Credential Registry Draft Badge Publisher Sandbox Testing Instructions:  
JSON Copy and Paste

Import Options: To import your badge class information to the Credential Registry, you have three options. You can (1) import directly from Canvas Credentials, (2) import directly from Credly, or (3) copy and paste valid JSON from another badging platform.

Instructions: Please note that the instructions for importing badges from Canvas Credentials and Credly are different, so be sure to follow the relevant set of instructions based on the platform you’re using. You can find more information on importing badges from our website.

More Information: Visit Credential Engine’s Credential Registry Badge Publisher Tool webpage for more information https://credentialengine.org/badge-publisher-tool/.

Contact Us: If you have any questions, please send them to publishing@credentialengine.org. We monitor this email during normal U.S. business hours and typically respond within one business day.

Instructions for JSON Copy and Paste

1. Log into your Credential Registry Publishing System account  

After logging in, you’ll see the menu shown below. Select “Credential Publisher.”

[Account Dashboard Reports Credential Finder Credential Publisher Logout]

2. Navigate to the Badge Publisher https://apps.credentialengine.org/publisher/badgePublisher/.

3. If your account is associated with more than one organization, select the organization you’re affiliated with followed by “Next Step.”
4. Choose Source Type. Select "JSON" and "Next Step."

5. Paste an individual badge or an array of badges as JSON data from any platform in OB 2.0 or 3.0 format. 3.0 is not yet released in its final version, and support is experimental. Most badge configuration options are supported. The data should match the 2.0 format of a BadgeClass or the 3.0 format of an Achievement, or a JSON Array of multiple of these formats. Select "Import."

6. A valid Import will display a list of badges found. Select "Next Step."
7. Select all of the badges you’d like to import to the Credential Registry Publishing System and publish to the Credential Registry. Select “Finish Badge Setup.”

8. Your badges have been imported into the Credential Registry Publishing System when you see “100%” in the blue bar. Select “Next Step.”

9. Now you can edit your badges. Your edits do not impact the badges on Credly. You are only editing them in the Credential Registry Publishing System to prepare for publishing to the Credential Registry.

If you do not edit your badges, the following will be imported verbatim:
- Credential type = Open Badge
- Badge Name
- Badge Description
- Badge Image
- Badge Identifier
- Badge Tags
- Badge Criteria Description
- Badge Criteria URL

If the badges include alignments, you will need to edit the alignments to map to CTDL. Otherwise, alignments will not be imported. We recommend including alignments with your import.
10. After selecting “Edit” Alignments, a model window will open where you'll see Skill and other alignments, select the correct CTDL alignment.

If there is no direct CTDL alignment toggle from “Included” to “Skipped. If an alignment is left unmapped, or if it is marked as skipped, it will not be saved to the Registry.

Each CTDL alignment has a “Resource Type” and a “Connection Type.” The Connection Type is directly dependent on the Resource Type selected. Both must be selected. If the resource type of an alignment is Credential, you will have to select a credential subtype as well.

After selecting alignments, use the X in the top, right corner to close the modal window.

Select “Finished Editing” for each Open Badge.

11. Once you have completed editing, select “Next Step.”

12. Save all and “Finish Publication.”
13. It is important to save all alignments to the badging platform as it offers numerous benefits. By doing so, you can ensure that your Credential Registry alignment is linked to your badges, which facilitates easy future updates. Additionally, viewers of your badges on the badging platform can conveniently follow the URL back to the Credential Finder. Therefore, it is advisable to save all alignments while working with your badges in your badge system.

Manually copy and paste the Credential Registry alignments back to your badges. This may seem like an additional step, but it is a crucial one that ensures a smooth connection between the Credential Registry and your badges because it enables learners and others to get all the information they need about your badges.

14. The badge import from JSON to the Credential Registry Publishing System is now complete. Select “Continue in Publisher.”

15. To manage your badges in the Credential Registry, you’re redirected to your Organization Summary Page. Select the “Credentials” tab. From here, you can view, edit, approve, and publish your badges. Once you have reviewed and approved your badges, you will receive an email from the Credential Registry Publishing System confirming your approval. A member of the Credential Engine team will also receive a notification and will publish your credentials, typically within one business day. Once your badges are published, you will receive another email from the System confirming the status of “Published.”
16. See the badges you published via the Credential Finder. It only takes a couple of minutes after publishing for the data to show in the Sandbox Finder. Select “Credentials” and most recently published credentials show at the top. You can also do an Organization search for your organization, and from your organization’s detail page, click on the link to see all of the credentials you’ve published.

Search for Credentials: https://credentialengine.org/finder/search?searchType=credential
Search for Organizations: https://credentialfinder.org/search?searchType=organization