

# Transferring your Open Badge to your LinkedIn profile

Congratulations! You have received an Open Badge from Newcastle University.

What are Open Badges, and what can we do with them? Open Badges are a form of digital credential. The badge contains metadata that allows anyone viewing the badge to see who the awarding body is, what you had to do to achieve the badge, and any expiry date of the badge. There may be other optional data held within the badge.

This help sheet will guide you through the process of adding your Open Badge to your LinkedIn profile.

## Getting the badge and registering with Open Badge Passport

- 1) You will have received an email from “Newcastle University via OBF” congratulating you on your achievement and advising you of some support materials available.

Select the “Get Your Badge” option in the email.



Open Badge for the completion of the ncl+ award [TEST]

Congratulations on the successful completion of the ncl+ award. This Open Badge can be used to display your achievements on various websites such as LinkedIn.

You can find out more about Open Badges at <http://openbadges.org> and <http://www.badgealliance.org>

Get your badge

Open Badge Factory

- 2) The next page shows the metadata content of the badge. If you are already using the [Mozilla](#)

[Open Badge Backpack](#)

you can export your badge to there. We are going to demonstrate how you can use Open Badge Passport to store your badges.

Open Badge Factory

English

**NEWCASTLE UNIVERSITY NCL+ AWARD [TEST]**

Newcastle University  
badges@ncl.ac.uk

Issued on: 02/26/2016  
Expires: 01/26/2016  
Tags: ncl+test

This badge is awarded upon successful completion of the University's ncl+ award. [TEST]

**Open criteria in new window**

[TEST] This open badge shows that the holder achieved the ncl+ Award whilst studying at Newcastle University. The ncl+ award is given to students who demonstrate exceptional achievement by students, and the enhanced employability skills gained throughout.

Students who have received the ncl+ Award: spend a minimum of 10 hours undertaking extra-curricular activities alongside their studies; attend workshops led by their careers service or staff and get them to write their participation in these activities; reflected on their progress and learning during the year through a personal log; spend an additional hour each semester producing a number of examples of transferable skills developed through extra-curricular activity.

This badge is issued to **gaeme.bowwell@newcastle.ac.uk**

Receive and store your Open Badges easily now and in the future! Create a free account in our Open Badge Passport.

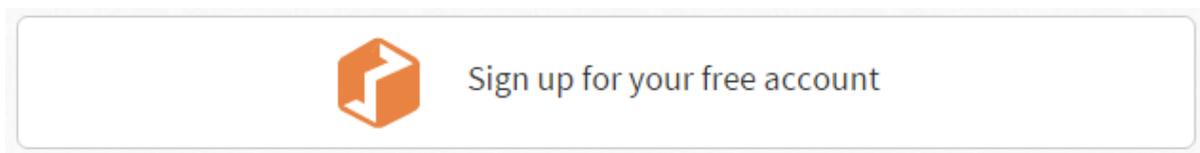
If you sign up using the email address above we can deliver this badge to your personal Passport. (You can connect other addresses to your account later.)

Sign up for your free account

Download badge "Newcastle University ncl+ award [TEST]"

Push to Mozilla Backpack

Choose the option to sign up to your free account



- 3) Fill out the relevant details on the registration form. It is very important that the email address you register with is the same as the address the badge was awarded to. In most cases, this will be your Newcastle University email address (@newcastle.ac.uk).

A screenshot of a registration form. At the top, there are two buttons: "Connect with Facebook" and "Connect with LinkedIn". Below these is a text input field for "E-mail address" containing "graeme.redshaw-boxwell@newcastle.ac.uk". A small note below the field states: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail." Below the email field are three text input fields: "First Name" with "Graeme", "Last Name" with "Boxwell", and "Country" with "United Kingdom". At the bottom left of the form is a blue button labeled "Create new account".

On the foot of the metadata content on Step 2) of this guide it states, "This badge is awarded to: [emailaddress]". Make sure this is the email address that is used.

- 4) Once you have filled out the registration form, you will get an email through with a one-time only use password. The next link will ask you to change the password.

Graeme Boxwell,

Thank you for registering at openbadgepassport.com. You may now log in by clicking this link or copying and pasting it to your browser:

[https://openbadgepassport.com/en/user/reset/5872/1456918848/tmb6kJEV-WCLd3y85naW6Up6kW1cOmZeogiwZHT\\_y60](https://openbadgepassport.com/en/user/reset/5872/1456918848/tmb6kJEV-WCLd3y85naW6Up6kW1cOmZeogiwZHT_y60)

This link can only be used once to log in and will lead you to a page where you can set your password.

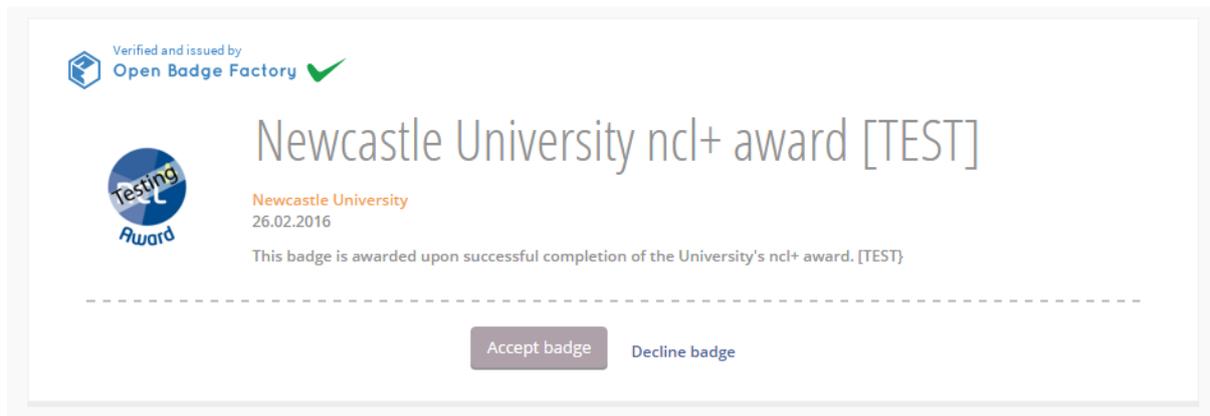
After setting your password, you will be able to log in at <https://openbadgepassport.com/en/user> in the future using:

username: Graeme Boxwell

password: Your password

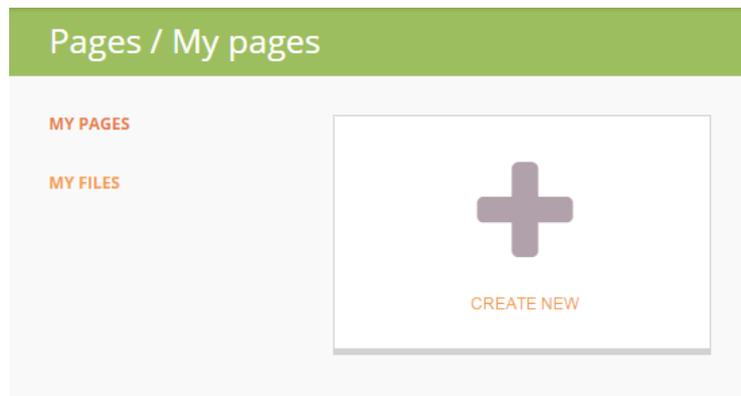
-- openbadgepassport.com team

5) You will be asked to accept the Open Badge into Open Badge Passport.

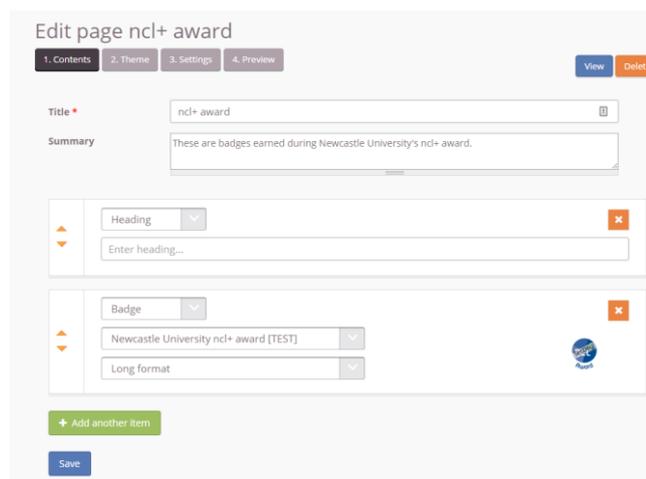


### Creating the pages and displaying your Open Badge

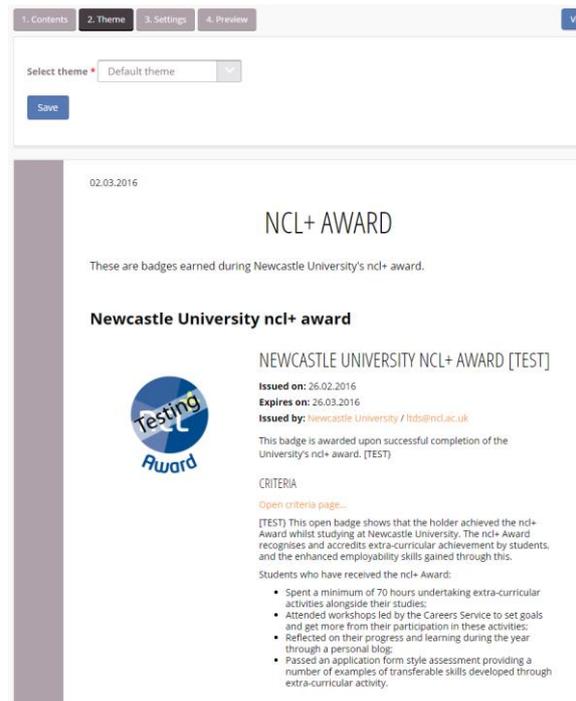
6) You now need to create a page to display your badge on.



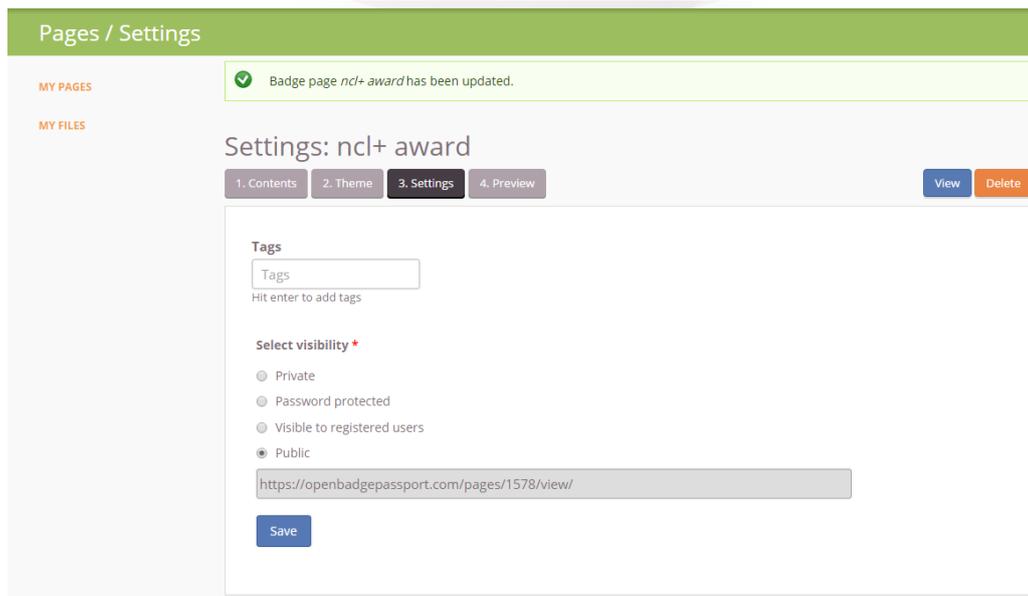
7) Use the drop downs to add a heading and a badge. The long format will display the full criteria on the metadata page of the badge. The short format provides a link to the criteria instead.



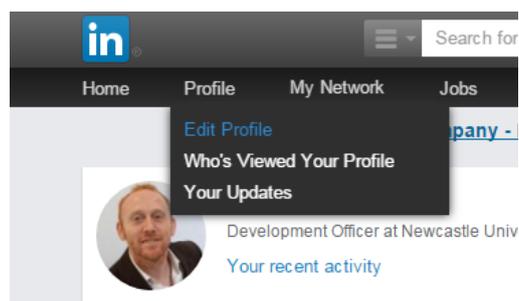
- 8) Choose a theme to style the badge page.



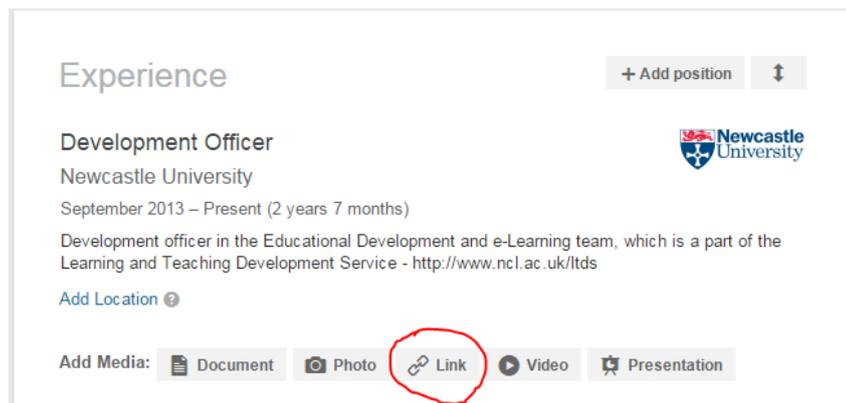
- 9) Set the availability to be public and copy the link – this will be used on the LinkedIn page. Remember to click the Save button.



- 10) Go to LinkedIn and "Edit Profile"



11) Choose which section you would like the badge to appear in. Select the “Add Link” function.



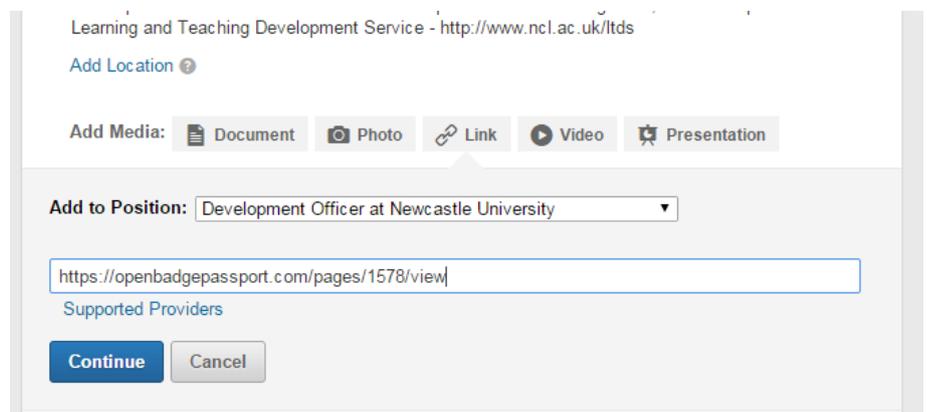
**Experience** + Add position ↑

**Development Officer**   
Newcastle University  
September 2013 – Present (2 years 7 months)  
Development officer in the Educational Development and e-Learning team, which is a part of the Learning and Teaching Development Service - <http://www.ncl.ac.uk/ltds>

[Add Location](#)

Add Media: Document Photo **Link** Video Presentation

12) Paste the link from the Open Badges Passport into the box. Click Continue.



Learning and Teaching Development Service - <http://www.ncl.ac.uk/ltds>  
[Add Location](#)

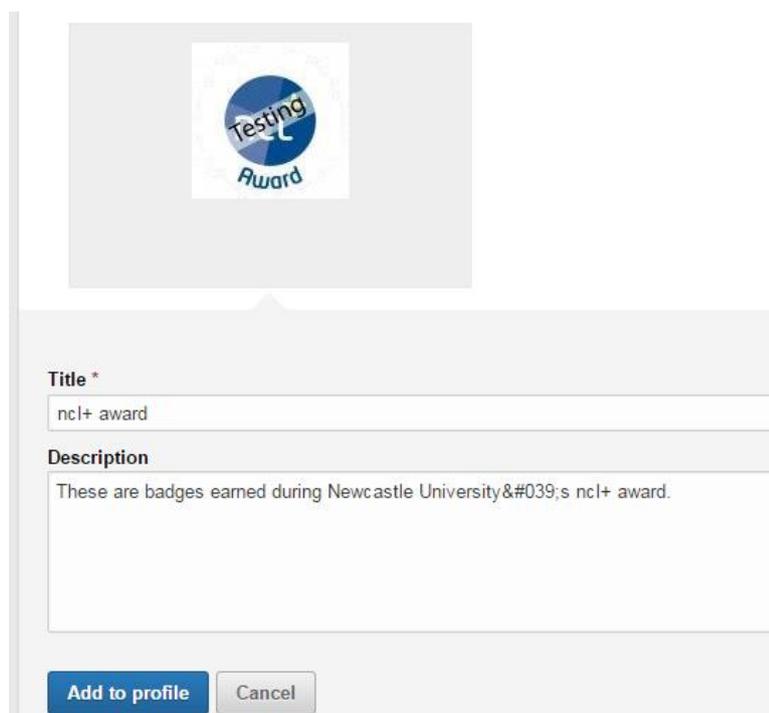
Add Media: Document Photo **Link** Video Presentation

Add to Position: Development Officer at Newcastle University

[Supported Providers](#)

Continue Cancel

13) Another drop down section will appear where you can add an overall title and description. Select Add to Profile.





**Title \***

**Description**

Add to profile Cancel

14. Your badge will now be appearing on your LinkedIn profile.

## Experience

[+ Add position](#) [↑](#)

**Development Officer** [✎](#) [📄](#) [↓](#)

Newcastle University [✎](#) 

September 2013 – Present (2 years 7 months) [✎](#)

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[Add Location](#) [?](#)



ncl+ award

**Add Media:** [📄 Document](#) [📷 Photo](#) [🔗 Link](#) [▶ Video](#) [📺 Presentation](#)