



# Training Cities of Learning

How to become a provider

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## Preface

Welcome at the training on how to become a provider for the Eastern Cape Region of Learning!

This guide will help you through all the steps on how to become a provider. This include: how to sign up, how to create an activity, how to edit a badge, how to create a playlist and finally how to reach out badges. All the steps will be illustrated by pictures, to support you in the best way.

After reading this guide we hope that you have a good understanding of how the platform works. Also, if you have any additional questions about the Eastern Cape Region of Learning don't doubt about asking them. Our contact details are mentioned in page 25 and we will respond as quick as we can!

Thank you again for joining our online platform and let's get those learners to learn!



# Sign up!

Duration: 15 minutes

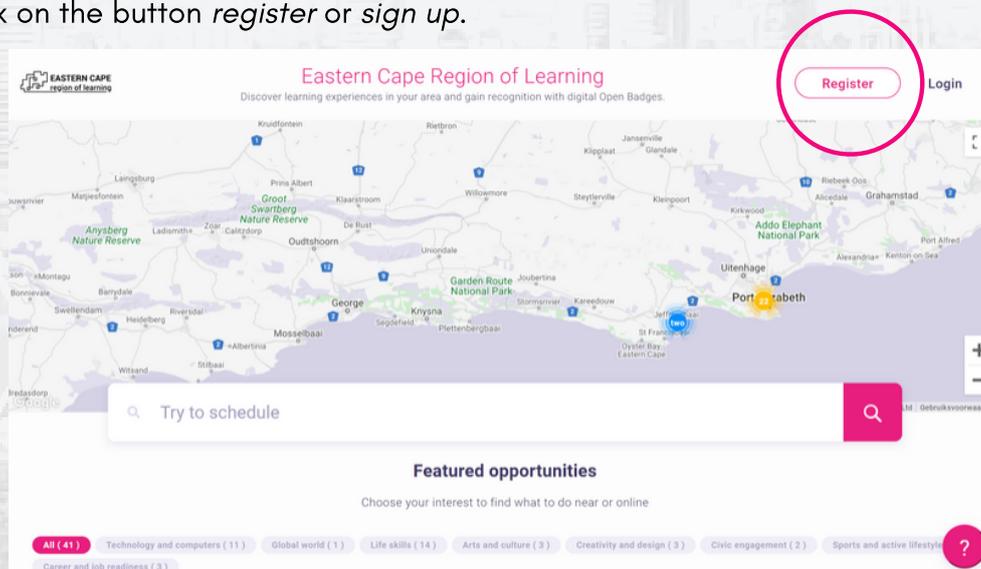
Let's sign up!

Firstly, to be able to create an account you need to have an e-mail. If you don't have any start by creating an e-mail account. This can be simply done by creating a gmail account.

Now it's time to truly begin with the training. To make an account for the Eastern Cape Region of Learning you need to go to the website, which is the following:

<https://eastern-cape.regionoflearning.eu/>

When coming to the website the picture below is the page you will see in your screen. Now to create an account you click on the button *register* or *sign up*.



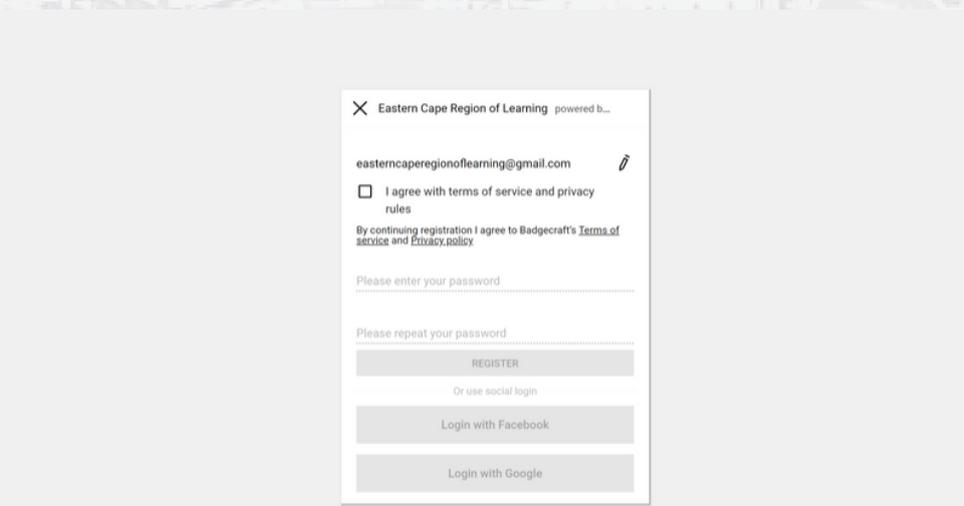
After clicking on this button the website will automatically send you to the following screen.



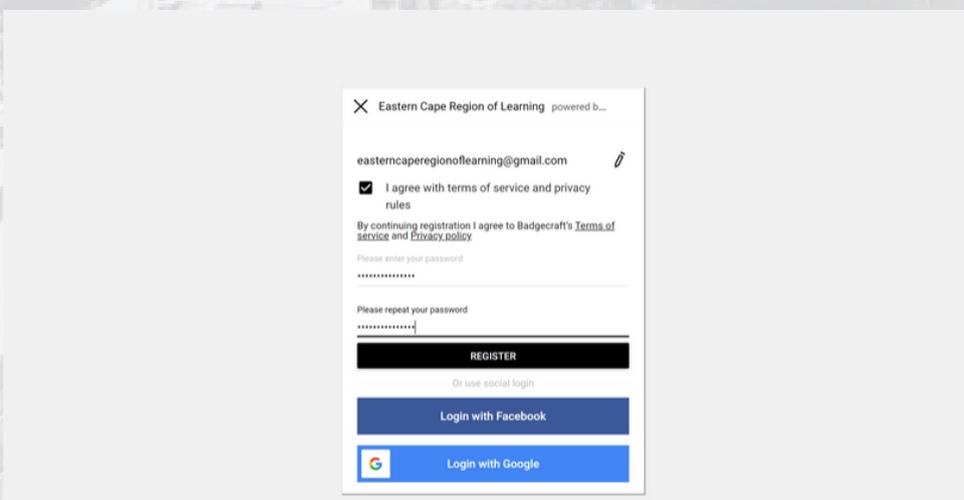
Please now enter the e-mail address you want to create an account with. After filling in your e-mail click continue.



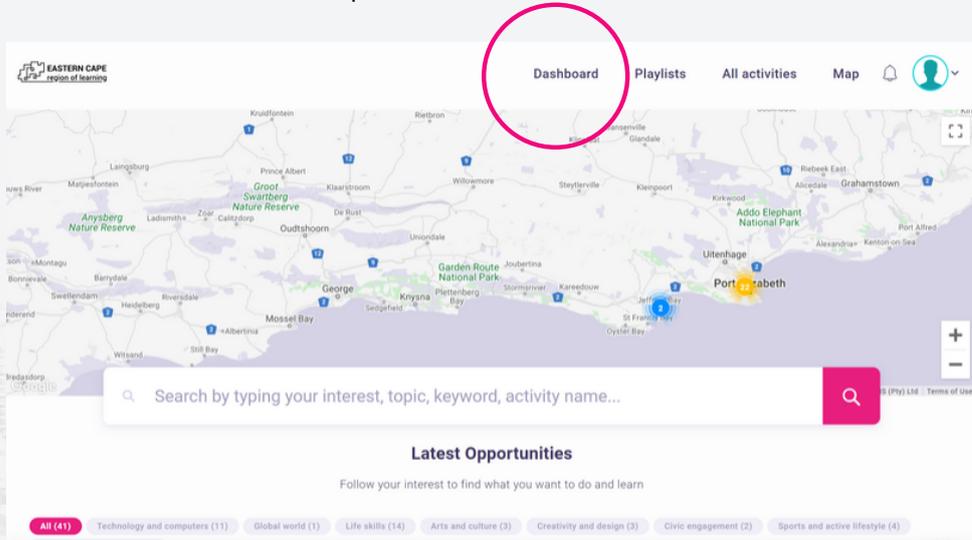
After clicking continue you will be shown the screen as can be seen below. Please accept the terms of service and privacy rules before continuing.



Then, please fill in a strong password and click *register*.

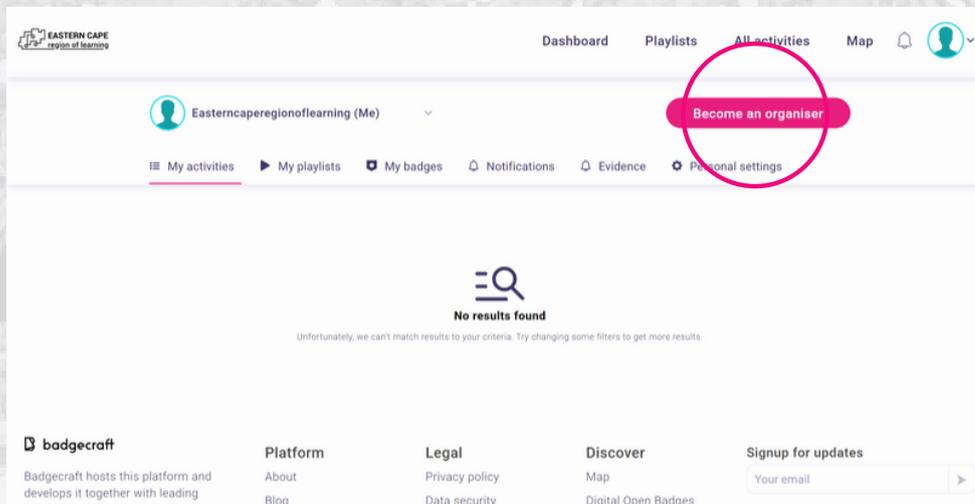


Congratulations! You have now an account on the Eastern Cape Region of Learning platform! After the last step you will automatically be sent to the front page of the website. During the previous steps you have created an account on the online platform. Now the system needs to know if you are a provider or a learner. To become a provider click on the button *dashboard*.

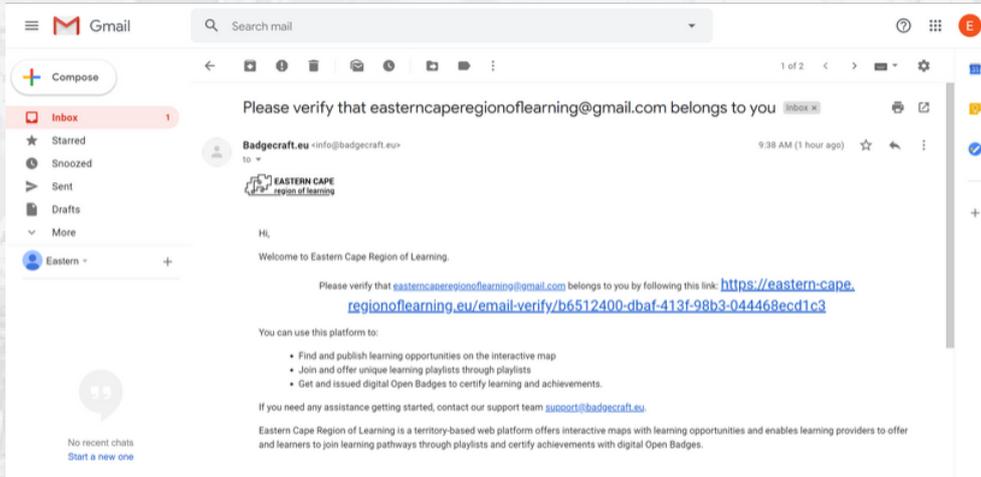
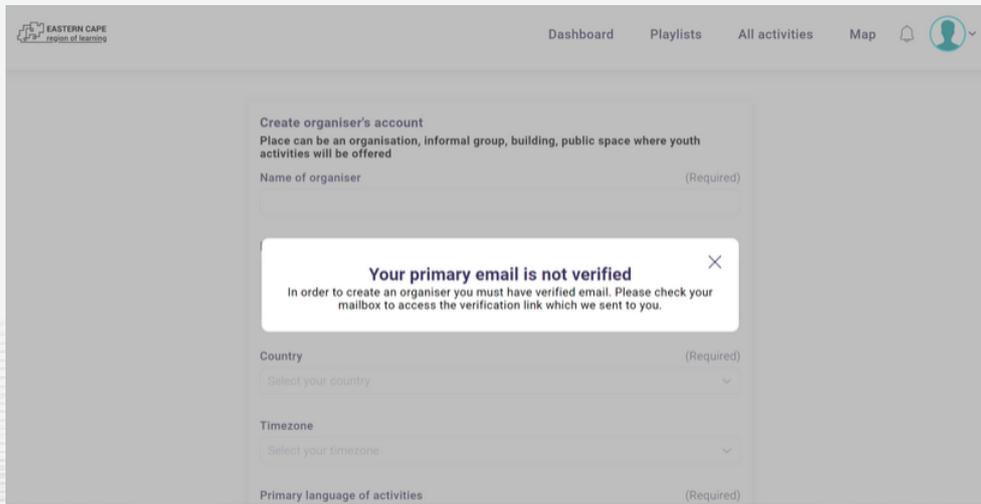


This is your dashboard where you can find all the information about your activities, playlists, badges, notifications, evidence and your personal settings.

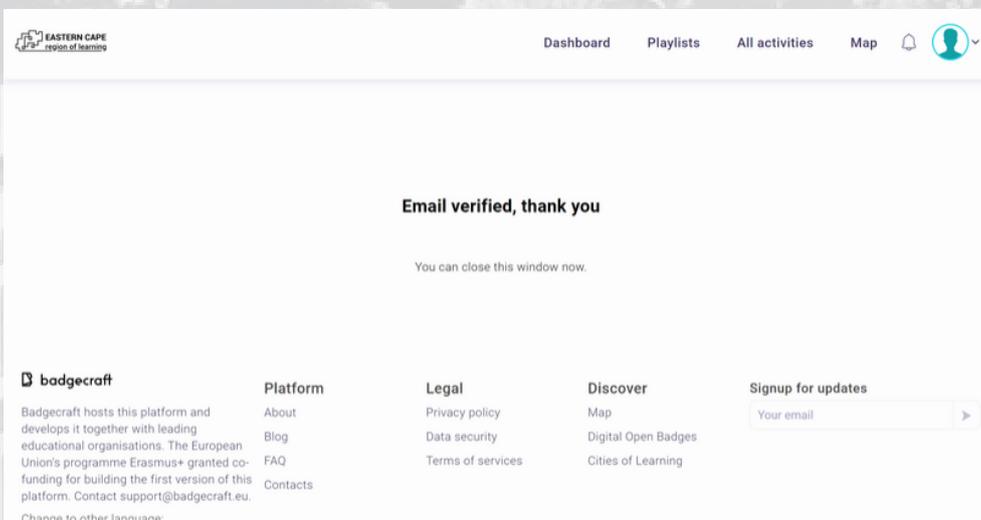
To become a provider you can click on the button *become an organiser*. For this step it is important that you verify the e-mail send to you by Badgecraft.



If you did not verify the e-mail already the website will show you this screen after clicking on the button become an organiser. Let's verify the email first!



Go to your e-mail and open the e-mail from Badgecraft. Click on the link and you will be automatically sent to the following screen.



To continue the step becoming an organiser please go back to dashboard and click on the button. Now the following screen will be shown.

The screenshot shows the 'Create organiser's account' form. At the top, there is a navigation bar with 'Dashboard', 'Playlists', 'All activities', 'Map', a notification bell, and a user profile icon. The form title is 'Create organiser's account' with a subtitle 'Place can be an organisation, informal group, building, public space where youth activities will be offered'. The form fields are: 'Name of organiser' (Required) with the value 'EasternCapeRegionOfLearning'; 'Description' with the text 'Online platform which offers workshops, trainings and activities to youngsters.'; 'Country' (Required) with a dropdown menu showing 'South Africa'; 'Timezone' with a dropdown menu showing 'Africa/Johannesburg'; and 'Primary language of activities' (Required) with a dropdown menu showing 'English'.

Please fill in all the required fields. Also, fill in as much as contact details as you can to be fully accessible for learners on social media. Last but not least, upload your logo and click the button *publish*.

This section of the form contains two main parts. The 'Contacts' section has five input fields for 'Facebook contact', 'Twitter contact', 'Google contact', 'Email contact', and 'Phone contact'. Below this is the 'Image and media' section, which includes a 'Logo image' upload field. The bottom part of the form shows a 'Country' dropdown (South Africa), a 'Timezone' dropdown (Africa/Johannesburg), a 'Primary language of activities' dropdown (English), an 'Address' field (Trafalgar Square North End, Port Elizabeth, South Africa), and a 'Website' field. At the very bottom, there is a 'Visible to public' section with a checkbox and two buttons: 'Yes' and 'No'.

Email contact

Phone contact

**Image and media**

Logo image

  
 Add logo image

You can edit these details at any time later.

**EASTERN CAPE**  
 region of learning

Dashboard   Playlists   All activities   Map   

✓ Organisation EasternCapeRegionOfLearning created

 EasternCapeRegionOfLearning

  
**No results found**  
 Sorry, this organiser does not have yet any activities created.

**badgecraft**  
 Badgecraft hosts this platform and develops it together with leading educational organisations. The European Union's programme Erasmus+ granted...

**Platform**  
 About  
 Blog  
 FAQ

**Legal**  
 Privacy policy  
 Data security  
 Terms of services

**Discover**  
 Map  
 Digital Open Badges  
 Cities of Learning

**Signup for updates**  
 Your email

After clicking on publish you will be directly go back to your dashboard!

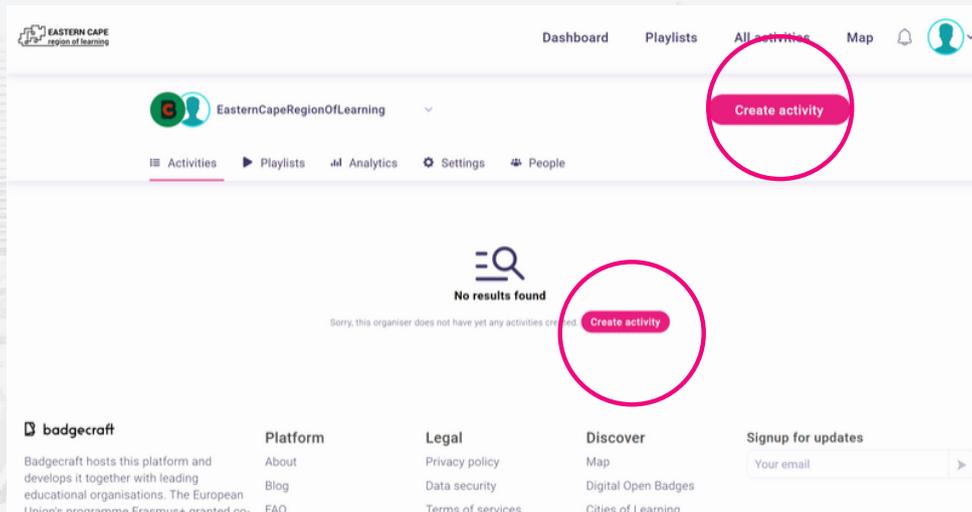
You have now succesfully become a provider on the Eastern Cape Region of Learning!



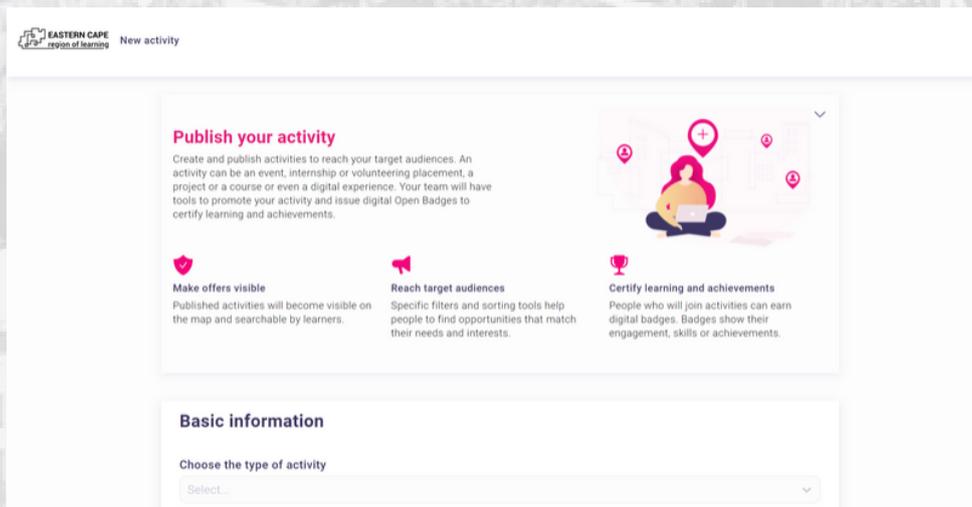
# Create an activity

Now that you are a provider it is time to create an activity. As probably been said before an activity can be anything! All the workshops, trainings, activities or maybe even events you usually provide can be on the Eastern Cape Region of Learning platform. So, let's start by posting them on the platform.

The screen where we ended last time is the screen we are going to begin with this time. To create an activity click on one of the two buttons named *Create activity*.



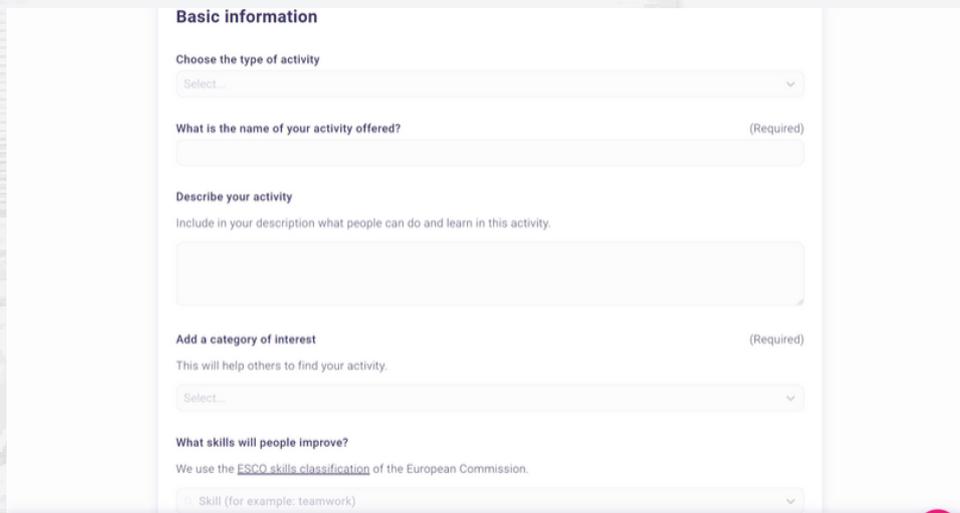
Automatically you will be sent to the following screen.



Let the fun begin!

To make an activity you have to fill in all the required fields. Even though some fields are not required it is recommended to fill as many fields in as possible to make it clear to the learners what the activity is about.

First of all, choose the type of activity. You are able to choose from a few options. Then name the activity which you are offering and describe the activity. Do this as clear as it can be. This is the description the learners will read first before clicking or participating on the activity. There is no restriction on the amount of words you can use. So, write as less or as many words that are required to make the activity clear to other people. Tip: write what the learner can learn and can expect!



**Basic information**

Choose the type of activity  
Select...

What is the name of your activity offered? (Required)

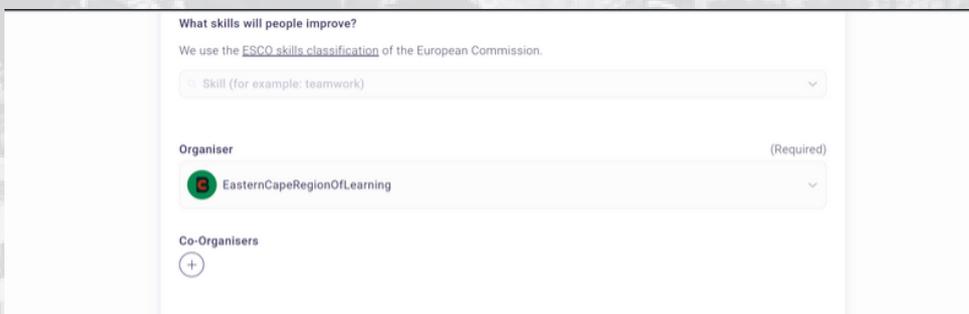
**Describe your activity**  
Include in your description what people can do and learn in this activity.

Add a category of interest (Required)  
This will help others to find your activity.  
Select...

What skills will people improve?  
We use the [ESCO skills classification](#) of the European Commission.  
Skill (for example: teamwork)

Then add a category of interest. Also here you can choose between different options. After adding a category you need to fill in what skills learners can improve by doing your activity. In this field you can type certain words and the system will automatically give you some options to choose from. You can add as many skills as you think learners can improve. Again there is no restriction.

Then fill in the organiser, you, and add a co-organiser if there is one.



What skills will people improve?  
We use the [ESCO skills classification](#) of the European Commission.  
Skill (for example: teamwork)

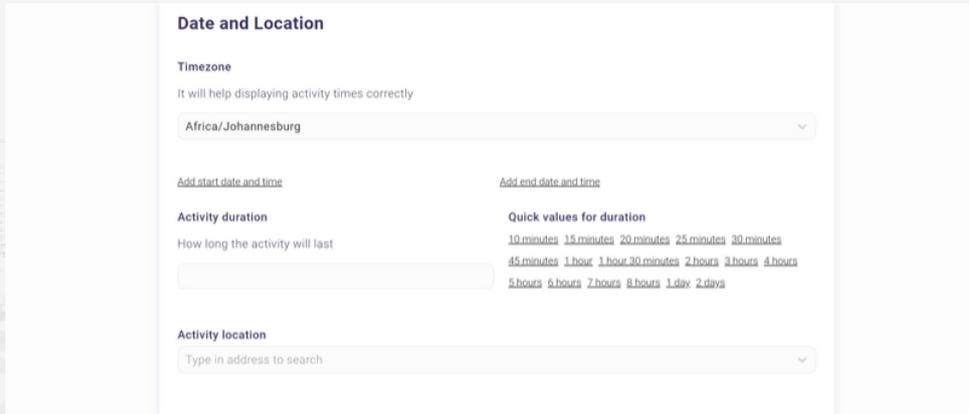
Organiser (Required)  
EasternCapeRegionOfLearning

Co-Organisers  
+

Now let's add the date and location. If you are posting an activity which can be done at home you don't need to fill in a location. Also, when it is a home activity which doesn't expire then also a time is not needed.

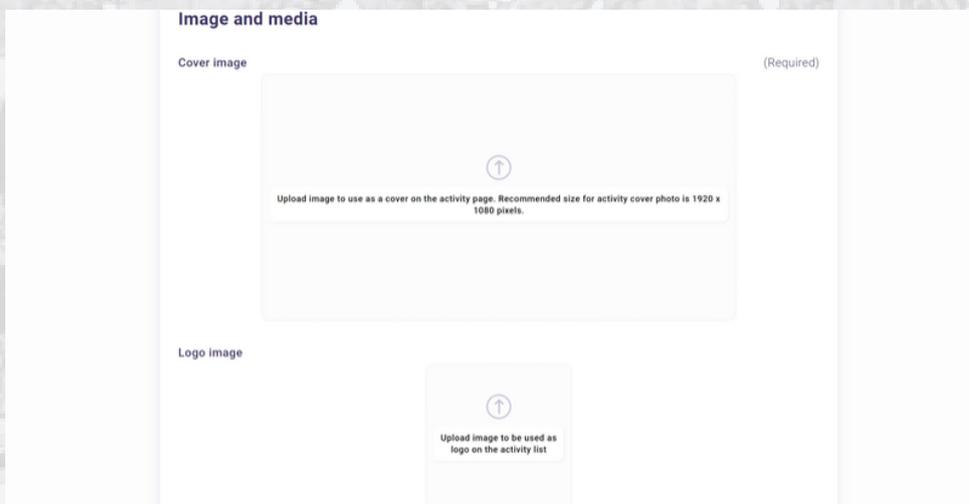
If you post an activity on location for a certain time and date then of course you need to fill in this information to inform the learner where and when the activity will happen.

Also, fill in the duration of the activity.



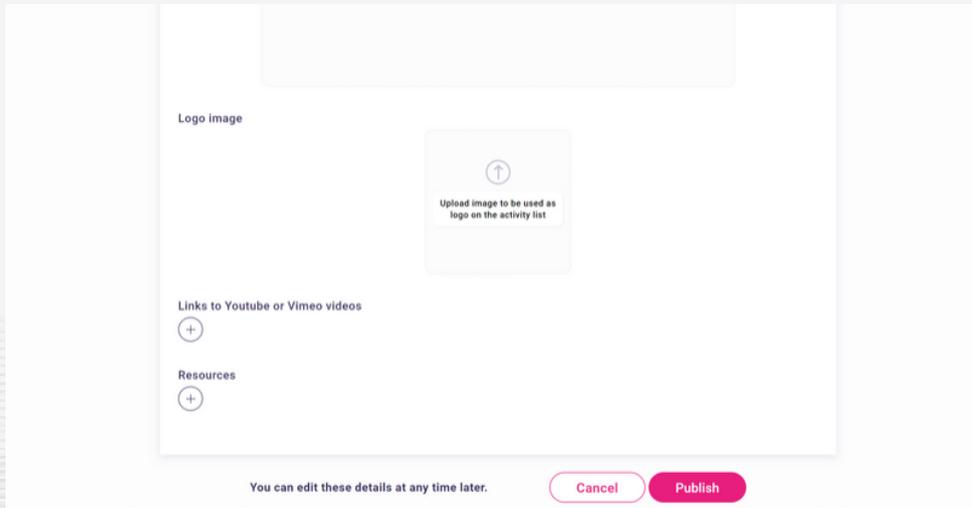
The screenshot shows a form titled "Date and Location". It includes a "Timezone" dropdown menu currently set to "Africa/Johannesburg". Below this are two links: "Add start date and time" and "Add end date and time". The "Activity duration" section has a text input field and a list of "Quick values for duration" including 10 minutes, 15 minutes, 20 minutes, 25 minutes, 30 minutes, 45 minutes, 1 hour, 1 hour 30 minutes, 2 hours, 2 hours 4 hours, 5 hours, 6 hours, 7 hours, 8 hours, 1 day, and 2 days. At the bottom is an "Activity location" dropdown menu with the placeholder text "Type in address to search".

Last but not least upload a cover image and a logo image. These are the images the learner will see in the start page of the online platform. Make it as attractive as possible to gain the attention of the learner.



The screenshot shows a form titled "Image and media". It has two main sections: "Cover image" and "Logo image". The "Cover image" section is marked as "(Required)" and contains a large upload area with a circular arrow icon and the text "Upload image to use as a cover on the activity page. Recommended size for activity cover photo is 1920 x 1080 pixels." The "Logo image" section contains a smaller upload area with a circular arrow icon and the text "Upload image to be used as logo on the activity list".

Finally, add any website, video or material the learner need to complete the activity, to motivate them to participate or to give them an example of the upcoming activity.



The screenshot shows a form with the following sections:

- Logo image:** A box containing an upload icon (a circle with an upward arrow) and the text "Upload image to be used as logo on the activity list".
- Links to Youtube or Vimeo videos:** A section with a plus sign icon (+) in a circle.
- Resources:** A section with a plus sign icon (+) in a circle.

At the bottom of the form, there is a note: "You can edit these details at any time later." and two buttons: "Cancel" and "Publish".

Publish and your activity has been posted!

First, a little bit more information about the badges.

## What is an open badge?

Scientists agree that the future of recognition will be much more owned and managed by learners. There will be recognition for even a tiny, but important experiences gained throughout the entire life and it will help to paint a better picture of every person. Actually, the future has arrived! Open badges can do just that! You can create an open badge for the experience that matter and offer anyone to earn it. You will define the criteria. A digital badge can be earned for participation, for learning, for certain behaviour or common work in a team. Digital Badges are an integral part of the "Cities of Learning" platform. When you create an activity - a badge is generated for you automatically with a beautiful design. The badge will have the same name as your activity, it will use the activity cover image for the badge design. By default, the badge can be earned by scanning a QR code. Just click "edit" and you can change settings of the badge. You can ask people to add evidence: reflection or a photo or video. You can set up who should approve that evidence as well!

For more information about the open badges, please click on the link: <https://www.youtube.com/watch?v=YIDjAxrfJQM>

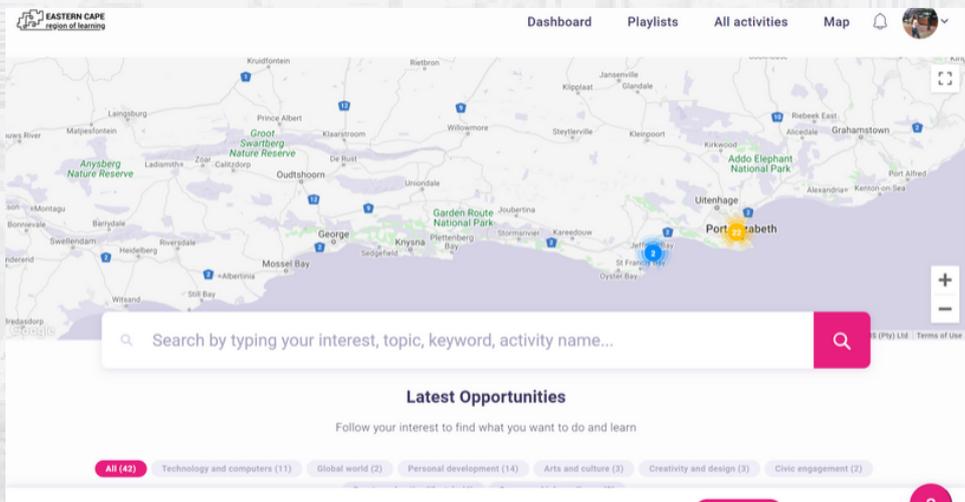


Example of a badge

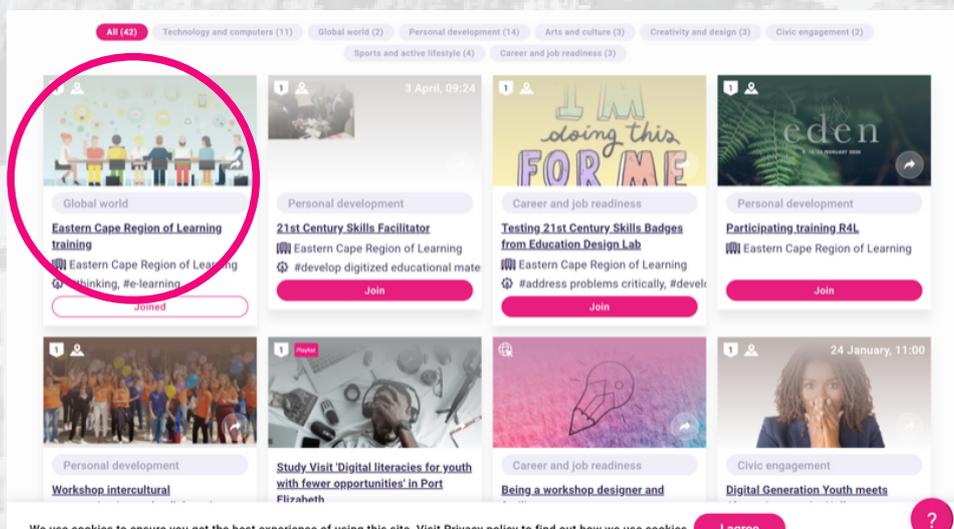
# Now, how to edit a badge and add tasks

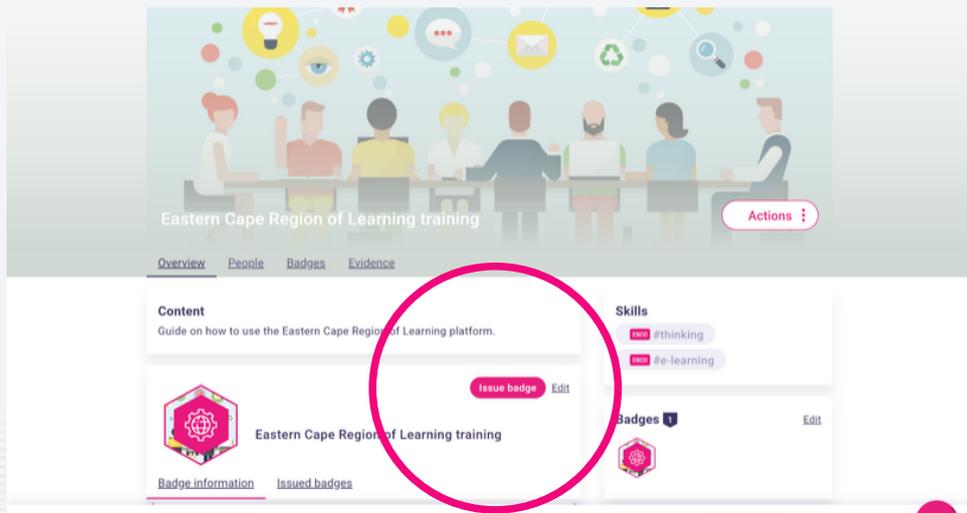
For editing badges we use besides the Eastern Cape Region of Learning platform also *Badgecraft*. In this chapter you will explore the basics of Badgecraft. Now what is Badgecraft for? Badgecraft offers a fun yet credible tool to assess competences, validate prior-learning, support professional development of staff and create motivating and engaging recognition systems for achievement. Badgecraft offers a multilingual web platform to manage achievements using digital open badges. Organisations and individuals can earn, create, issue, share, sort and display badges online, plus use them to communicate achievements in the places which matter.

Now let's begin editing badges and add tasks! First of all again log into your Cities of Learning account.Badgecraft! You will automatically go to the main page of the Eastern Cape Region of Learning.



Now to edit a badge go to one of your activities.

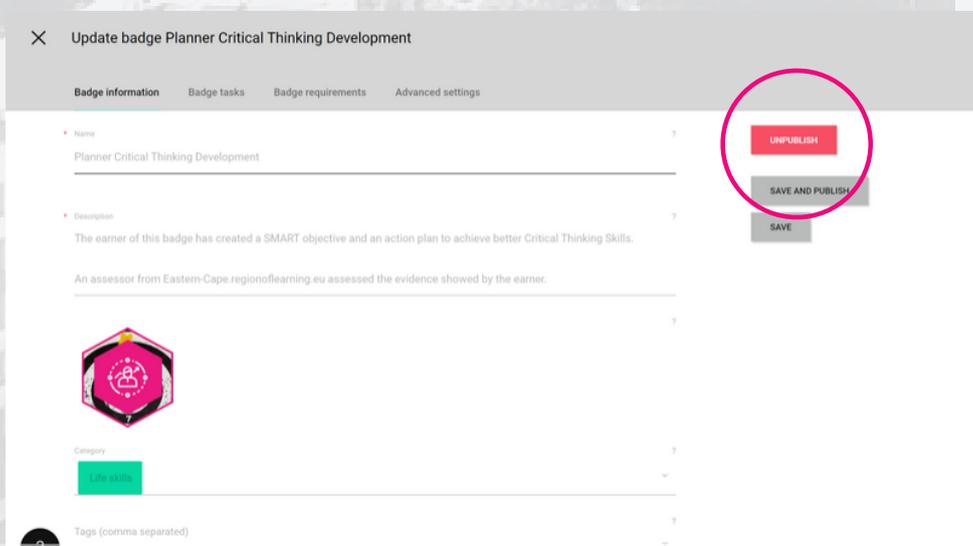




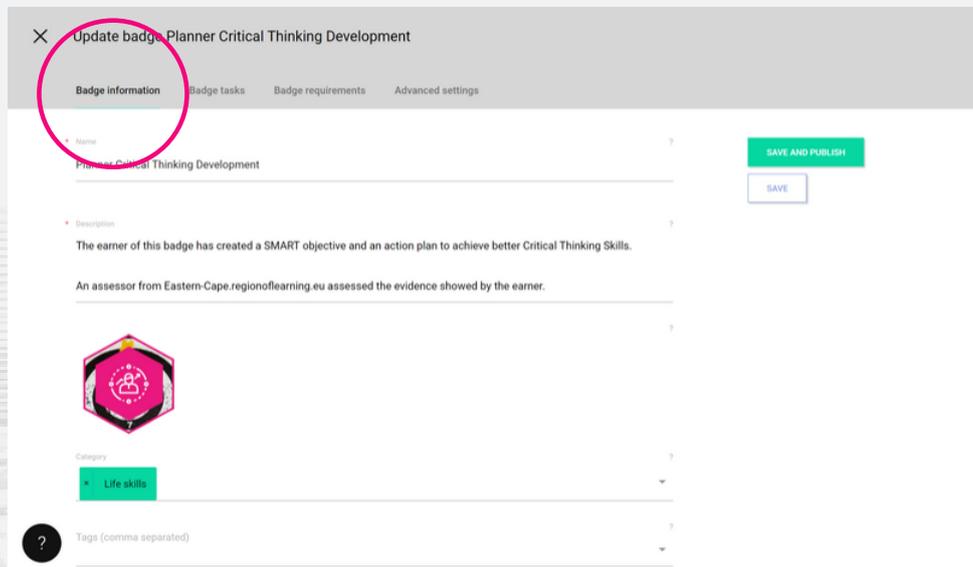
To edit a badge click now on *edit*. You will automatically be sent to *Badgecraft*. Now, click on the badge.



The next screen will be shown. To edit the information firstly you have to unpublish the activity. Do this by clicking on the red button



Now it is time to edit. You can edit the name of the badge, description and add tags. The description is not about what the activity is about, but what the learner learned and did by getting this badge. Also, the badge can be edited. You can choose to keep the badge that the system makes for you. If not you can choose an own picture.



Update badge Planner Critical Thinking Development

Badge information | Badge tasks | Badge requirements | Advanced settings

Name  
Planner Critical Thinking Development

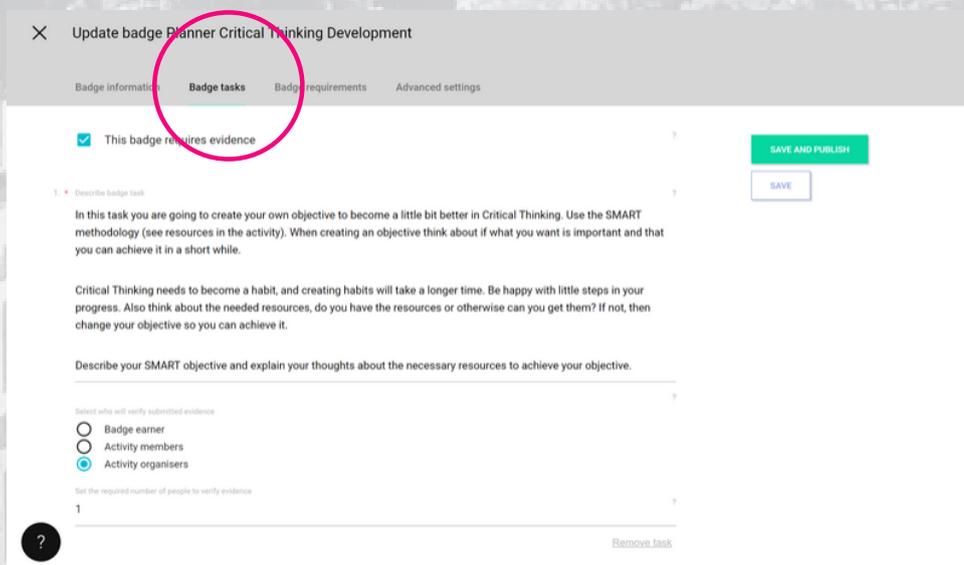
Description  
The earner of this badge has created a SMART objective and an action plan to achieve better Critical Thinking Skills.  
An assessor from Eastern-Cape.regionoflearning.eu assessed the evidence showed by the earner.

Category  
Life skills

Tags (comma separated)

SAVE AND PUBLISH  
SAVE

After describing what the badge is about you go to the *badge tasks*. Here you have to fill in the tasks the learner has to complete before earning a badge. Don't know what kind of tasks you have to fill in? You can always have a look at other activities to gain some ideas! Fill in the tasks someone has to do. Also, if the tasks requires evidence. For example, a photo, document or something else you have to click on this option. By doing this you will know for sure that the learner did the activity. When you choose this choice you also have to decide who needs to check the evidence and how many people need to do that. You can add as many tasks as you want, but we recommend that you add three tasks in total. If you add more tasks it will be possible that the learner will lose her/his interest. Note: with each tasks you have to decide who needs to check the evidence and how many people need to do that.



Update badge Planner Critical Thinking Development

Badge information | Badge tasks | Badge requirements | Advanced settings

This badge requires evidence

Describe badge task  
In this task you are going to create your own objective to become a little bit better in Critical Thinking. Use the SMART methodology (see resources in the activity). When creating an objective think about if what you want is important and that you can achieve it in a short while.  
Critical Thinking needs to become a habit, and creating habits will take a longer time. Be happy with little steps in your progress. Also think about the needed resources, do you have the resources or otherwise can you get them? If not, then change your objective so you can achieve it.  
Describe your SMART objective and explain your thoughts about the necessary resources to achieve your objective.

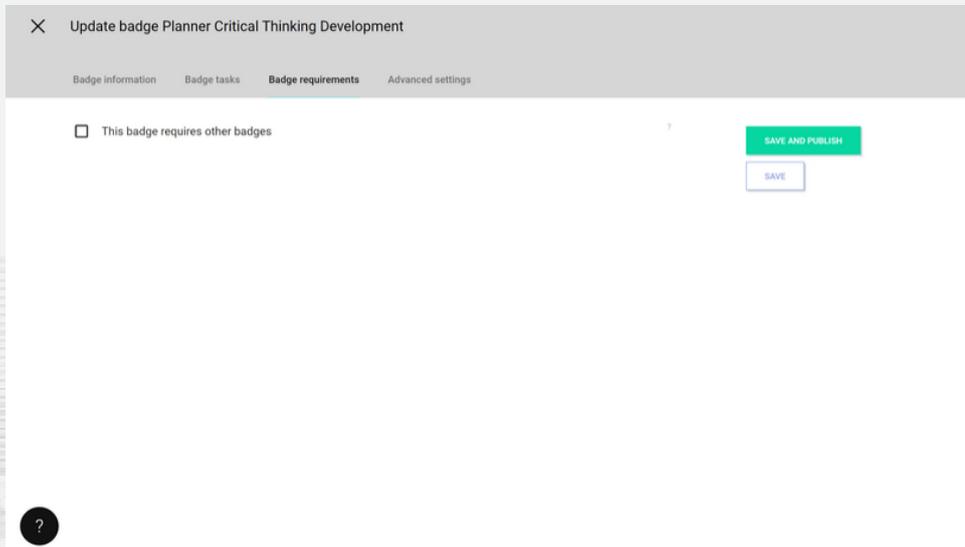
Select who will verify submitted evidence  
 Badge earner  
 Activity members  
 Activity organisers

Set the required number of people to verify evidence  
1

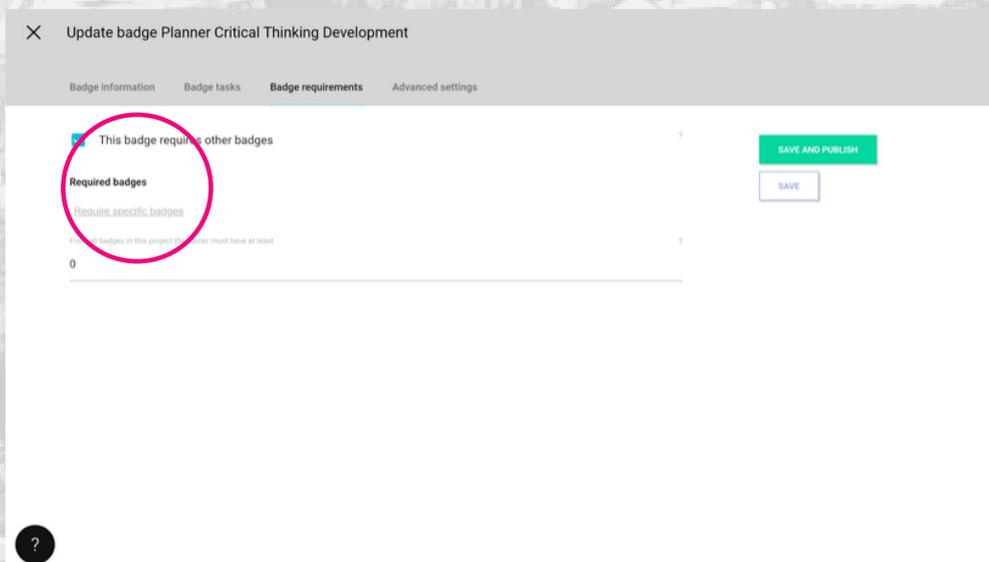
Remove task

SAVE AND PUBLISH  
SAVE

Last but not least you can also link the badge to other badges. This will mean that the learner also need to do those activities in order to gain this badge. You can decide yourself if you want to choose this option. If not you can publish the activity. If you want this then you can click on the box for this option.



When you do pick this option you have to add which other badges are needed in order to gain this badge. Also, you have to decide how many of these badges are required to have in order to gain this badge.

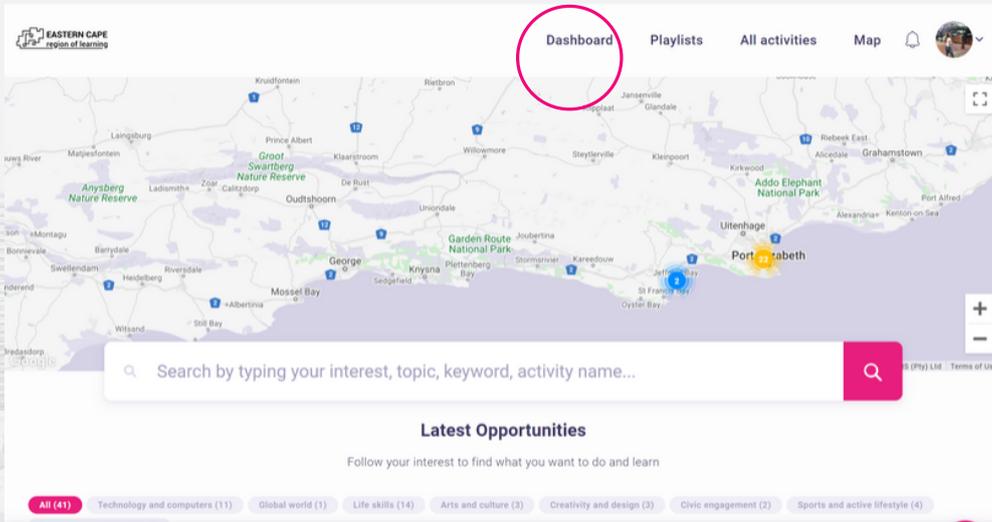


Now that all the tasks are filled in and (maybe) the badge has been edited the activity is completely done!

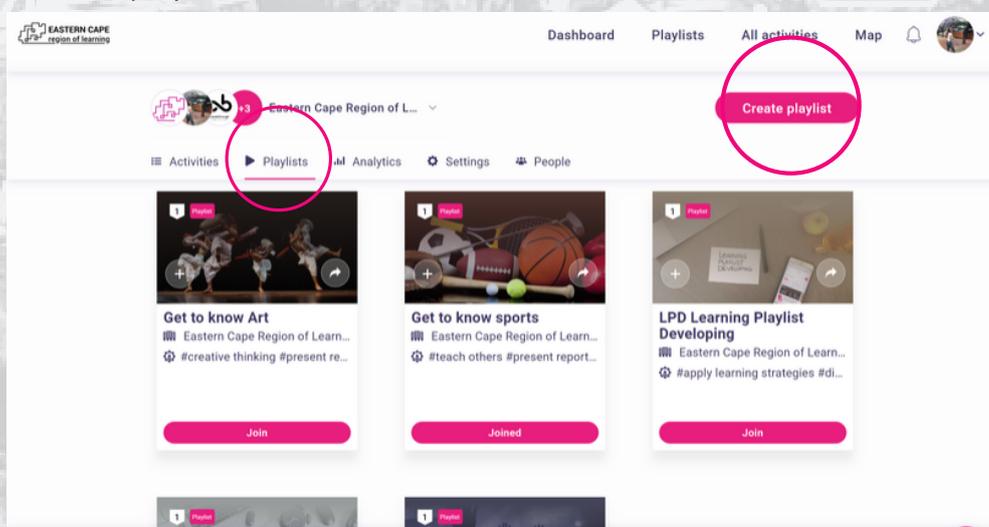
When you go back to the Eastern Cape Region of Learning platform you will see the tasks which you just filled in. Of course click on the platform on the activity you made to see these tasks. Also, when you have edited the badge this one can now be seen at the activity.

# Create a playlist

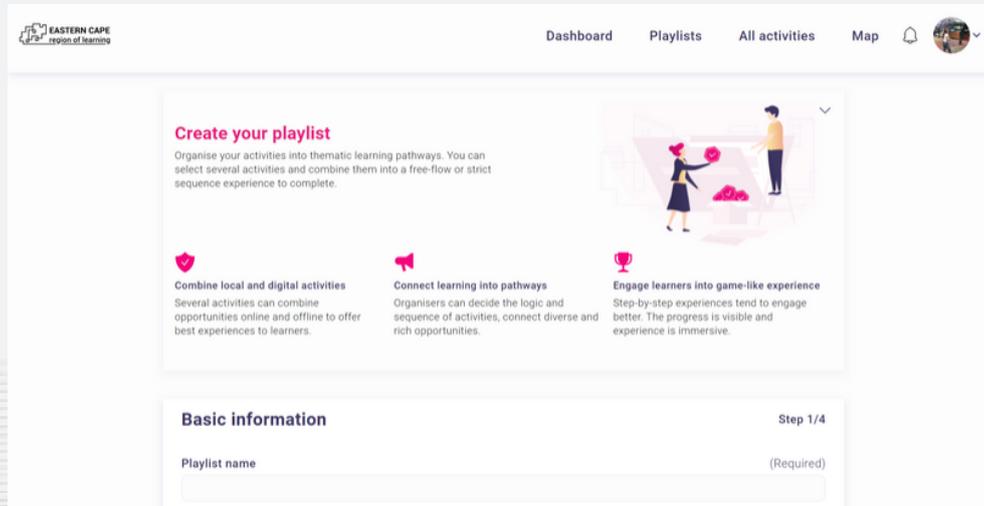
To create a playlist go back to the general page of the Eastern Cape Region of Learning. Make sure that you are logged into your account. Now again, the same as with making an activity, go to dashboard.



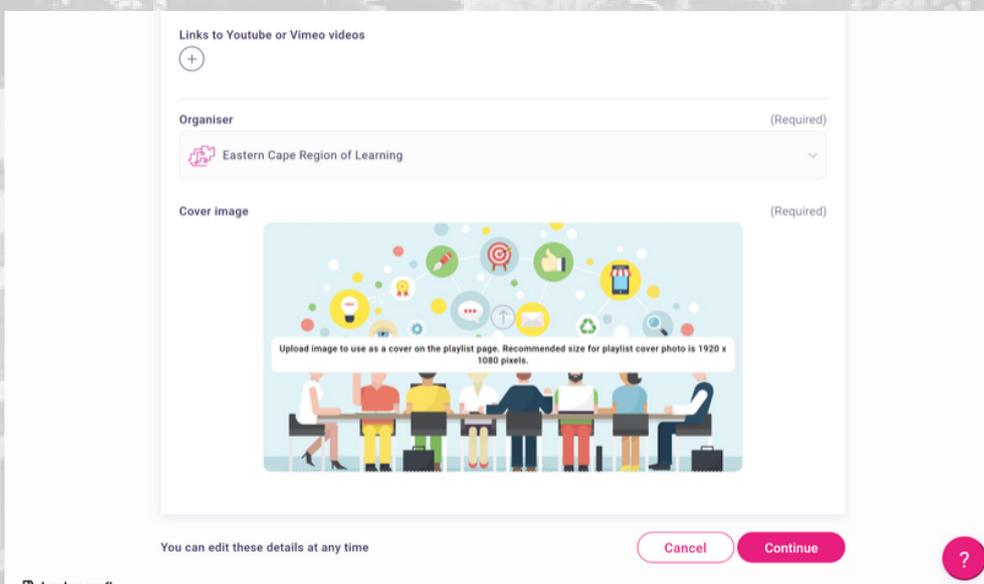
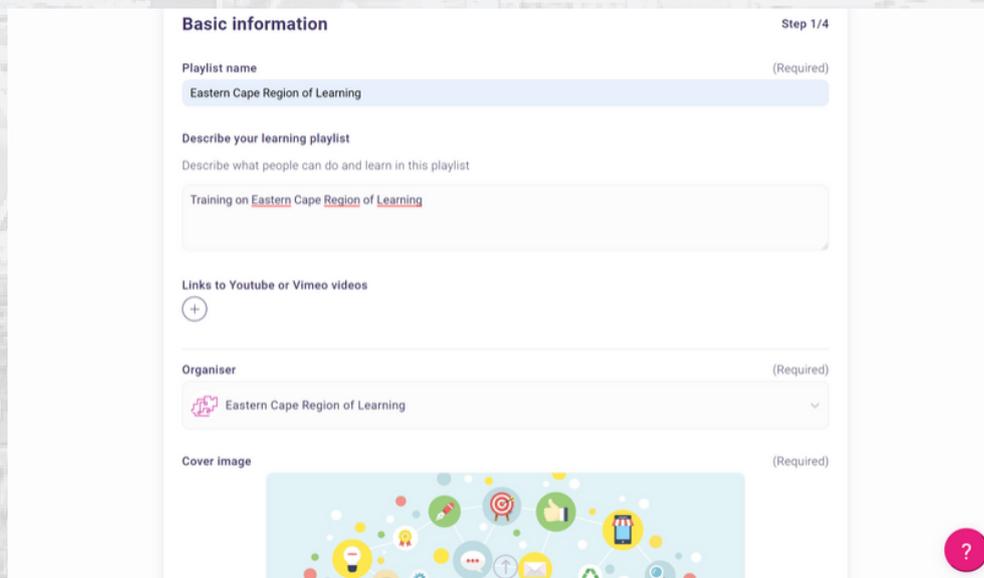
In your dashboard you can see besides activities also *playlist*. Click on *playlist*. To create a playlist click on *create playlist*.



Now you can create your playlist. Give your playlist a name, description and add a cover image.

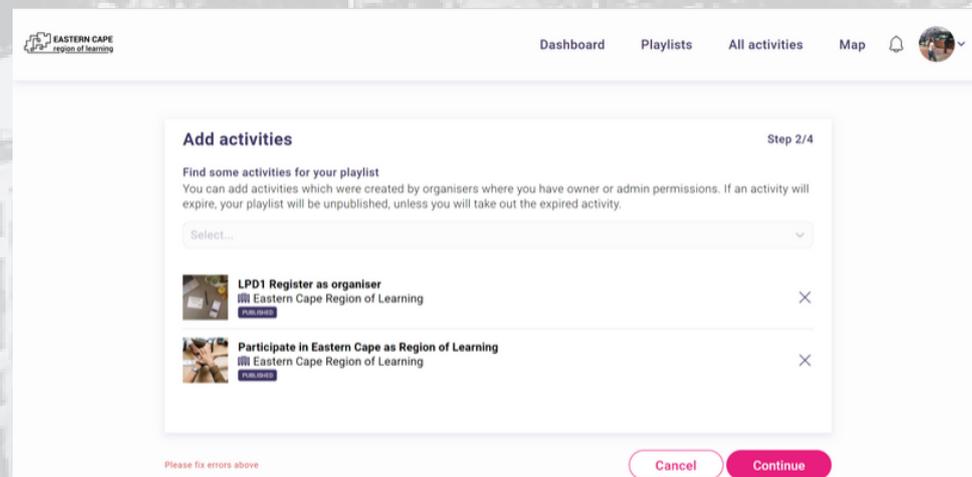
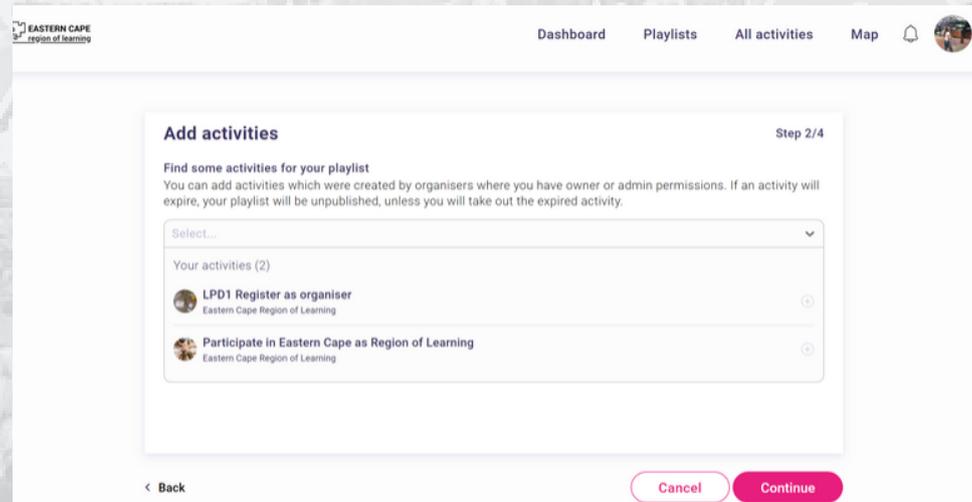
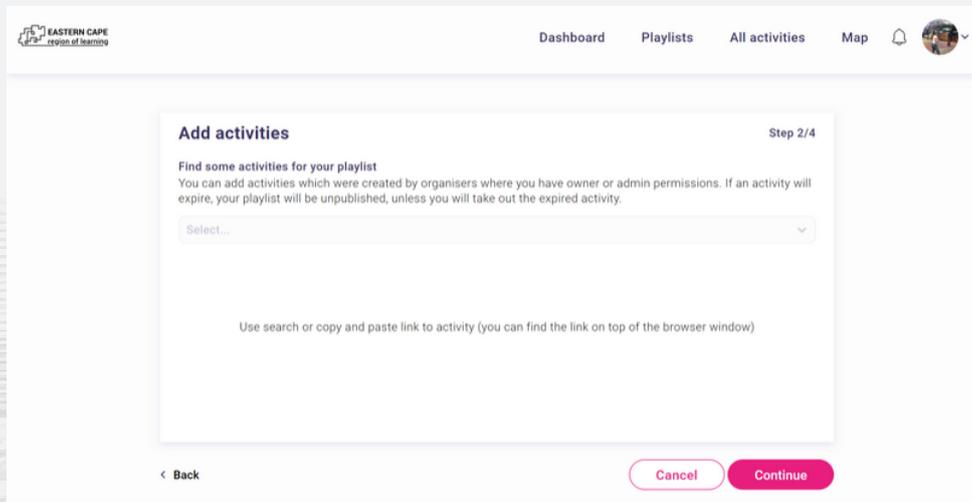


Again, make your description as clear as possible!

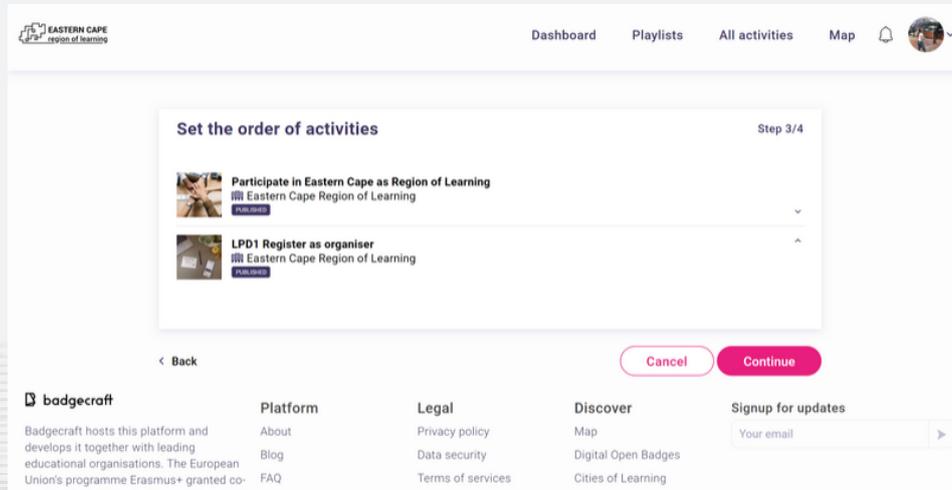


Continue and add activities you want to have in the playlist. Remember a playlist is a list of activities you made. For example, a playlist about the use of the Eastern Cape Region of Learning platform can exist out of four activities; log in, activities, badges and playlists.

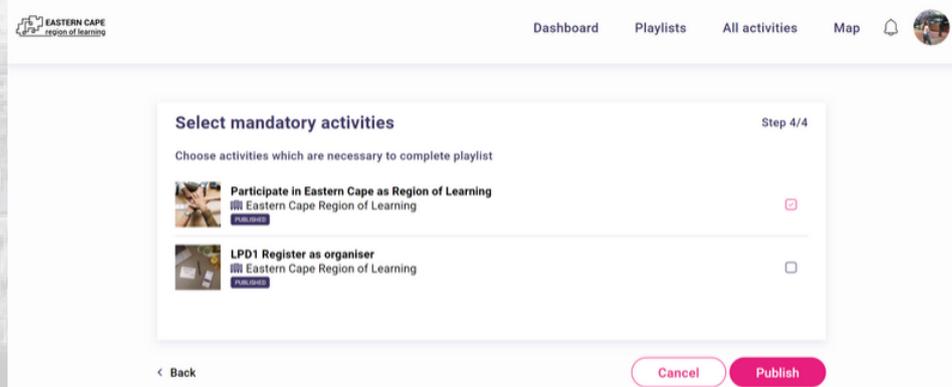
To add activities just simply click on the *select* button and add the activities you want to have in this playlist. Then continue.



Now make sure the activities are in the right order.

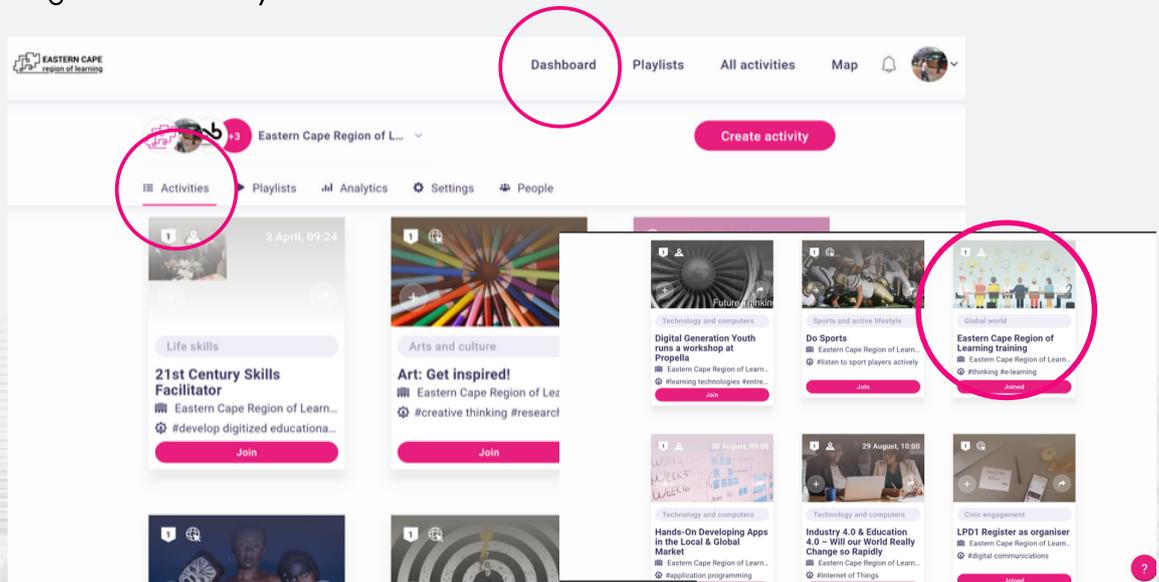


Finally, decide which activities need to be completed within this playlist and which don't have to be completed. Publish the playlist and you are done!

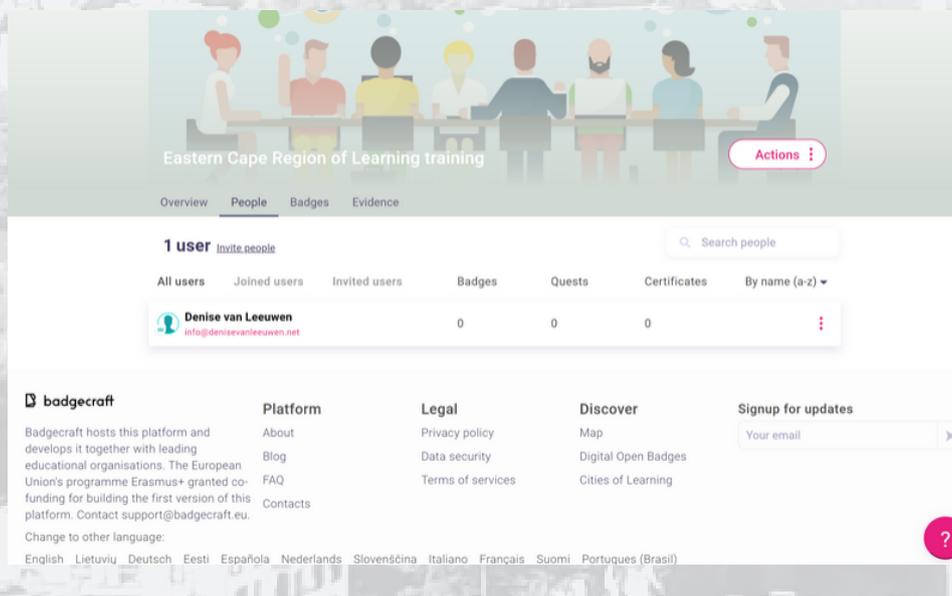


# Reaching out badges

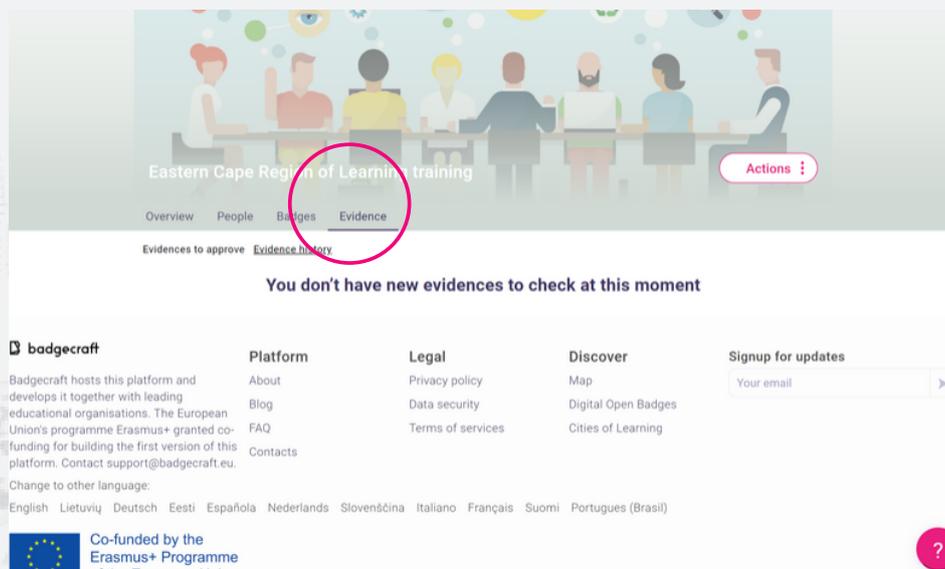
When a learner is participating in your activity you are able to see that. Go to *dashboard* and click on an *activities*. Now go to an activity.



To see who is participating go to *people*. Here you will see all the users of the platform. Also, you are able to see which users joined the activity and you can even invite users to participate in the activity.



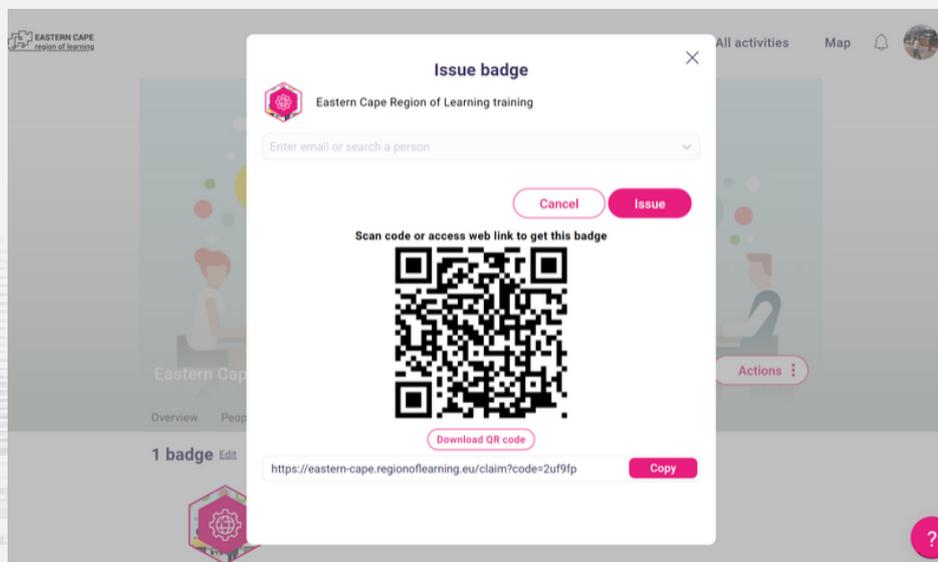
When a learner decides to participate in your activity and they need to provide evidence in order to gain the badge it is up to you to check if the evidence is enough to reach out the badge. Of course this is only in case if you choose for the option where you have to check the evidence. If not this step is not for you. To see if there is any evidence go to *evidence*. In this case there is no evidence so you don't have to check anything. If there is evidence you have to decide if this is enough to reach out the badge.



Finally, when you have decided that the evidence is enough to reach out a badge to the learner you can do this by clicking on *badge*.



Then go to *invite to issue badge*. The website will give you a few options to reach out the badge to the learner. You can do this by sending them an email, sending them te copy of the website or by simply letting them scan the QR code. This is the easiest option when it comes to non digital activities.



## Contact details



041 58 11 516



067 036 90 50



ec@regionsoflearning.co.za



<https://eastern-cape.regionoflearning.eu/>



14 Trafalgar Square, 6001 North End  
Port Elizabeth





**CITIES OF  
LEARNING**  
by Badgecraft



Co-funded by the  
Erasmus+ Programme  
of the European Union