

## Checklist edubadges

Do you want to start issuing edubadges, after arranging access to the edubadges platform for your institution? In this checklist you'll find a short overview of the next steps. You can find detailed information in the step-by-step plan on the website.

<https://www.surf.nl/en/getting-started-with-edubadges>

### Stap 1: Strategy

1.1 For what purpose and in what context do you want to issue edubadges?

1.2 Do you want to use edubadges within the formal, accredited study programme or do you want to award edubadges for skills and achievements gained outside of the regular curriculum?

Formal education

Non-formal education / outside of the regular curriculum

1.3 What is the added value for the student who receives the edubadge?

1.4 Does your use of edubadges fit within the larger picture of your organization?

### Stap 2: Structure

From which organisational unit will you issue edubadges and what role division do you intend to set up? See the infographic on the website. Fill in the diagram for your own situation.

2.1 Issuer group

email admin (multiple entries possible)

(e.g.: Humanities)

2.2 Issuer name email admin (multiple entries possible)  
(e.g.: *Linguistics*)

2.3 Badge classe(s)? email (multiple entries possible) role  
(e.g.: *Phonetics*)

### Step 3: Decide whose help you need for the edubadges

3.1 Have you fine-tuned the development process of the visual and is it prepared?

3.2 Have you decided how students will be informed and have preparations been made for this?

3.3 Are the metadata fields for issuing the badge clear? Has the badge class template been filled in?

3.4 Are institutional staff informed about edubadges and trained on the edubadges platform? Do they know when to issue which edubadges?

### Step 4: Preparing the edubadges platform

4.1 Has the badge class been created within the edubadges platform?

4.2 Have you assigned roles and permissions to those of your colleagues who need them?

4.3 Do all those involved have the necessary information? (e.g. tutorials)

### Step 5: Inform students

5.1 Is everything ready to inform the students? (e.g. through a landing page on your institution's website that explains what edubadges are and how students will be able to use them)