Overview

After a Griffith Credential/Digital badge has been reviewed and approved, it is added to the Credly digital badge platform. Once all the badge earner data has been received, badges can be issued to the recipient/earner. This guide provides a checklist of the badge earner data that must be supplied to issue a badge.

Send the badge earner data to the Griffith Credentials team.

The data must be in a spreadsheet. Use an Excel or a .CSV spreadsheet

Email the spreadsheet to credentials@griffith.edu.au

Data	Checkbox
Email Address *(Use the earner's Griffith email address or most up-to-date provided email address)*	☐
First Name *(Please use the badge earner's 'Preferred Name' within the First Name column.* *Please ensure that the First name (Preferred Name) is in its own column)*	☐
Last Name *(Ensure that the Last name is in its own column)*	☐
Date Issued (dd/mm/yyyy) *(If issuing a badge retrospectively and unsure of the exact date, the 1st of the month will be used e.g. 01/05/2019)*	☐
Date Expires (dd/mm/yyyy) *(Leave column blank if badge does not expire)*	☐
For Griffith staff or students please provide: Griffith ID (S Number)/ For external organisations please provide: Staff ID or Number *(This is the Badge earner's unique identifying number)*	☐
Program Name *(Leave blank if not applicable)*	☐
Badge Name *(Type in name of badge the earner is receiving)*	☐