



Approver Guide—Postsecondary

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WHAT IS SKILLSTACK®

SkillStack® is a microcertification platform that allows Idaho’s educators to validate skills; leading to industry-relevant digital badges and/or college credit.

HOW DIGITAL BADGES WORK

A microcertification is a recognized credential that confirms mastery of skills or concepts. Through demonstration and assessment, educators measure skills in SkillStack® that translate into a digital badge. Digital badges are a visual representation of a microcertification and are embedded with data that verifies your skills and achievements.

EDUCATORS



Assess and Validate

LEARNERS

Demonstrate and Earn

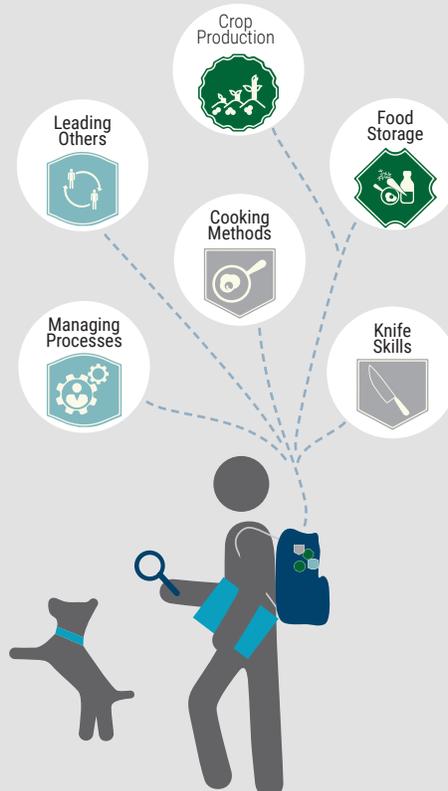


Leading Others
Issued 1/25/2020

Required Skills:

- Formulate a strategy for developing a climate of mutual trust
- Identify and meet employee motivational needs
- Participate in and identify the four stages of team development
- Write and communicate performance expectations
- Lead supportive and corrective coaching sessions

Build Your Portfolio



Export, Download, and Share

- Badgr Backpack
- Facebook
- Twitter
- LinkedIn
- Email
- Webpage
- Future Employers
- Colleagues
- Potential Clients

And more!

Benefits of Digital Badges

- Criteria within each badge has been developed with industry input.
- Display your demonstrated competencies to future employers, colleagues, peers, and more.
- Export badges to a digital backpack or wallet for simplified organization and sharing.
- Share collections of badges representing desired skill sets in a dynamic way.
- Stack individual badges in a pathway to earn a stacked master badge.
- Use badges to pursue further education and training or help you acquire a job.

What are Open Badges?

“Open Badges is the world's leading format for digital badges. Open Badges is not a specific product or platform, but a type of digital badge that is verifiable, portable, and packed with information about skills and achievements.”

@LearningImpact

Source: <https://openbadges.org/>

Embedded Metadata

Alignment	Framework a badge has been assessed against
Badge Criteria	Skills completed to earn the badge
Badge Description	Description of the badge
Badge Name	Name of the badge
Evidence URL	Badge earner's unique evidence (optional)
Expiration Date	Whether the badge has expired
Issue Date	When the badge was issued (or revoked)
Issuer	Details about the organization issuing the badge
Recipient	A verifiable reference to the recipient
Tags	Searchable tags

Managing Processes

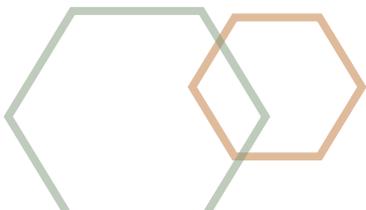
Issued: 07/10/2020

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Demonstrate continuous process improvement strategies for overall work-flow.

When a badge is awarded, SkillStack® will automatically embed the Open Badge specified information into the badge URL. When copied or exported, all of the metadata will be stored and moved along with the badge. This allows a variety of ways for you to share your skills and your authentic story!



Get Started in SkillStack®

This guide is dedicated to providing you information about how to use SkillStack® inclusive of uploading rosters, awarding skills, and viewing reports.



Introduction to SkillStack®

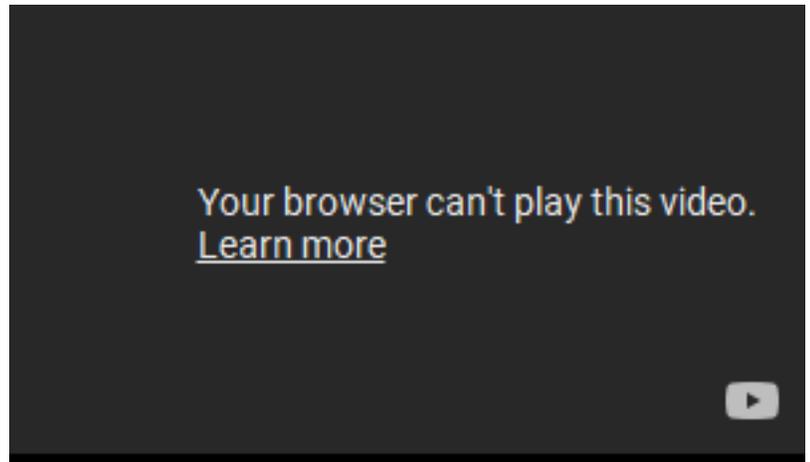
Watch this quick video for an introduction to SkillStack®.

Your browser can't play this video.
[Learn more](#)



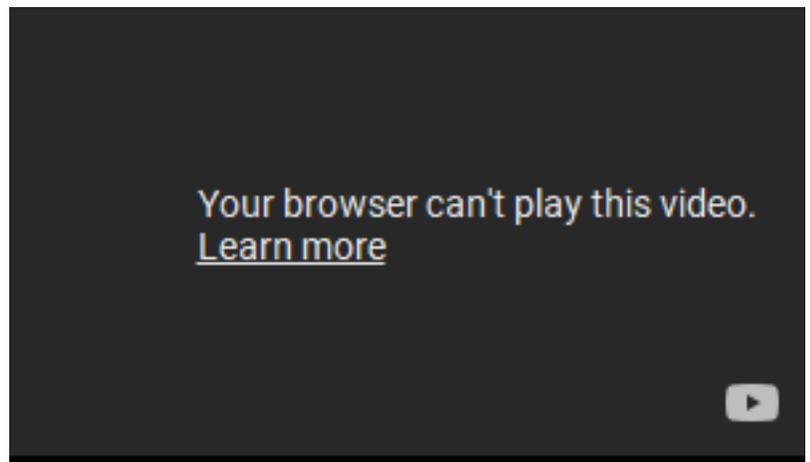
Login to existing approver account

- Go to <https://skillstack.idaho.gov>.
- Click Log In (top right of navigation bar).
- Enter your username and password.
- Click Log In button.



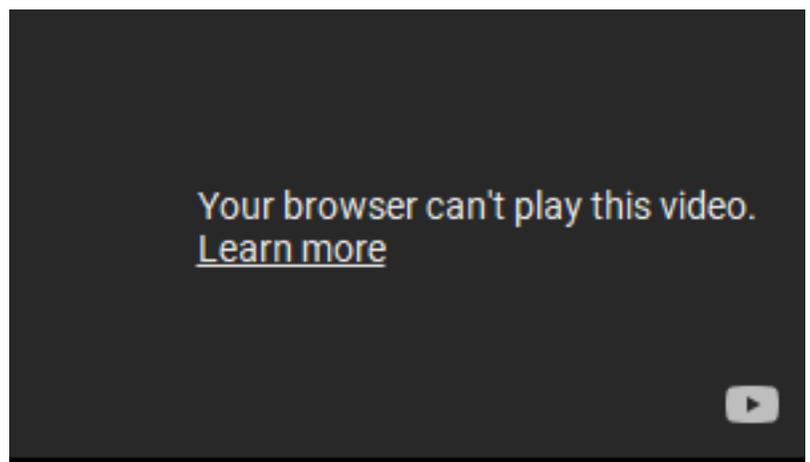
Reset your password

- Go to <https://skillstack.idaho.gov>.
- Click Log In (top right of navigation bar).
- Enter your username.
- Click [forgot password](#).
- Click Send to to send a temporary password to the email in the system.



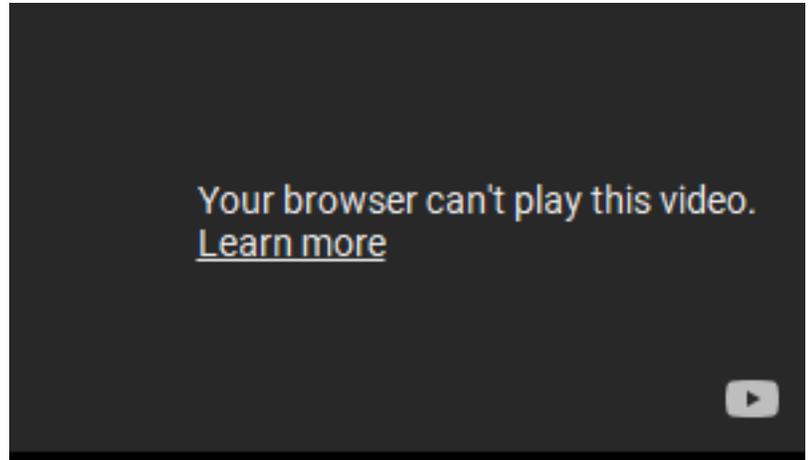
View badges you can approve

- Go to <https://skillstack.idaho.gov>.
- Click Log In (top right of navigation bar).
- Choose Approver Menu
- Click Badges (these are the badges you have rights to approve)



Completing roster upload file

- Go to <https://skillstack.idaho.gov>
 - Log In (top right of navigation bar)
 - Hover on Approver Menu
 - Click Student Rosters
 - Click Download Header File button
 - Fill out the Excel sheet (begin data in row six, then delete rows 2-5 before saving)
- *Do not edit or delete row 1 headers
*if doing a copy/paste, be sure to "Match destination formatting"
- See video for in depth directions
 - Save and close spreadsheet



Please make note of the instructions in the upload file (**directions in the gray are postsecondary**)

When filling out the upload file, please use the student's Institution ID (State EDUID) or use a unique generated ID if a student does not have an Institution Specific ID.

For Unique IDs, follow the format below for consistency:

Institution (BSU, IDCTE, Etc.) +

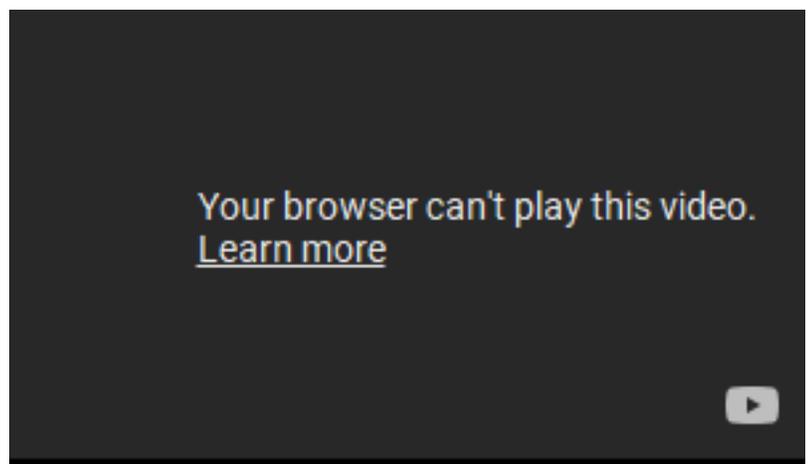
Department (WTN, OIT, etc.) +

5-6 digit number (000001, 000002...000089)

Example: IDCTE000001

Uploading your roster file

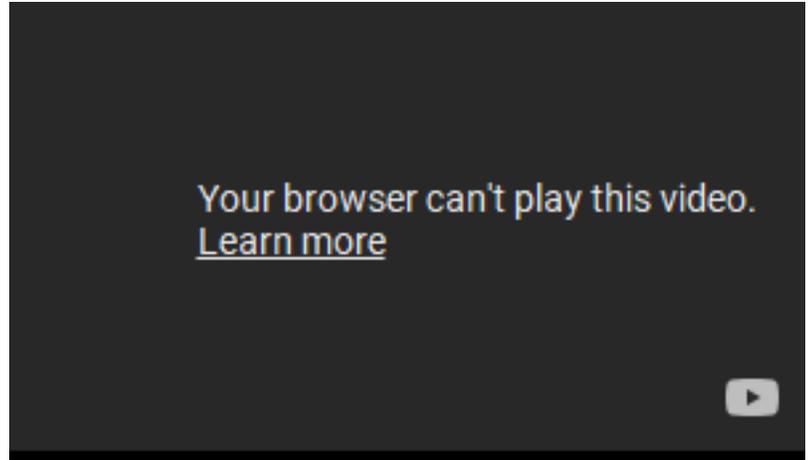
- Go to <https://skillstack.idaho.gov>
- Log In (top right of navigation bar)
- Hover on Approver Menu
- Click Student Rosters
- Complete Roster (using Excel template)
- Click Upload User Excel File button
- Select your completed saved Excel file (If you already have students in your roster, follow [directions below](#))
- Your roster will then populate into the display
- Once populated, you can begin approving skills!



Note: If you are not seeing your roster populate, open your spreadsheet and select all (Ctrl+A). Use Clear Formats from the task ribbon. Save and re-upload. If you still experience upload issues, please email skillstack@cte.idaho.gov.

Approving Skills

- Go to <https://skillstack.idaho.gov>
- Click Log In (top right of navigation bar)
- Enter your username
- Choose Approver Menu
- Click Badges (these are the badges you have rights to approve)
- Click a colored cluster (National Career Clusters)
- Select pathway
- Click a badge to navigate to its' Skill Approval page
- Check skills individually by student or for the entire class period (if applicable) using the checkbox in the bright blue just below the skill descriptor.



The Skill Approval page is divided into three sections:

- **Upper Left** - badge image, title, and description
- **Upper Right** - skills that make up this badge (sometimes you need to arrow over to see more skills)
- **Bottom** - all students or sort the list by period using the drop down menu.

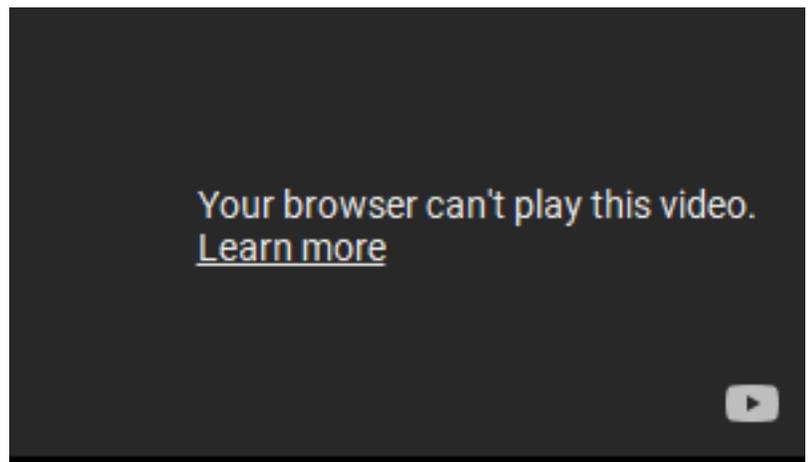
Updating student information in a roster

- Once students are added, you will have the ability to change student period, email address, create logins, and remove them from your roster if needed.

Note:

Do not make changes to student names or EDUIDs.

- SkillStack® is programmed to recognize a student's EDUID(Student ID). If there is a misspelling or a student goes by a nickname SkillStack® will ask you to verify the student's information (i.e. Charles goes by Chuck)

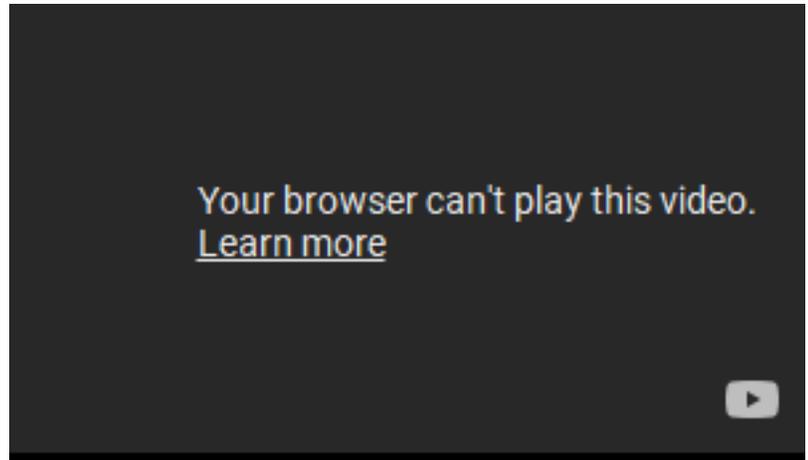


Creating logins for students

- Teachers are able to assign students in their rosters login and passwords if they choose
 - Click the  to assign the student a login and a temporary password
- If you would like students to create their own login, they will need their Unique ID to register
- It's important that students create logins so they can access their badges and track their progress
- See the Lesson Plan for more details

Uploading a roster for a second time

- Go to <https://skillstack.idaho.gov>
- Log In (top right of navigation bar)
- Hover on Approver Menu
- Click Student Rosters
- Complete Roster (directions here)
- Click Upload User Excel File button
- When prompted to remove existing relationships with current students - click Remove
- In the upper right corner of roster page, select the drop-down menu titled Bulk Check/Uncheck
- Select the "All" drop down or select the period of your choice
- Click Remove and follow directions for Uploading a Student Roster



Note: Removing students from your roster does not delete any students or skills from the system. It simply removes students from your current roster to allow easier filtering for the current semester.

Approval activity

My Approval Activity Report

- Shows a rollup of all the skills you have approved sorted by student.
- Shows the count of badges each student has earned from skills you have awarded.

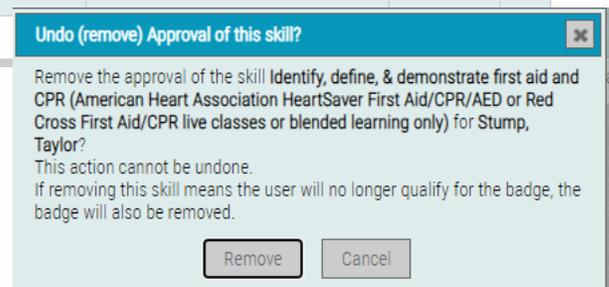
Accidentally Approving Skills (Removing Approved Skills)

Within 15 days of approval, you may revoke any skill you have approved

- If after 15 days, notify IDCTE at 208.429.5521 or skillstack@cte.idaho.gov

User	Skill	Badge	Completed	
Stump, Taylor	Identify, define, & demonstrate first aid and CPR (American Heart Association HeartSaver First Aid/CPR/AED or Red Cross First Aid/CPR live classes or blended learning only)	Industrial Safety Responses	07/28/2020	<input type="checkbox"/>
Stump, Taylor	Define, identify, & use safety guidelines for bloodborne pathogens			<input type="checkbox"/>

1. Choose Approver Menu
2. Click Recent Approvals
3. Click on the skill you would like to revoke
4. Confirm removal in the dialogue box



Export, Download, and Share your Achievements

All badges earned in SkillStack® can be downloaded or exported to an Open Badge Backpack for simplified sharing. Your backpack can store, organize, and share badges from any provider that is compliant with [Open Badge Standards](#).

Each badge earned will automatically generate a unique certificate for you to print or share. Each certificate has a QR code that, when scanned, will direct the viewer to the earned badge details in SkillStack®.

When you share your badges, viewers can see the public details of your earned badge (these include badge image, criteria, issuer, and date).

Download and export badges and badge certificates for students

- Go to <https://skillstack.idaho.gov>.
- Log In.
- Click on Student Rosters
- Click on a student's EDUID to see their portfolio of badges
- Click on any earned badge.

- **To download the badge:**
- Click "Export" button.
- Click the download button below to download a Badge with achievement data embedded. This image can then be uploaded to another OpenBadge platform.

- **To print your badge certificate:**
- Click "Print Certificate" button.
- A dialogue box with directions will appear to print a certificate.

When you download the badge image, all of the metadata (badge details) are embedded into the image and can be read by Open Badge host platforms.

Your browser can't play this video.
[Learn more](#)



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[Learn more](#)



Student Quick Guide

Step One:

Getting Started in SkillStack®

- Use the video tutorial buttons/QR codes below. See full user guide for more information.
- Change your password and add a personal email address to your account.



Step Two:

Demonstrate your Skills and Earn Badges

- As you provide evidence (hands-on work, projects, assessments, presentations, etc.) for each skill, your instructor will assess and validate each competency.
- Once your skills are demonstrated and validated, instructors will mark off the skills in the SkillStack® platform.
- When all of the required skills for a badge are completed, the badge is issued by SkillStack® and appears in your portfolio.

Step Three:

Build Your Portfolio

- As you earn badges, your verified portfolio of skills will grow! Diversify your portfolio by enrolling in a variety of courses that offer SkillStack® badges.

Step Four:

Export, Download, and Share your Achievements

- Create an account on [Badgr](#).
- Import your earned SkillStack® badge images or URL.
- When you share your badges, viewers can see the public face of your earned badge along with the awarding entity and badges earned from other organizations.

- Every badge earned also has a downloadable, printable unique badge certificate!

