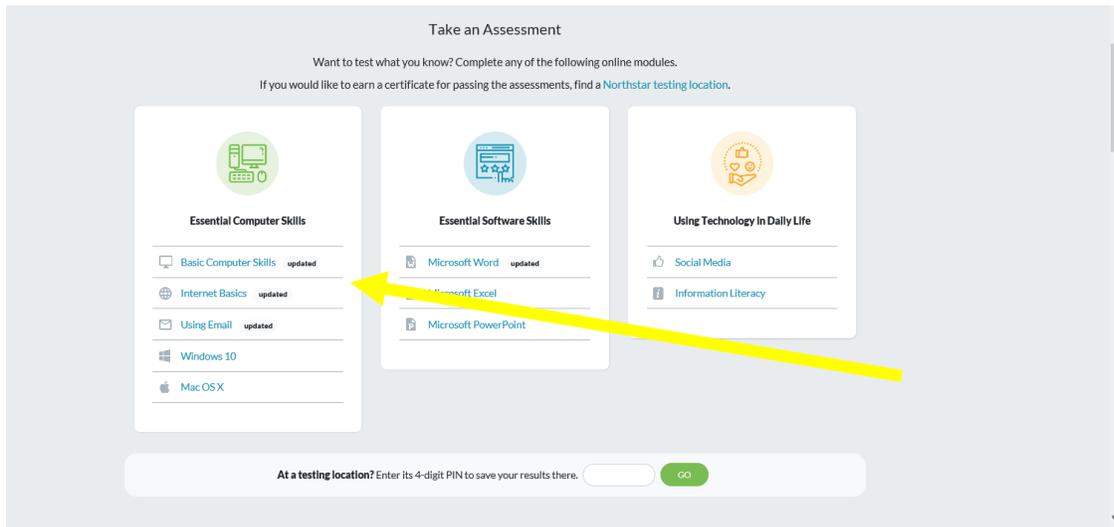


Complete the following four modules under Essential Computer Skills. Use the next steps 1 – 6 to guide you through finalizing the results.

- Basic Computer Skills
- Internet Basics
- Using Email
- Windows



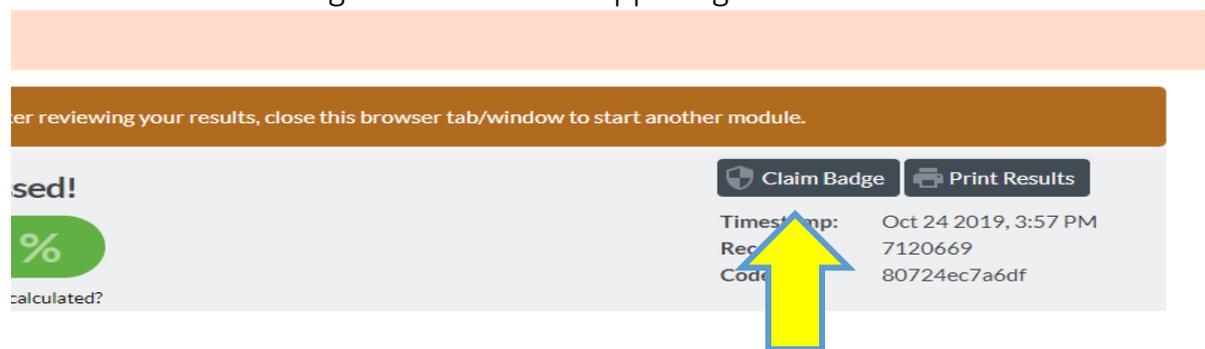
**Step 1:** Select desired module, and click on it.



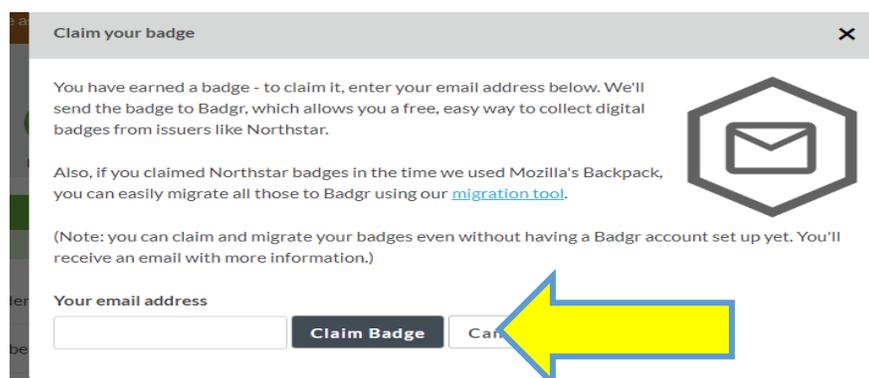
**Step 2:** When the assessment launches, it will open in a new window. Assessments begin with an orientation to the module. Be sure the sound is on.



**Step 3:** When the assessment is complete, and you have received a passing score, select the “Claim Badge” icon near the upper right corner.



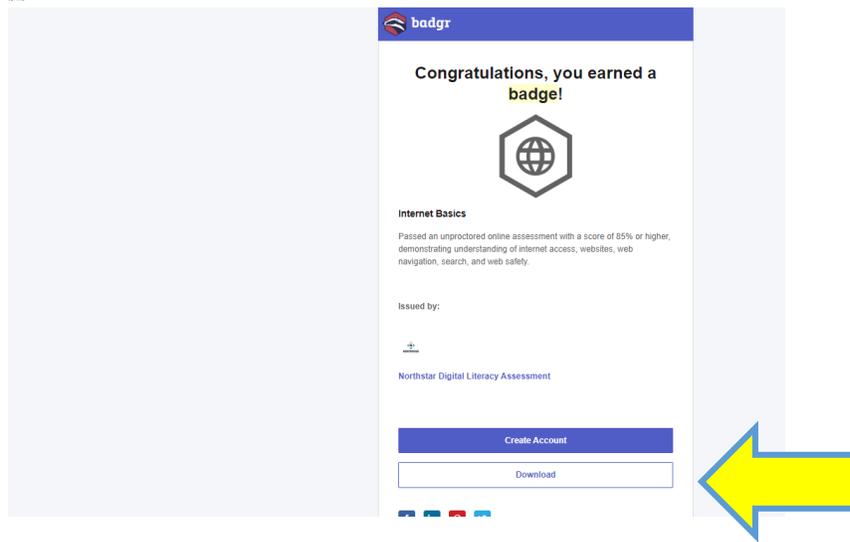
**Step 4:** The following box will appear. Enter your email address and click Claim Badge.



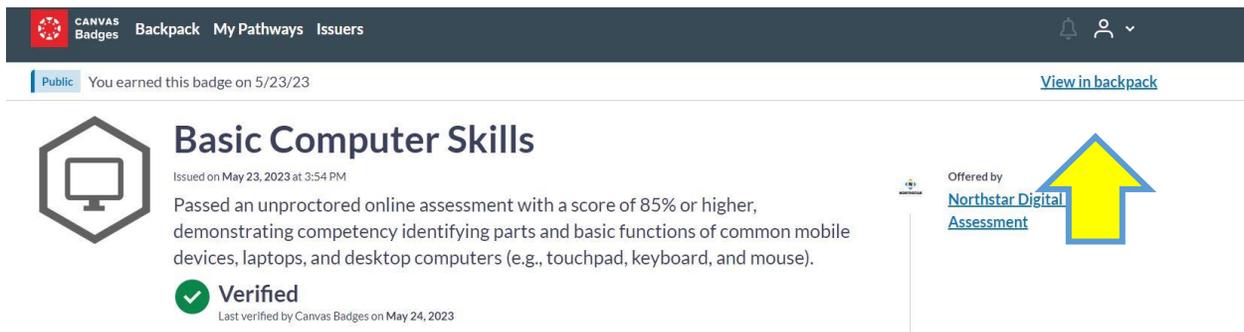
**Step 5:** You will receive the following email. Click on Download

Congratulations, you earned a badge! [View](#)

noreply@badgr.io [View badge](#)



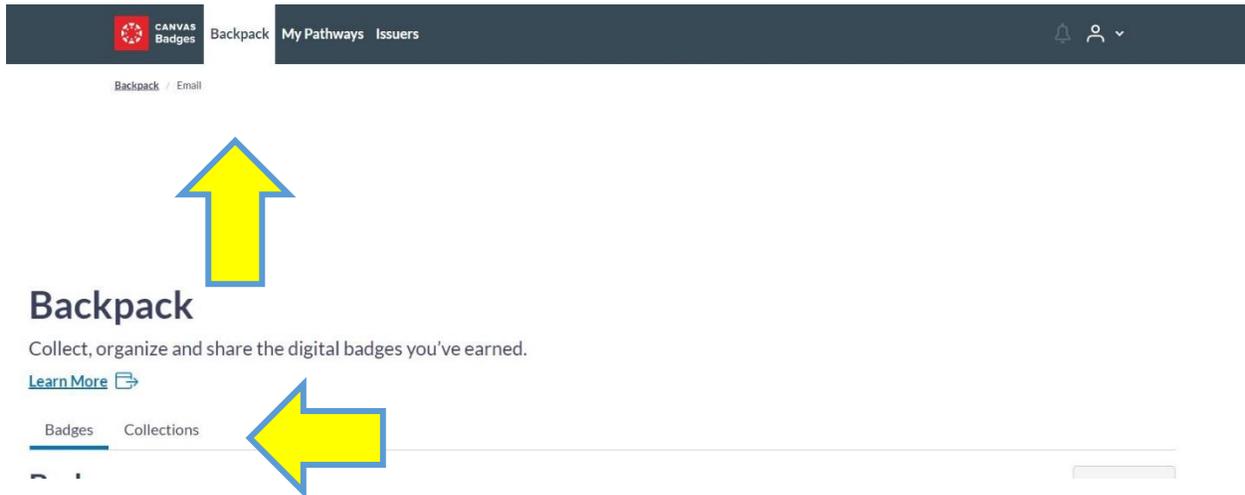
**Step 6:** This will open a new browsing window with your badge documented. Click on “View in Backpack” at the top of the page. Your backpack will contain your new badge earned from Northstar Digital Literacy.



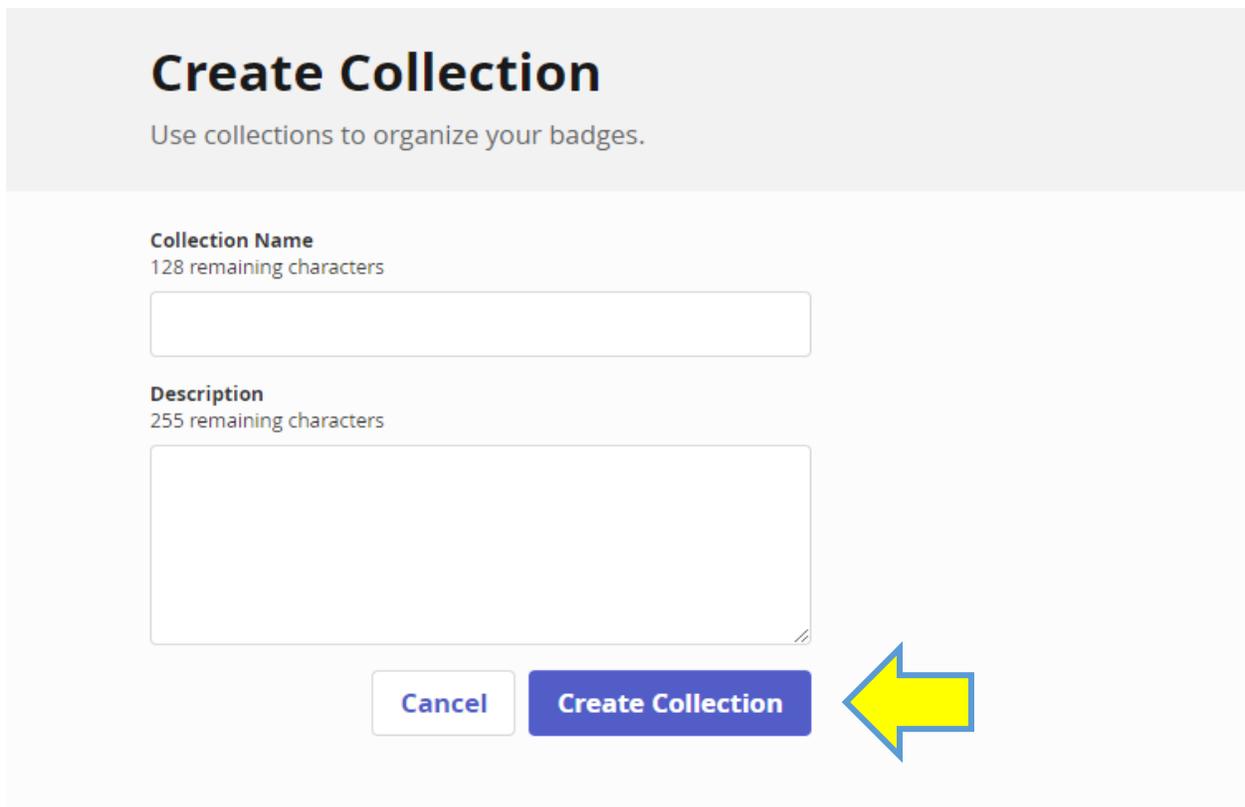
**Step 7:** Repeat steps 1-6 for each required module. When finished your badgr Backpack account should contain the following four badges.

- Basic Computer Skills
- Internet Basics
- Using Email
- Windows

**Step 8:** Click on Backpack in your badgr account, and then click on “Collection”



**Step 9:** Click on Create a Collection. Name your collection. Example: Jane Doe – Computer Competency  
Enter a description – please include the program you are applying to at GRCC.  
Click on Create Collection.



### Step 10: Click on “Add Badges”

Collections / Joe Tester - Computer Competency

## Joe Tester - Computer Competency

GRCC Medical Assistant Program or GRCC CNA Program

Public

Share Collection

**Your collection is empty**  
Looks like you don't have any badges in here. Add some!

Add Badges

### Step 11: Click the box in front of the four badges you would like to add to this collection, and then click Save Changes

**ADD BADGES**

Search

BADGE	AWARDED
<input checked="" type="checkbox"/> <b>Basic Computer Skills</b> Northstar Digital Literacy Assessment	October 24, 2019
<input type="checkbox"/> <b>Internet Basics</b> Northstar Digital Literacy Assessment	October 24, 2019

Cancel Save Changes

**Step 12:** Click the small icon next to the word “Public” and drag the icon over to highlight it. You will notice the “Share Collection” on the right side of the page becomes available. Next click on Share Collection.

Collections / Joe Tester - Computer Competency

## Joe Tester - Computer Competency

GRCC Medical Assistant Program or GRCC CNA Program

Public

**Share Collection** ⋮

**Add Badges**

	ISSUER	AWARDED	
<b>Email</b>	Northstar Digital Literacy Assessment	October 24, 2019	<a href="#">Remove</a>
<b>Basic Computer Skills</b>	Northstar Digital Literacy Assessment	October 24, 2019	<a href="#">Remove</a>
<b>Internet Basics</b>	Northstar Digital Literacy Assessment	October 24, 2019	<a href="#">Remove</a>

**Step 13:** This screen will display a URL link. Click on “Copy”

### SHARE COLLECTION

✕

**Link** **Social** **HTML**

Copy this link to share

<https://api.badgr.io/public/collections/d23e71e4eefd125> **Copy**

[Open in New Window](#)

**Step 14:** Paste this copied link in an email to [workforcetraining@grcc.edu](mailto:workforcetraining@grcc.edu) Please include the course you are applying for in the subject line.