

AVID Digital Badging

Instructions for AVID Student Badge Delivery

Technology considerations prior to assigning AVID Student badges:

- If your students are provided email addresses from your site or district, email or call your district technology department to ensure students are able to receive emails from AVID.org prior to assigning digital badges.
- Sample email to send your email administrator:

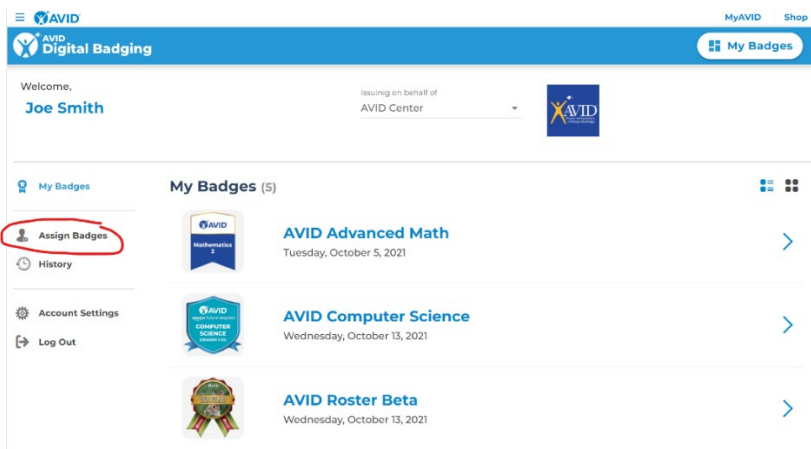
Attention Student Email Administrator:

This year, AVID students have the opportunity to receive AVID student digital badges. These badges will be delivered by avid.org. Please allow "avid.org" as a trusted domain or ensure that emails from this domain will not be filtered.

If you have any questions about this process, please contact AVID Care at AVIDCare@avid.org or call toll-free at 1-833-AVID-CARE (1-833-284-3227).

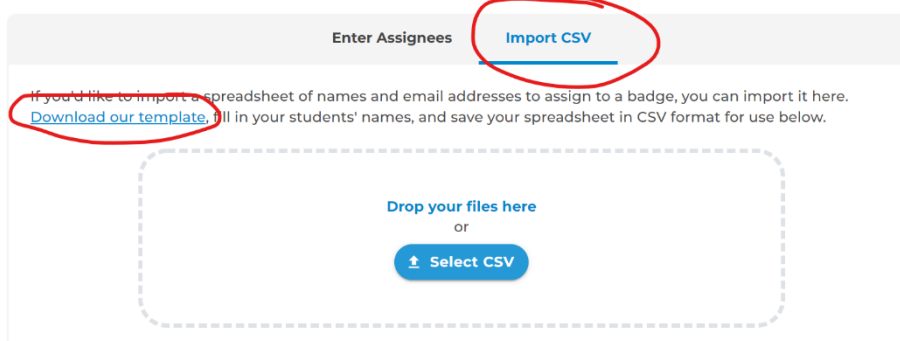
Steps of the Badge Delivery Process

1. Log in to MyAVID or go to <https://badges.avid.org/> to connect to the AVID Digital Badging platform.
2. Select "Assign Badges." To assign badges, you must have one of the following MyAVID roles at an organization that is authorized to issue badges. If you do not have access and believe you should, please contact AVIDCare@avid.org.
 - AVID District Director
 - District Director (School Level)
 - Elementary District Director
 - Elementary District Director (School Level)
 - Elementary Site Coordinator
 - Secondary AVID Elective Teacher
 - Secondary District Director
 - Secondary Site Coordinator



3. Enter student information (first name, last name, email address) or upload a CSV file with this information.

- Utilize your student information system or grading program to download the information into a spreadsheet and save as a CSV file.



Enter Assignees [Import CSV](#)

If you'd like to import a spreadsheet of names and email addresses to assign to a badge, you can import it here. [Download our template.](#) Fill in your students' names, and save your spreadsheet in CSV format for use below.

Drop your files here
or
[Select CSV](#)

- Utilize Google or Microsoft Forms to have students input their information so that you can easily download a spreadsheet and save as a .csv file.
 - [Microsoft Forms—Example Data Collection Form](#)
 - [Google Forms—Example Data Collection Form](#)
- Teachers can copy and paste the information from a spreadsheet into the table in the AVID Digital Badging platform.

	First Name	Last Name	Email
1	Student 1	Name 1	student1@sd.org
2	Student 2	Name 2	student2@sd.org
3			
4			
5			

4. Optional: Add a note to help track the groups of students who have been sent digital badges.

Batch Notes

Include any details or information about this batch that may be useful when referring to it in the future.

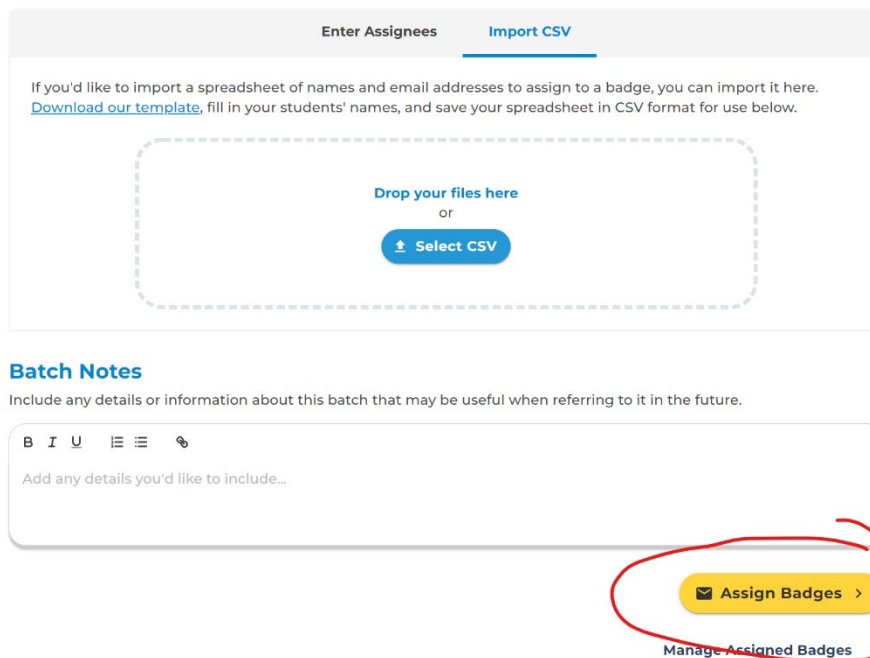
B I U  

Add any details you'd like to include...

[Assign Badges >](#)

[Manage Assigned Badges >](#)

5. Select “Assign Badges.”



6. Encourage students to check their email for their digital badge and share their badge through social media platforms.

- For sites that do not allow student email or access to outside email sources, ask students to access their badge from home.
- If a student's use of social media is not encouraged at your site or in your district, utilize the [Tallo lesson plans](#) on MyAVID to build a professional profile in Tallo. Students can create their account at <https://tallo.com/AVID/>.

- Troubleshooting tips:
 - If students are having trouble locating their digital badge, encourage them to check their “other,” “junk,” or “spam” folders, just in case the badge was filtered to these folders.
 - Contact AVID Care for additional support if you are having trouble with this process. AVID Care can be reached via email at AVIDCare@avid.org or toll-free by phone at 1-833-AVID-CARE (1-833-284-3227).

Video of the process:

[Video of the AVID Digital Badging Process](#)