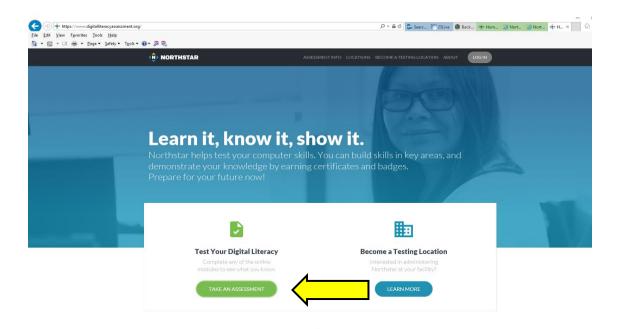
Computer Competency Badges – Instructions

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

- 1. Create a badgr account
 - a. 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 <u>www.digitalliteracyassessment.org</u> 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

	Take an Assessment		
	int to test what you know? Complete any of the following ke to earn a certificate for passing the assessments, find a		
Essential Computer Skills	E	Using Technology in Dally Life	
Basic Computer Skills updated		🖒 Social Media	
Internet Basics updated	Microsoft Excel	Information Literacy	
Using Email updated	P Microsoft PowerPoint		
Windows 10			
🍯 Mac OS X			
At a testing	clocation? Enter its 4-digit PIN to save your results there.	60	

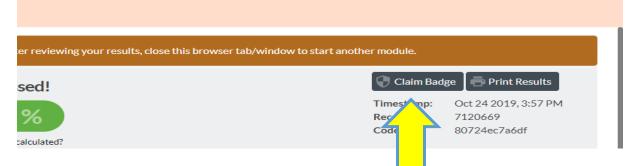
Step 1: Select desired module, and click on it.

	Take an Assessment what you know? Complete any of the following onl a certificate for passing the assessments, find a No	
Essential Computer Skills	Essential Software Skills	Using Technology in Daily Life
Basic Computer Skills updated	Microsoft Word updated	🖒 Social Media
Internet Basics updated	Circosoft Excel	i Information Literacy
Using Email updated	Microsoft PowerPoint	
Windows 10		
🐞 Mac OS X		
At a testing location?	PEnter its 4-digit PIN to save your results there.	60

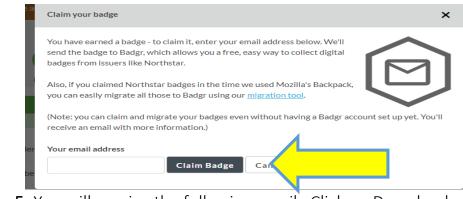
Step 2: When the assessment launches, it will open in a new window. Assessments begin with an orientation to the module. Be sure the sound is on.



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

GRAND RAPIDS COMMUNITY COLLEGE WORKFORCE TRAINING HEALTHCARE PROGRAMS

🭣 badgr
Congratulations, you earned a badge!
Internet Basics
Passed an unproctored online assessment with a score of 85% or higher, demonstrating understanding of internet access, websites, web nevigation, search, and web safety.
Issued by:
<u>+</u>
Northstar Digital Literacy Assessment
Create Account Download

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"

CANVAS Badges Backpack My Pathways Issuers	<u></u>
Backpack / Email	
Backpack	
Collect, organize and share the digital badges you've earned.	
Learn More 🕞	
Badges Collections	

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.

Create C					
Use collections to	organize you	ir bauges.			
Collection Name 128 remaining characte	rs				
Description 255 remaining characte	rs				
			10	4	
	Cancel	Create Col	lection		
	cancer		lection		

Step 10: Click on "Add Badges" Collections / Joe Tester - Computer Competency	
Joe Tester - Computer Competency	•••
GRCC Medical Assistant Program or GRCC CNA Program	
D Public	
Four collection is empty Locks 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

Search Q	
BADGE	AWARDED
ar Digital Literacy Assessment	October 24, 2019
Basic Computer Skills Northstar Digital Literacy Assessment	October 24, 2019
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 - Comput	ter Competency		Share Collection •••
GRCC Medical Assistant Program or GRCC	C CNA Program		
Public		,	
15es			Add Badges
	ISSUER	AWARDED	
Email	Northstar Digital Literacy Assessment	October 24, 2019	Remove
Basic Computer Skills	Northstar Digital Literacy Assessment	October 24, 2019	Remove
Internet Basics	Northstar Digital Literacy Assessment	October 24, 2019	Remove

Step 13: This screen will display a URL link. Click on "Copy"

Link	Social	HTML		
opy this lini	k to share			
🖉 https	s://api.badgr	io/public/	collections/d23e71e4eefd125	Сору

Step 14: Paste this copied link in an email to <u>workforcetraining@grcc.edu</u> Please include the course you are applying for in the subject line.