

Badge System Planning Worksheet

This worksheet is intended to guide you through some of the initial questions to consider when incorporating digital badges into a new or existing program, project or system. Let's focus on the big picture: Why badges?

Library Name:

Brief Program / Project Description:

Into what existing or new project or program will badges be integrated? Tell us a little about the goals of the program, who participates in it, how/where it is implemented (i.e. in a class setting; faculty development workshop; alumni program; etc.)

Achievement Recognition:

What kind of achievement will be recognized with digital badges or credentials in the selected program or project? Give one or more examples of the skills, behaviors, competencies, knowledge, or milestones the badges in the system recognize.

Primary Purpose(s) of Badges:

What is the primary function served by badges in your project? For what problem are badges the solution? What is the untapped opportunity served by badges in this project?

Stakeholders:

Who are the earners? Who will be the official issuer? What kinds of observers might care these badges are earned?

Earners:

Who will earn badges? How will they feel upon earning this badge? Will they feel they have earned it?

Issuers:

Who will be the official issuer? (Organization? Instructor? Department? Peers? etc.).

Observers:

What kinds of observers might care these badges are earned?

Rewards, Benefits or Opportunities:

What benefits, rewards, “superpowers”, and/or opportunities will be available to someone who earns a badge through this program or project? (This can include tangible rewards; new roles, capabilities, projects or jobs; encouragement to engage in additional/progressive learning opportunities, etc.). Provide one or more specific examples.

Sample Badge Description:

Let's try creating a badge!

- **Badge Title** (up to 128 characters):

- **Issuer name:**

- **Long description** (up to 500 characters):


- **Short description** (up to 128 characters):

- **Criteria** (up to 500 characters):

- **Evidence** (what will be the evidence of this achievement (i.e. work product, instructor/reviewer testimonial, a test score, etc.):

You may also find it useful to think about a single badge in your system by using the image below. Feel free to answer these questions about any single badge in your potential program:

Badge Planner

<p>Name your badge</p> 	<p>What does someone need to do to earn the badge? Will the work be assessed?</p>
<p>What does your badge represent? (skill, competency, status, achievement)</p>	<p>How does this badge relate to other badges?</p>
<p>What, if anything, can they do now that they have this badge that they couldn't do before?</p>	<p>Who cares? Stakeholders</p>
	<p>Additional resources needed?</p>

Source: Susan Manning, Ed.D.