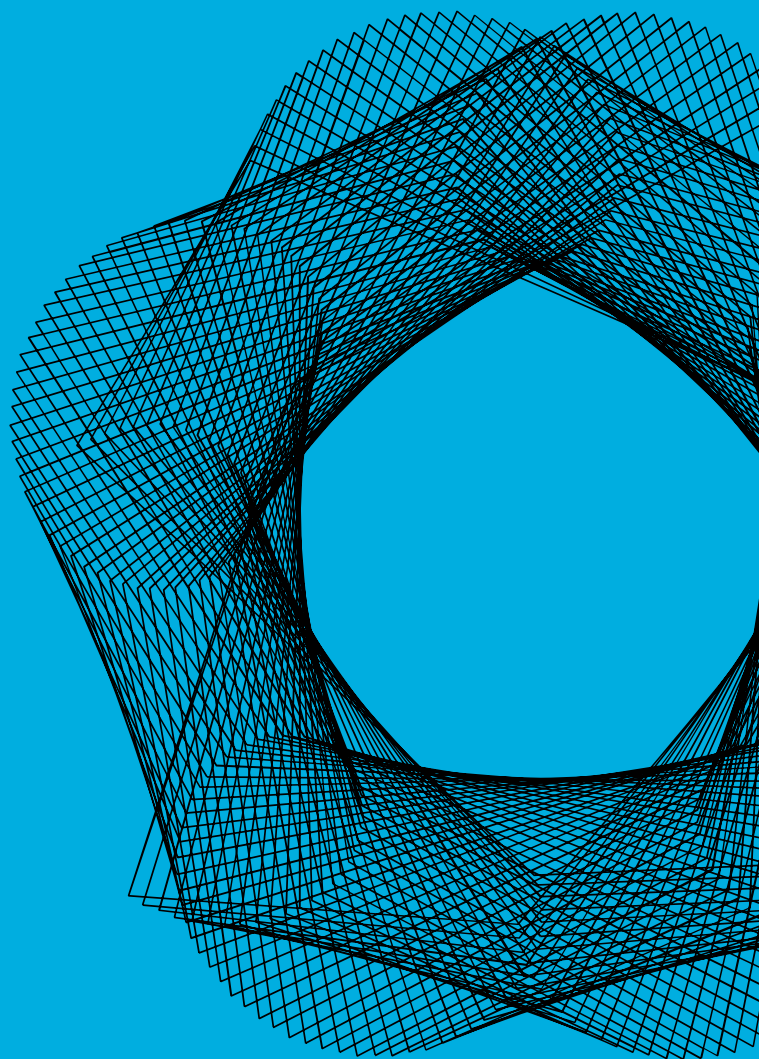


CREDENTIALING

BADGE ISSUER

WELCOME PACK

**LEARNING
VAULT**



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ACCESSING YOUR ORGANISATIONS DASHBOARD AND VIEWING USERS ON THE [LEARNINGVAULT.IO](https://learningvault.io) PLATFORM

1. Log in to the learningvault.io website.
2. If you initially see the *"User"* view of the digital badging backpack, click on *"User"* in the top right-hand corner to switch to the *"Administrator"* view.
3. Access your organisation's dashboard from the administrator view.
4. Check the unique recipient and badges sections on the dashboard to view the number of individuals who have been issued badges by your organisation.
5. View the graph below each section to get a visual representation of the data and the month in which the actions occurred.
6. Click on the *"Users"* tab on the left-hand side of the screen to display names, emails, dates, and roles of individuals with administrative capabilities on the platform for your organisation.
7. To create a new user, fill in their email address, first name, last name, and username.
8. Choose the user's role from the available options (Administrator, Badge Creator, Badge Issuer, or User) and select your organisation from the organisation tab.
9. Click the *"Create user"* button to complete the process.
10. The new user will receive an email notification to activate their account and gain access to the platform.

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ORGANISATIONS AND GROUPS

How an organisation can create a sub organisation

1. Log in to the learningvault.io website.
2. If you initially see the user view of the digital badging backpack, click on **"User"** in the top right-hand corner to switch to the administrator view.
3. Click on the **"Organisations and Groups"** tab.
4. Review the hierarchy of your organisation, including any sub-organisations that already exist.
5. To add a new sub-organisation, click the **"Add organisation"** button in the main/parent organisation section.
6. Type in the name and a description of the new sub-organisation.
7. Select **"Save"** to create the new sub-organisation.

By following these steps, you'll be able to create a new sub-organisation within your existing hierarchy on Learning Vault.

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PREPARING BADGES

How an organisation can prepare badges for their users

1. Log in to the learningvault.io website.
2. If you initially see the user view of the digital badging backpack, click on "User" in the top right-hand corner to switch to the administrator view.
3. Click on the "Preparing badges" dropdown and select the "Badge Issuers" tab.
4. To prepare a new badge issuer, select the "Create issuer" button in the top right corner.
5. Type in the name of the badge, select your organisation, type in your organisation's website, write a description, and upload a logo.
6. After these details have been completed, go to the "Graphics Library" tab on the left to see all of the badge graphics that already exist for your organisation.
7. To create a new graphic, select the "Create graphic" button in the top right-hand corner and upload your own graphic or create your own (600 x 600 pixels in size, under 20 megabytes, and png file types are recommended).
8. Once you've created a new graphic, move onto the "Managing badges" tab on the left.
9. Use the badge creation template to fill out all the details, get management approval, or make any changes before putting the details into the platform.
10. Once your template is ready, select the "Create badge" button in the top right-hand corner of the managing badges tab.
11. Fill out the name, description, discoverability, expiry, language, issuer, tags, and graphic fields.
12. Select the criteria tab above and fill this out per your template.
13. Move onto the attributes tab and add as many attributes as you like.
14. Move onto the skills tab and write who has endorsed this particular badge.
15. Once all the sections are complete and you're happy with them, select "Save draft" to make changes later, or publish it as a live metadata record.

By following these steps, you'll be able to seamlessly prepare a badge for your organisation on Learning Vault.

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ISSUING BADGES

How an organisation can issue badges to their users

1. Log in to the learningvault.io website.
2. If you initially see the user view of the digital badging backpack, click on **"User"** in the top right-hand corner to switch to the administrator view.
3. Click on the **"Issuing badges"** dropdown.
4. Select the manual entry tab to manually issue badges that you have previously created. Choose the badge you want to issue, and click **"Issue badge"**. Confirm the attributes and add the recipient's name and email address. Add any extra details like a testimonial or evidence (image, video, URL or PDF). Make sure to select **"Save recipient"** before issuing the badge.
5. Alternatively, use the imported file tab to upload multiple recipients using an excel CSV file with the correct formatting (Column A, cell 1 with the word **"Name"** and Column B, cell 1 with the word **"Email"** as the headings). Choose the badge you want to issue, confirm the attributes, and upload the CSV file. Add any extra details like a testimonial or evidence before issuing the badge.
6. For advanced users, use the API tab to generate your own personal API key and integrate with your own system. Only the administrator should do this. For more information, visit the Learning Vault Badge API Guide.
7. With these steps completed, you're now ready to issue badges for your organisation.

By following these steps, you'll be able to seamlessly issue badges on Learning Vault, either manually, using an imported file, or using API integration.

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<https://www.learningvault.com.au>