



**MICRO-CREDENTIAL GUIDE**  
**Version 3.0**

*Updated: February 2025*

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## INTRODUCTION

### Purpose

The purpose of this Micro-Credential Guide is to establish a foundational understanding of micro-credentials and their development at Kennesaw State University (KSU). As a living document, it will evolve in tandem with the increasing integration of micro-credentials on campus. This guide serves as a valuable resource for faculty and staff throughout the entire micro-credential process.

### Directory

For inquiries regarding micro-credentials, please contact the individuals or offices listed below.

Name and Title	Assistance Area	Contact Information
<b>Micro-Credential Resource Email Account</b>	First point of contact. General micro-credential support	<a href="mailto:microcredential@kennesaw.edu">microcredential@kennesaw.edu</a>
<b>Anissa Vega, Ph.D.</b> Assistant Vice President for Curriculum and Academic Innovation	Micro-Credential Executive Administrator assisting with overseeing all aspects of micro- credential development	470-578-7751 <a href="mailto:avega4@kennesaw.edu">avega4@kennesaw.edu</a>
<b>Ashley Archer Doehling</b> Curriculum Initiative Analyst	Micro-Credential Co- Coordinator providing support for Curriculum and the Inventory. Works with potential issuers on proposal development	470-578-2729 <a href="mailto:adoehlin@kennesaw.edu">adoehlin@kennesaw.edu</a>
Career Advising and Planning	Assists with skill alignment and career mapping; Chair of the Micro-Credential Committee	<a href="#">Career Planning and Development Website</a>

## **MICRO-CREDENTIALS OVERVIEW**

### **Defining Micro-credentials**

Micro-credentials are digital documentation, as verified by an expert, that an earner has demonstrated a skill or competency that meets a specific workforce demand. In many cases, these digital records include archives (metadata) of the work that led to the award. While transcript-based records are restricted to the results of for-credit classes and programs of study, micro-credentials can be granted for any kind of learning initiative.

### **Micro-Credentials vs. Traditional Credentials**

It is important to distinguish the difference between micro-credentials and traditional academic credentials, or items included on a transcript or diploma. While both types of credentials recognize achievements by learners, their purposes and processes are distinct for two primary reasons.

First, Kennesaw State University's accrediting body, SACSCOC, is only concerned with credit-granting activities that result from course seat-time. Conversely, micro-credentials focus on the experience and competency associated with a skill and are not time dependent.

Second, micro-credentials provide a platform for learners to recognize achievements that are novel and/or career focused. Transcripts and diplomas, on the other hand, are constrained to completed programs and courses, and grades. Micro-credentials allow learners to translate their entire learning experience in a meaningful, targeted way.

### **Micro-Credentials at KSU**

Kennesaw State University micro-credentials are available across the institution. Students can earn micro-credentials to reflect their co-curricular experiences. Faculty can use micro-credentials to highlight career-focused elements of their courses, training programs, and extracurricular activities (career prep, speaker series, international, etc.), connecting in-classroom learning with real-world credentials. Faculty and staff can also earn micro-credentials to reflect professional development.

### **Oversight of Micro-Credentials**

Micro-credentials are sponsored and issued by Kennesaw State University, and the institution retains oversight of them to protect their integrity and value. A team of campus units and individuals, detailed below, are integral to the success and oversight of micro-credentials.

#### *Micro-Credential Coordinator*

The Micro-Credential Coordinator organizes micro-credential review across campus, oversees the resulting Micro-Credential Inventory, or digital publication of all micro-credentials, and Canvas Credentials site, or open access system built to award micro-credentials. The coordinator also provides data reports on awarded micro-credentials.

#### *Micro-Credential Committee*

The purpose of this Committee is to provide shared governance in the evaluation of proposed micro-credentials for alignment with the taxonomy, inclusion in the Inventory, and appropriate rigor with respect to assessment. In addition to reviewing proposals, this Committee provides feedback and suggestions on the practices of the micro-credential initiative. The MCC is composed of faculty and staff representatives from units across campus that are active with micro-credentials.

*Micro-Credential Executive Administrator*

The Micro-Credential Executive Administrator is an individual who is responsible for the final approval step for micro-credentials. This individual, like the MCC, ensures the proposed micro-credential is reflective of KSU value and rigor.

*Department of Career Planning and Development*

The Department of Career Planning and Development collaborates with Issuers to identify and articulate the skills and competencies associated with micro-credentials that are valued by employers and industries.

*Office of Strategic Communications and Marketing*

The Office of Strategic Communications and Marketing supports the development of images for micro-credentials. These images are displayed on Canvas Credentials and the Inventory.

## TAXONOMY OF MICRO-CREDENTIALS

KSU supports four types of micro-credentials. Each type is distinguished by the level of activity required by the learner to obtain the micro-credential.

**Souvenirs** document participation and are best suited for engagement in extra-curricular activities, attendance at one or more events or workshops, or active membership in a KSU organization. Participation should be meaningful and provide value for the participant but reflection or a tangible submission from participants is not necessary. As a unique type of micro-credential, souvenirs are covered in further detail later in the [Souvenirs](#) section of this document.

**Level I Badges\*** document introduction to skills and competencies gained from opportunities for personal, career, and professional development. Level I Badges should demonstrate learning, but not mastery, and involve practicing skills and competencies in a simulated environment.

**Level II Badges\*** document skills and competencies that have professional and career value. Learner activities should demonstrate mastery of skills and competencies and take place in professional environments. Level II Badges require some artifact to be submitted and assessed by Grantors before being awarded.

**Digital Certificates (*Practiced*)** show a learner is versed in practicing multiple skills at an introductory level. Like Level I Badges, these demonstrate an introduction to skills, not mastery. Multiple pre-defined [Level I](#) Badges may be combined to create a Digital Certificate of Practice.

**Digital Certificates (*Expert*)** show a learner is qualified and capable of employing a collection of competencies or industry standards in professional environments. Like Level II Badges, these demonstrate mastery. Multiple pre-defined [Level II](#) Badges may be combined to create a Digital Certificate of Expertise. It is also possible for a combination of Level I Badges and Level II Badges to stack into a Digital Certificate of Expertise

\*Both levels of Badges may offer learners the opportunity to pursue distinction or special recognition. The criteria for earning distinction are determined by the grantor at the time the micro-credential is proposed.

### Micro-Credential Images

Each level of the taxonomy is associated with a unique image developed by the Office of Strategic Communications. These images are featured in Canvas Credentials and the Inventory, serving as an engaging visual representation of the micro-credential that can be shared across various platforms.

- The shape of the image varies based on the micro-credential level, but each image includes the Issuer and the micro-credential title.
- Badges and Digital Certificates also feature an icon, which is selected from a list provided by the Office of Strategic Communications.

Examples of these images can be found in [Appendix A: Micro-Credential Images](#).

Table: Kennesaw State University Taxonomy of Micro-Credentials

	<b>SOUVENIR</b>	<b>BADGE – LEVEL I</b>	<b>BADGE - LEVEL II</b>	<b>DIGITAL CERTIFICATE OF PRACTICE</b>	<b>DIGITAL CERTIFICATE OF EXPERTISE</b>
<b>Outcome</b>	<ul style="list-style-type: none"> <li>• Aware</li> <li>• Attendance</li> <li>• Participation</li> </ul>	<ul style="list-style-type: none"> <li>• Practiced</li> <li>• Achievement</li> <li>• Demonstration of learning</li> </ul>	<ul style="list-style-type: none"> <li>• Competent</li> <li>• Skilled</li> <li>• Demonstration of mastery</li> </ul>	<ul style="list-style-type: none"> <li>• Practiced</li> <li>• Demonstration of learning</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified</li> <li>• Demonstration of mastery</li> </ul>
<b>Learner Activity</b>	Awareness, Attendance, Physical or Virtual Presence	Demonstration of specific skill, vocabulary, or knowledge in informal or non-authentic environments	Demonstration of specific skill or competency applicable in professional environments	Demonstration of a collection of skills or competencies	Demonstration of a collection of competencies or industry standards
<b>Assessment</b>	Record of attendance	Submission evaluated by an expert for quality or completeness (e.g., exam or presentation)	Submission evaluated by an expert for quality. (e.g., portfolio or project documentation)	Submission(s) evaluated by an expert for quality or completeness (e.g. exams or presentations)	Submission(s) evaluated by an expert for quality. (e.g., portfolio, project documentation)
<b>Special Recognition</b>	N/A	Optional Distinction	Optional Distinction	N/A	N/A
<b>Metadata Requirements</b>	Not required	Not required	Earners-made artifacts or successful completion of an industry standard exam	Not required	Earners-made artifacts or multiple stacked Badges including one or more Level II Badges
<b>Approval Required</b>	Unit Director	Micro-Credential Committee	Micro-Credential Committee	Micro-Credential Committee	Micro-Credential Committee



# MICRO-CREDENTIAL DEVELOPMENT GUIDELINES

## Considerations

Micro-credentials are skills or competencies that are complementary or additional to traditional education. While developing a micro-credential, consideration should be given to the audience and what skills will be covered. Necessary resources should also be considered. If developing a Badge or Digital Certificate, it may be helpful to consult the [MCC Checklist](#), located in the Appendix of this guide, which is used by MCC members during the review process.

When determining whether a micro-credential should be a Level I or Level II Badge, it is most important to consider the skill proficiency the learner will gain. A Level I Badge is appropriate for a micro-credential that demonstrates introduction and practice of a skill; from an employer's perspective the learner understands the basic principles and can perform some associated work that aligns with the skill. A Level II Badge is appropriate for a micro-credential that demonstrates mastery of a skill; from an employer's perspective the learner has a complete understanding of the skill and can easily apply its principles to projects. In addition, a Level I Badge may have an artifact which is assessed primarily for completeness, whereas a Level II Badge artifact is assessed for quality of work and evaluation may lead to the Badge not being awarded.

When proposing a Level II Badge or Digital Certificate of Expertise the artifact that learners are asked to submit will also need to be considered. It is important the artifact can be accessed by a publicly available URL so future employers can view the artifact and see how it demonstrates the learner's competency.

## What to Include

### *Description*

Each micro-credential should have a brief description that introduces the purpose, audience, learning objectives, and, most importantly the competencies or skills. It is best practice for the description to be written in complete, grammatically correct sentences, and be no more than 75 words. Bulleted lists are not appropriate for micro-credential description.

### *Earning Criteria*

The earning criteria should describe what a learner must do to earn the micro-credential. The criteria should be a rigorous observable demonstration of the skill or competency described and should be the complete process for earning. For example, if a learner must respond to prompts about a campus event, attending the event and the written response should be included in the earning criteria. If a distinction option is available, include what must be done to earn distinction. It is best practice for the earning criteria to be written in complete, grammatically correct sentences.

### *Skills*

Skills increase a micro-credential's value in the job market by validating specific workforce skills an earner is able to demonstrate. These credentials are designed to showcase a person's expertise in a particular area, making them highly relevant and valuable to employers. Canvas Credentials has partnered with Lightcast to provide a database of available skills to associate with a micro-credential. Each skill affiliated will link to related job information in the micro-credential's Canvas Credentials page. Skills for both levels of

Badges and Digital Certificates should be identified in partnership with the Department of Career Planning & Development.

### *Tagging Conventions*

Tags allow data analysis of micro-credentials by topic and other areas of interest. Each micro-credential will automatically have one tag associated with the Issuer. This tag is identified by representatives of the Issuer when the unit is first established in Canvas Credentials.

If a badge has a distinction option for learners, an additional #Distinction tag will automatically be added to the micro-credential.

Additional tags can be added to allow learners to isolate micro-credentials based on the subject matter. These tags should be thoughtfully selected and used with a specific purpose in mind. Tags will also be created if a micro-credential aligns with a NACE (National Association of Colleges and Employers) skill. NACE skills are different from the skills outlined above.

### **Limitations**

Under no circumstances should micro-credentials be used as a requirement for a student to graduate from a program of study.

Canvas Credentials is not currently fully integrated with D2L. If developing a stand-alone credential outside of a course and/or Owl Life, additional consideration may be needed on how learners will engage with the learning activity and submit artifacts.

## MICRO-CREDENTIAL APPROVAL PROCESS

### Use of Modern Campus Curriculum

Modern Campus Curriculum is the online process tool used to submit, review, and approve micro-credential proposals. Using Modern Campus Curriculum, proposals are automatically routed to each party involved in the review process. Modern Campus Curriculum is a transparent system, allowing individuals to view where proposals are in the approval process and reference completed proposals. Users login to Modern Campus Curriculum with their KSU ID and KSU password.

### Process Details & Participants

There are two processes for developing micro-credentials:

1. Standard Approval Process: The approval process for both levels of Badges and Digital Certificates mimics the academic curriculum process for KSU.
2. Souvenir Process: Souvenirs are exempt from the standard approval process as described in the following section.

Details for the standard process are outlined below, while the [Souvenir approval process](#) is described later in this document.

#### *Step Zero: Identifying an Opportunity*

The traditional process should begin with a member of an Issuer identifying an opportunity for a micro-credential based on the nature of the learning and relevance to potential audiences. This member of the Issuer should contact the Department of Career Planning and Development to discuss career skill tags that are associated with the micro-credential.

#### *Step One: Originator*

The member of an Issuer proposing the micro-credential should complete and submit a New Micro-Credential form in Modern Campus Curriculum. In addition to the questions in the form, the Earning Criteria Template should be attached to the proposal for review.

#### *Step Two: Initial Review*

The Micro-Credential Coordinator review the proposed micro-credential. The coordinator ensures that the form is filled out correctly and all necessary attachments are included.

#### *Step Three: Department of Career Planning and Development*

The DCPD representative will confirm that the appropriate career skill tags are indicated.

#### *Step Four: Department Chair/Director/Unit Leader*

The department chair or division director reviews and approves the proposed micro-credential to ensure it aligns with the department's or division's objectives and mission.

#### *Step Five: Micro-Credential Committee*

The MCC reviews the proposed micro-credential for alignment with the taxonomy, rigor with respect to assessment and artifacts, possible overlap with existing micro-credentials, appropriate tagging conventions used, and general fit within KSU's micro-credential offerings.

### *Step Six: Micro-Credential Executive Administrator*

The Executive Administrator is the final approval step before the micro-credential can move into production and publication.

### *Step Seven: Production*

Once approved, the Micro-Credential Coordinator collaborates with the Office of Strategic Communications and Marketing to develop the image associated with the micro-credential. The coordinator then contacts the approved grantors to have them sign the Grantor Agreement. The micro-credential is then built in Canvas Credentials and the Inventory once the image is provided.

### *Step Eight: Completion*

Once Grantor Agreements have been signed, the Issuer will be notified that the micro-credential is available and ready to be awarded. New micro-credentials will be publicly visible in Canvas Credentials and the Inventory. Please allow 5-8 business days, depending on capacity, between MCC approval and Publication.

## **Visualization of Micro-Credential Approval Process**

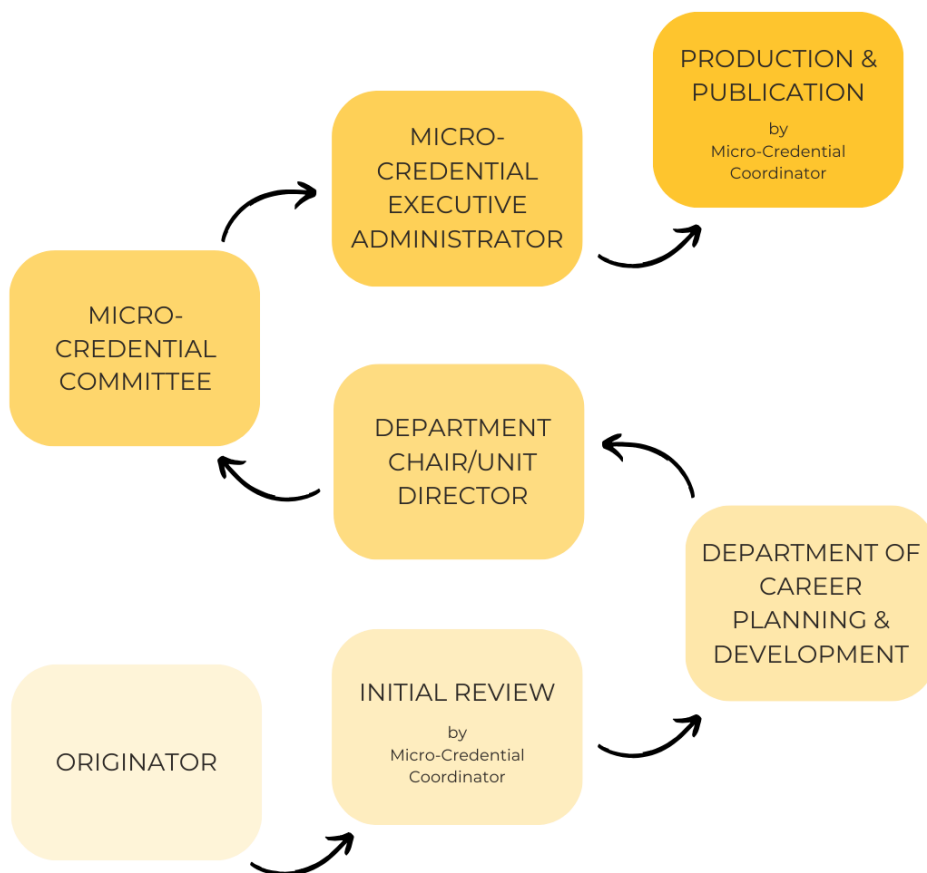


Figure 1 Visualization of Approval Process

## **SOUVENIRS**

### **A Unique Micro-Credential**

Souvenirs are a unique type of micro-credential in that they do not require learners to demonstrate competencies. Souvenirs document participation. They are best suited to awards for engagement in extra-curricular activities, attendance at one or more events, or active membership in a KSU organization. Participation to earn Souvenirs should be meaningful and add value for the participant, but reflection or a tangible submission of evidence from participants is not necessary.

Over their course of tenure at KSU, students and faculty and staff will engage with a wide variety of programs and events, not all of which will be suitable for recognition with a Souvenir. Events and experiences that are associated with Souvenirs should have one or more of the following qualities:

- Mark a milestone, tradition, and/or shared experience among students within a program, cohort, or class (e.g., first-year convocation, a sophomore seminar, or senior exhibition).
- Incentivize and reward student participation in co-curricular and/or extra-curricular experiences (e.g., attending a career fair, concert or play on campus, or a lecture series).
- Encourage student engagement with academic support resources (e.g., attend a workshop hosted by the Writing Center).
- Encourage faculty or staff engagement with professional development resources (e.g., attend a webinar with colleagues).
- Require intentional engagement with an experience or event beyond passive interaction or their regular routine (e.g., passing by an informational table or attending a required class experience).

Verification of Souvenir achievement is determined through a participant's completion of one or more of the following activities:

- Attendance at a specific event (e.g., attend a major-specific career fair)
- Attendance at a series of events (e.g., attend four of eight lectures within a speaker's series)
- Membership in a specific organization (e.g., become a member of the academic Registered Student Organization associated with their major)
- A combination of the above experience types that may or may not need to be completed in a specific order

### **Souvenir Approval Process**

Souvenirs are not subject to the standard approval process defined in the [Micro-Credential Approval Process](#) outlined in this document. Souvenir proposals are still launched in Modern Campus Curriculum system but bypass the usual steps of review by the Career Planning and Development Committee and the Micro-Credential Committee.

## CANVAS CREDENTIALS

### What is Canvas Credentials?

Canvas Credentials (formerly Badgr) allows users to issue and manage a standardized type of digital badge known as Open Badges. A digital badge is a visual symbol of accomplishment, and at Kennesaw State University, we refer to these digital badges as micro-credentials. Open Badges follow an open standard, learners can collect badges from multiple sources or institutions and combine them into common collections. When shared, these badges can be verified by any compatible system, ensuring that they are trustworthy representations of the learner's experiences.<sup>1</sup>

### Purpose of Canvas Credentials - Public

Kennesaw State University's public Canvas Credentials page provides a list of all micro-credentials currently offered. The page is fluid, and micro-credentials can be added or hidden at any time.

The public Canvas Credentials page allows learners to view Issuers and micro-credentials. Issuers are the departments and offices that own micro-credentials. They are not the individuals who award the micro-credential. Canvas Credentials uses the term "Badges" to describe the collection of micro-credentials; due to limitations of Canvas Credentials, this cannot be changed on the Canvas Credentials site. However, each micro-credential on the Canvas Credentials site includes the KSU-defined taxonomy level. Users can search for a micro-credential using keywords in addition to filtering by Issuer.

### Purpose of Canvas Credentials - Private

In addition to the public Canvas Credentials page, Canvas Credentials is used to award micro-credentials to learners. At this time, Canvas Credentials is not integrated with D2L, so each faculty or staff member approved to grant micro-credentials, or a Grantor, will have a staff account associated with their Issuer in Canvas Credentials.

#### *Granting Micro-credentials Using Canvas Credentials*

If you are an approved grantor for a micro-credential, you will have a staff account in Canvas Credentials. To award a micro-credential to a learner, follow the steps below. Additional details can be found on the [Canvas Credentials user-site](#).

1. Login to Canvas Credentials using your kennesaw.edu email address (your password is **not** associated with your KSU login).
2. Select the Issuers tab from the navigation bar at the top of the page and find the Issuer you are associated with. If you are associated with multiple Issuers, you will need to know what Issuer the micro-credential you are awarding for is associated with.
3. Under the Badges tab (the terminology Canvas Credentials uses for all micro-credentials), select the micro-credential you would like to award.

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<sup>1</sup> [Canvas Credentials](#), 2025

#### *Awarding to an Individual*

4. Select “Award Badge”
5. Complete the Badge Award Page
  - a. An email address is required, it is recommended you use the earner’s KSU email.
  - b. The Narrative section is optional and represents any additional comments for the learner.
  - c. The Evidence section is required for Level II Badges and Digital Certificate of Expertise and should be an open-access URL directing viewers to the artifact the learner completed to earn the micro-credential.
6. Select “Award Badge” to finalize the award process

#### *Bulk Awarding*

To award micro-credentials to multiple learners at once, follow these steps:

4. Select “Bulk Award from CSV”
5. Complete and upload the Bulk\_Award\_Template. Similar to *Awarding to an Individual* above, you will need to include each learners’ email. You can also add a Narrative section for each learner if desired. For Badge Level II or Digital Certificate of Expertise, an evidence URL is required for each recipient.
6. Preview the mapping of the uploaded CSV and confirm that the columns align correctly. If you’ve used the template, no adjustments should be necessary.
7. Once everything is confirmed, select “Finish” to finalize the award process.

## MICRO-CREDENTIAL INVENTORY

### Inventory Overview

The Inventory provides a comprehensive listing of both active and archived micro-credentials within the KSU Micro-Credential Initiative. It is regularly updated as new micro-credentials are published. To access the KSU Micro-Credential Inventory, please visit the following link: [KSU Micro-Credential Inventory](#).

### Purpose of the Inventory

Canvas Credentials will not display micro-credentials no longer offered at Kennesaw State University on the public KSU page. These micro-credentials will remain visible only within the Learner's personal account in Canvas Credentials. The Inventory serves as a public record that complements Canvas Credentials, providing access to detailed information, including earning criteria, for archived micro-credentials. Each micro-credential in the Inventory will be designated as Active or Inactive. Inactive micro-credentials will also include the month and year it was archived and no longer available to learners.

### Naming Conventions

In the Inventory, micro-credentials are named according to a structured convention similar to academic course classifications. Each Issuer is assigned a unique three to four-letter prefix, followed by a three-digit number that is automatically generated. This number reflects the taxonomy association:

- 000 series for Souvenirs
- 100 series for Level I Badges
- 200 series for Level II Badges
- 300 series for Digital Certificates (Practiced)
- 400 series for Digital Certificates (Expert)

The numbering also accounts for the number of micro-credentials offered by the Issuer. Additionally, the micro-credential title is included in the name, consistent with the title displayed in Canvas Credentials. Typically, the number follows the sequence in which the credential was approved by the Issuer.

*For example, the Office of Assessment offers a Level II Badge in Rubric Design, which was the third credential approved for this unit. In the Inventory, this micro-credential would be listed as ASMT 303 - Rubric Design.*



## TERM GLOSSARY

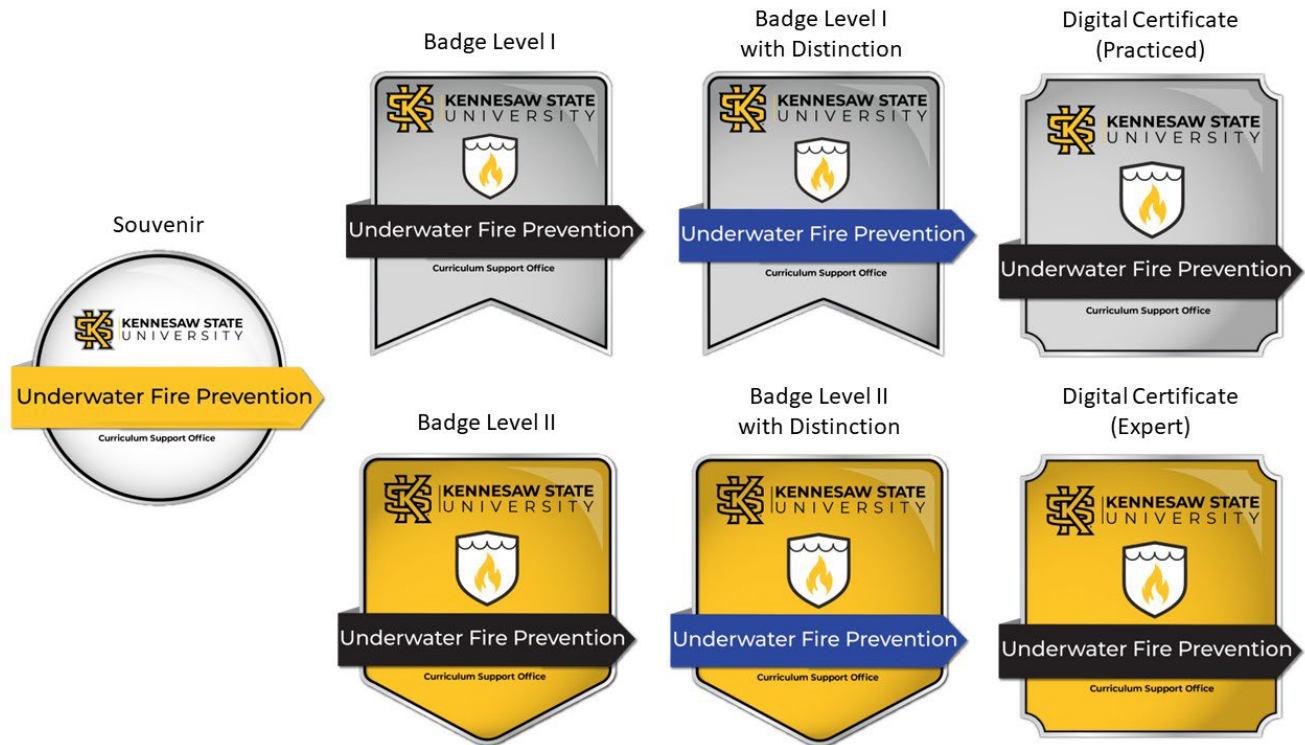
Term	Definition
<b>Active/Inactive</b>	Status of a micro-credential ability to be awarded specified in the Inventory.
<b>Assessment Item</b>	Submitted by Learner, this is evaluated by Grantor against learning criteria before the micro-credential is awarded.
<b>Award</b>	Act of granting or issuing a micro-credential to a learner that has completed all requirements of the micro-credential.
<b>Canvas Credentials</b>	The online tool used for awarding and managing micro-credentials at Kennesaw State University. View KSU's public Canvas Credentials page at <a href="https://kennesaw.badgr.com/public/organization/badges">https://kennesaw.badgr.com/public/organization/badges</a> . Prior to 2022 Canvas Credentials was referred to as Badgr.
<b>Badge Level I/ Level I Badge</b>	Type of micro-credential awarded for introduction to skills and competencies. No meta-data required. Distinction criteria is optional. .
<b>Badge Level II/ Level II Badge</b>	Type of micro-credential awarded for mastery of skills and competencies. Meta-data is required. Distinction criteria is optional.
<b>Consumer</b>	A person who views a learner's award micro-credential. The audience may include employers, potential employers, and the learner's professional or social media networks.
<b>Curriculog</b>	The online system used to propose and approve micro-credentials through the traditional process. Sign in to Curriculog using NetID and password at <a href="https://kennesaw.curriculog.com">kennesaw.curriculog.com</a>
<b>Digital Image</b>	A visual symbol of accomplishment. Each micro-credential has its own digital badge image associated with it.
<b>Digital Certificate (Expert)</b>	Type of micro-credential awarded for collection of skills and competencies that represent mastery. Meta-data required. Distinction criteria is not available. 'Digital Certificate' is a KSU term.
<b>Digital Certificate (Practiced)</b>	Type of micro-credential awarded for introductory understanding of a collection of skills and competencies. 'Digital Certificate' is a KSU term.
<b>Distinction</b>	A special recognition option for Badge Learners. Assessment criteria for distinction-level should be defined prior to a micro-credential's approval.
<b>Learner Activity</b>	Task associated with a micro-credential that results in learning.
<b>Lightcast</b>	A labor market analytics firm that uses data to drive economic prosperity. <sup>2</sup> Lightcast provides available skills to be included with a micro-credential.

<sup>2</sup> Taken from [Lightcast Linked-In page](#).

<b>Grantor</b>	A faculty or staff member who has the authority to award a micro-credential on behalf of their associated Issuer. There may be more than one grantor for any micro-credential. Each grantor should have a updated Grantor Agreement on file.
<b>Grantor Agreement</b>	Document of trust that outlines what micro-credential an individual grantor has authority to award.
<b>Icon</b>	The clip-art image on a digital badge that can be changed to align with micro-credential subject area.
<b>Inventory</b>	A complete list of current and past micro-credentials offered at Kennesaw State University.
<b>Issuer</b>	Office or Department of ownership for a micro-credential that is charged with assigning individuals to award the micro-credential
<b>Learner</b>	Individual who signs up for a micro-credential and completes all earning criteria. This may be a KSU student or member of the KSU staff, faculty, or community.
<b>MCC</b>	Micro-credential Committee. Reviews proposed micro-credentials as part of the traditional process.
<b>Meta-data</b>	Artifacts that are assessed based on pre-determined criteria. These artifacts should be included when a Level II Badge or Digital Certificate is awarded.
<b>Micro-credential</b>	A digital record that recognizes a learner's successful completion of educational activities that lead to professional skills and competencies
<b>NACE Skill</b>	Career ready competencies determined by the National Association of Colleges and Employers.
<b>Open Badge</b>	A specialized type of digital badge that contains verifiable information. 'Open Badge' is a universally accepted term.
<b>Revoke</b>	Act of removing a previously awarded micro-credential from a Learner's record.
<b>Skills</b>	Competencies that add market-value to the micro-credential. Appears in Canvas Credentials and can link to related job information.
<b>Souvenir</b>	Type of micro-credential awarded for participation in an activity or event. No meta-data required. Distinction criteria is not available. 'Souvenir' is a KSU term.
<b>Tag</b>	A word or phrase describing the topic, taxonomy, Issuer, or distinction availability for a micro-credential. Appears in Canvas Credentials.
<b>Standard Process</b>	Approval process for both levels of Badges and Digital Certificates at Kennesaw State University.

# APPENDIX

## Appendix A: Micro-Credential Images



## Appendix B: Micro-Credential Committee Review Guide

Item	Description	Yes	No	Notes
<b>*Issuer</b>	The unit issuing the micro-credential has the authority and expertise to do so.			
<b>Name/Description</b>	Name and description are clear and distinguish the micro-credential from other similar micro-credentials at KSU.			
<b>*Classification</b>	Classification of micro-credential is in alignment with the expectations of the KSU taxonomy.			
<b>Distinction</b>	The requirements for distinction are clearly described, elevated, and will limit recipients to a minority of those qualifying for the original badge.			
<b>Description</b>	A micro-credential's description should speak to both employers and learners.			
<b>*Skills or Competency</b>	Assignment matches what the skill or competency states and displays what the earner knows or can do.			
<b>*Validity of Skills or Competency</b>	Evidence that the skills or competency is valued in the current or future workforce is provided. This may include published educational standards or professional standards of practice.			
<b>Learning Outcomes</b>	What should learners be able to do as a result of gaining competency in this micro-credential's skill set? Do the Learning Outcomes align with the skills and earning criteria described?			
<b>*Earning Criteria</b>	The earning criteria is a rigorous observable demonstration of the skill or competency described. If a badge level II or digital certificate (expert), the required demonstration of skill or competency indicates the earner can likely transfer it to an authentic work environment and perform this skill at entry level.			
<b>*Measure of Competency</b>	An instrument (rubric) to measure competency is provided. The instrument is a valid, transparent, and as objective as possible measure of the stated competency or skills. The quality of performance warranting micro-credential award is defined by a rigorous and reasonable cut score on the instrument.			
<b>Artifact Dissemination</b>	Artifacts to provide evidence of skill/competency attainment can be easily shared electronically			

<b>Tags</b>	The tags align with the themes of the micro-credential. All major themes are included. Any aligned NACE, professional standards, and AAC&U tags are included.			
<b>Target Audience</b>	The audience will benefit professionally by earning this micro-credential.			
<b>Expected Frequency of Awards</b>	The frequency warrants institutional resources necessary to make this micro-credential available.			
<b>Expiration</b>	Expiration is logical and does not harm earners.			
<b>Overlap of Micro-Credentials</b>	If the micro-credential overlaps with other KSU micro-credentials, the difference is clarified and justified sufficiently. The perceived value of the existing micro-credential is not damaged by the addition of the proposed micro-credential.			
<b>Directions and Delivery Structure</b>	Instructions on how to enroll, access, and ask questions about this micro-credential are complete, accurate, and logical.			
<b>Cost</b>	No fee for award of the micro-credential is required. Costs associated with the learning experience are described, reasonable, and will not likely prevent the micro-credential from being awarded.			

\*Items indicated with an (\*) asterisk are prioritized during the Micro-Credential Committee review step.