



Instructors Guide for the Job Seeker Digital Badges

Quick Guide to Get Started

Enrolling a new learner:

1. Enroll new learners using the [Job Seeker Badge Form](#).
2. Provide learner with a Job Seeker stamp card.
3. Assist learners in navigating the [Job Seeker badge web page](#).
4. Show learner how to print the badge page and track their progress.

Assessing and Awarding Badges

1. Learner/Instructor should print the digital badge page.
2. Learner demonstrates the skills identified for the badge.
3. Instructor uses the [Job Seeker Rubric](#) to assess the skills.
4. Note which skills need to be reviewed for the learner.
5. Award badges through the [Job Seeker Badge Form](#).
6. Stamp the Job Seeker stamp card.
7. [Optional] Have learner sign a badge card and stick it on the wall to note their accomplishment.

Complete Guide

Understanding Digital Badges and Learning Pathways

Digital badges are used in a variety of ways including simple program attendance or completion, recognition of achievement, or to recognize mastery in a particular competency or skill. Badges can also be linked together to form a learning pathway.

Learning pathways illustrate the different parts of a program. Learners can earn the final Job Seeker badge once they have completed all of the badges in the Job Seeker learning pathway.

Visit the Digital On-Ramps [badge page](#) to learn more about digital badges and learning pathways.



Enrolling a Learner in the Job Seeker Program

1. Collect the learner's first name, last name, and email address.
2. Provide them with a Job Seeker Stamp Card and write their name on it.
3. Assist learners in navigating the [Job Seeker badge web page](#).
4. Enter the learner's name and email address in the [Job Seeker Badge Form](#). This will help us understand when a learner starts the program.



How do Learners Earn a Badge?

The Job Seeker badges are made up of two sections:

- A list of **tutorials** and **resources** for the learner to follow and help them learn the skills and competencies associated with the badge.
- A list of skills that they need to **demonstrate** to a DRS or KEYSPOINT instructor.

Skills Assessment

When ready, learners are instructed to find their DRS or KEYSPOOT instructor and demonstrate that they know the skills to earn the badge. Here are the steps for assessment:

1. Print out the [Job Seeker Rubric](#) and use it to assess the learner's skills.
2. Have the learner print the instructions for the badge. The printed version of each badge contains an approval and notes field for each competency.
3. For each skill demonstrated, **either** initial your approval or provide a note for how they need to improve.
4. If you have fully validated their skills:
 - a. Ask the learner for their stamp card and stamp it with the Free Library/KEYSPOT stamp.
 - b. Submit the learner's name to the [Job Seeker Badge Form](#), so they can receive their digital badge as well.
 - c. For sites using the recognition cards, have the learner sign a card and post it on the wall to mark their achievement.

Learners will receive their digital badges via email within one working week.

Sharing Digital Badges

Once a learner has earned a digital badge, they have several ways to share their accomplishment.

1. Share it via social media.
2. Add it to their LinkedIn Profile as an award or certificate.
3. Add it to their resume by typing the name of the badge and connecting the badge name to the link.

Share the Job Seeker One-Pager with the learner so they understand how to retrieve and share their digital badges.

Tech Basics Badge



Use the resources below to learn the basic computer skills including using a keyboard, creating and finding files, browsing and searching the Internet, and Internet security and safety.

Earn This Badge

Ready to earn this badge?

Find your Digital Resource Specialist or Computer Lab Manager and be prepared to demonstrate the following skills.

Skill	Approved	Notes
Mouse Navigation		
New Document		
Find and Move Files		
Internet Basics		
Upload and Download Files		
Internet Security		
Demonstrate Touch Navigation		

Name: _____ Date: _____

