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 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 10

**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
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.

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
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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.

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

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

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