# **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 10

	Take an Assessment		
Want to te If you would like to ea	est what you know? Complete any of the following rrn a certificate for passing the assessments, find a	sonline modules. a Northstar testing location.	
Essential Computer Skills	E	Using Technology in Daily Life	
Basic Computer Skills updated	M Microsoft Word updated	🖒 Social Media	
Internet Basics updated	Microsoft Excel	1 Information Literacy	
Using Email updated	Microsoft PowerPoint		
Windows 10			
💰 Mac OSX			
At a testing location	n? Enter its 4-digit PIN to save your results there.	60	

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

Want to test If you would like to earr	Take an Assessment t what you know? Complete any of the following on n a certificate for passing the assessments, find a No	ine modules. rthstar testing location.
Essential Computer Skills	Essential Software Skills	Using Technology in Daily Life
Basic Computer Skills updated	Microsoft Word updated	🖒 Social Media
Internet Basics updated	Corresoft Excel	Information Literacy
Using Email updated	Microsoft PowerPoint	
Windows 10		
🗯 Mac OS X		
At a testing location?	? Enter its 4-digit PIN to save your results there.	

**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! D [hbox *]	
noreply@bbag.io <u>Unsubsyche</u> to me *	
	< 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 navigation, search, and web safety.
	Issued by:
	<u>+</u>
	Northstar Digital Literacy Assessment
	Create Account
	demonstrating understanding of Internet access, websites, web navigation, search, and web safety.  Issued by:

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

< badgr	Backpack Collections Issuers Apps - Account -
	Internet Basics Download
	Criteria View External Criteria URL 🛛
<ul> <li>Issued by:</li> <li>Northstar Digital</li> <li>Literacy Assessment</li> </ul>	
Issued on: Oct 24, 2019	

**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 10

**Step 8:** Click on Collections in your badgr account, and then click on "Create Collection"



**Step 9:** 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.

		0		
Collection Name 128 remaining characters				
Description				
255 remaining characters				
	Cancel	Create Coll	lection	

Step 10: Click on "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	٩		
BADGE		AWARDED	
ar Digital L	iteracy Assessment	October 24, 2019	
Basic Comput Northstar Digital L	er Skills iteracy Assessment	October 24, 2019	
Internet Basic Northstar Digital L	S iteracy Assessment	October 24, 2019	$\checkmark$
		Cancel Sav	e 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 - Compute	er Competency		Share Collection
GRCC Medical Assistant Program or GRCC (	ENA Program		
Public		,	
75 es			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.badg	r.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.