Badge Design Pattern

# Using this worksheet:

This worksheet provides you with all the same fields you will be asked to provide information for within the badging system. The column on the left lists each section you will need to provide content for. The columns on the right should be utilized for your specific badge content. If you have any questions or concerns about how to structure your content, please refer to the Badge Creation Guidelines and Example documentation.

## Section 1 - Badging Basics:

|  |  |
| --- | --- |
| **Badge Category:**  |  |
| **Badge Title:** |  |
| **General Description:***\*480 Character Limit* |  |

##

## Section 2 - Steps and Criteria:

\*You may have as many as **12 steps** per badge. To extend this worksheet to 12 steps, copy and paste one of the tables provided below.

|  |
| --- |
| **Step 1:** |
| **Step Title:**  |  |
| **Introduction****(Objective):** *\*250 Character Limit* |  |
| **Embed Content Type:** |  |
| **Link URL:** |  |
| **Description** **(Assignment):**  |  |
| **Evaluation Criteria:** |  |
| **Time to Complete:** |  |
| **Evidence Type:** |  |

|  |
| --- |
| **Step 2:** |
| **Step Title:**  |  |
| **Introduction****(Objective):** *\*250 Character Limit* |  |
| **Embed Content Type:** |  |
| **Link URL:** |  |
| **Description (Assignment):**  |  |
| **Evaluation Criteria:** |  |
| **Time to Complete:** |  |
| **Evidence Type:** |  |

*\*Insert additional steps (in table format) here:*

##

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## Graphics:

Whether your are using a provided graphic, selecting one from The Noun Project, or having a graphic custom made, there are certain parameters that will need to be met in order for your graphics to display properly within the system.

* Graphics should fit into a 200X200 pixel square
* Graphics may consists of an image or text
* Icon should be white
* Background should be transparent
* All graphic files must be .png

## Identify Additional Evaluators:

If you are going to have additional reviews for your badges, you can identify them below. Don’t forget to have them sign-up for an account to the Badges application. There is no limit to the number of evaluators that you can assign to a badge.

|  |  |
| --- | --- |
| **Evaluator Name** | **Evaluation Responsibilities *(Entire badge or Steps)*** |
| 1 |  |
| 2 |  |
| 3 |  |

## Publishing Your Badge:

Once you have organized and fully developed your information, you are ready to begin building your badges within the system. There are four simple steps to make this happen:

1. Review your badge content for clarity and accuracy of information
2. Request badge creation rights from the development team
3. Upload/migrate your badge content and graphics
4. Publish and begin offering your badges