



Admin Accounts

This user guide is for the Pittsburgh CoL Administrator Website. The admin site provides the ability to create and manage programs, workshops, and events related to their organization. The CoL Administrator website has three levels of access:

1. Organization Admin; 2. Program Manager; 3. Activity Manager. All users of the Admin site must be invited via email to gain access.

User Access	Organization Admin	Program Admin	Activity Manager
Add/edit organization admin user	✓		
Edit organization information	✓		
Add/edit workshops/ events for all programs	✓		
Add/edit programs	✓	✓	
Add/edit program admin users	✓	✓	
Assign program admins to specific programs	✓	✓	
Add/edit activity manager user	✓	✓	
Edit workshops/ events	✓	✓	✓



Org Dashboard

After logging in, you are at the main organization dashboard where you can manage:

- Programs
- Badges
- Org Members
- Students
- Org information

For advanced users, Partner API access is also on this page.

To edit your organization info, click the (edit) link next to your org name.

PGH City of Learning Admin Home Tim Cook

My dashboard - The Sprout Fund (edit) Switch Orgs

Programs (3) add program

Show: 10 Search:

Program Name	Date added
Digital Corps Spring Party	4/17/2015
Pittsburgh City of Learning Summer 2014 Pilot	6/24/2014
Remake Learning Digital Corps	5/30/2014

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API Info

Activate

Badges (3) Add Badge in City of Learning Add Badge in BadgeKit

Show: 10 Search:

Badge Name	# Awarded
Name of Badge	0 students
Stop Claim Codes	16 students
Stop Claim Codes	0 students

Org Members (4) add users

Show: 10 Search:

Name	Last Login
Ani Martinez	last login: Jul-23-2014
Dustin Stiver	last login: Jul-29-2014
Khalif Ali	last login: Jul-29-2014
Matt Hannigan	last login: May-06-2015

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Students (16) in The Sprout Fund add student add multiple students

✓ = Verified Account

Show: 10 Search:

Name	Age	Account Status
Dee Stiver	12	unclaimed(AQWF3)
Kay Ali	12	unclaimed(A5clR)
Cathy Lewis Long	13	unclaimed(AI5ru) resend invitation
khalifah ali	13	unclaimed(A5NIU) resend invitation



Edit Organization

Upon first creating or logging in to your account, you should make sure all organization info is accurate and up to date.

Here you can edit the following:

- Organization name
- Description
- Organization website url
- Organization image:
Upload a square image, preferably 350x350 pixels, by clicking the "Add Image" button or by dragging and dropping to the "drop files here" area.
- Assign Org Admins
- See a list of Admins
- Remove Admins

Be sure to click "Save Details" when you are finished!

Learning Admin Home

Edit The Sprout Fund organization

Organization name (required)

The Sprout Fund

Description

The Sprout Fund enriches the Pittsburgh region's vitality by engaging citizens, amplifying voices, supporting creativity and innovation, and cultivating connected communities.

Website url

http://www.sproutfund.org

Image



Upload a Logo

+ Add Image

Or drop files here

Assign Organization Administrator

.me/admin/dashboard

+ Add activity manager



Add/Edit Program

The first step to listing your learning events is to add a program. The “Add” and “Edit” screens are nearly identical so we will just show one. From the Dashboard, click “Add Program” or click on a program to see its details, then click (Edit):

- Program name (something succinct and catchy).
- Audience age range
- Categories (limit of 2)
- Description
- Program Image (350x350 pixels)
- Add admins—“Assign editors—to this Program (optional).
- **Note: a Program serves as a template for activities**
- Programs ONLY become searchable once associated Workshops or Events are scheduled for that Program.
- You cannot create/save a badge unless you associate with a program, so create programs first!

PGH City of Learning Admin Home

View program - Digital Corps Spring Party (edit)

Your program info

Program name (required)

Digital Corps Spring Party

Audience range (required)

11

14

Categories (required)

> View & add categories

Selected: Coding, Gaming & Robotics Design & Making

Description

Come show off what you have been working on in Digital Corps! Join us for an afternoon of making, music, and food in the Hill District at the Jeron X. Grayson Community Center.

Image

Upload a Logo

Edit Image

Or drop files here

Assign editors

Select User

Select User

Add program administrator

Update Program

My dashboard - The Sprout Fund (edit)

Programs (3)

Show 10

Date added

add program



Schedule Activity

To schedule an activity for a program go to your Dashboard, then click on the appropriate program. From the Program Page, choose "schedule workshop" or schedule event".

To edit an existing activity, click on the activity link, and then click "(edit)".

Decide on the activity type under the appropriate Program:

- Event: one-time experience associated with one location
- Workshop: an activity or program that takes place over more than one day and is associated with one location

Workshops (0) [+ schedule workshop](#)

Events (1) [+ schedule event](#)

[Digital Corps Spring Party](#)
2015-05-30 - 2015-05-30

Admin (0) [+ add program admin](#)



Schedule Activity

Edit the following fields associated with your activity (required fields are starred* and in **bold**):

1. **Activity Name***: choose a succinct and descriptive name.
2. **Type*** (Online or Face-to-Face)
3. **Audience Age Range***
4. **Categories*** (Limit 2)
5. **Description***
Focus on a learner audience and describe what will happen at the activity.
6. **Program Image*** (350x350)
7. Images have to be .png
8. Contact (Name, email, phone)
9. Program link (start with http://)
10. Registration link (if applicable)
11. Registration deadline (if applicable)
12. **Price*** (Free, \$1-\$50, \$50+)
13. **Location***
14. **Date or Date Range***
 - Dates, times, days of week
15. Assign activity manager

Now go check out your listing at pqhcityoflearning.org/explore

Schedule workshop Digital Corps Spring Party

Your workshop info

workshop name (required)

Type (required)

Audience range (required)

Categories (required)
[View & add categories](#)
Selected: Coding, Gaming & Robotics Design & Making

Description

Program Image
Upload a Logo

Badges (8)

Show

Badge Name	#
All Stars Talent Show Applause Badge	0 s
All Stars Talent Show Applause Badge	1 s
All Stars Talent Show Performer Badge	0 s
All Stars Talent Show Performer Badge	1 s

Registration Deadline

Price

Where
Location name
Enter building, suite, etc to let the learner know where to find the program.

Address (required)

City (required)

State (required)

Zip code (required)



Create Badge

To create a badge, click “Add a Badge in City of Learning” on your organization dashboard.

1. Step 1: Required Badge Info

***Noted Bold if a required field before publishing**

a. **Badge Name**

- Think about both your learner and also whom your learner might share the badge as you create the name. What will be important to communicate to them through the name of the badge?

b. **Badge Blurb**

- Like a tagline, 140 characters. What is a very concise way to describe the badge. Think about a 1- or 2- liner that you would put on your website or share via social media.

c. **Formal Description**

- Description for consumers, or people who may end up viewing a badge is displayed or shared. Explain the value of the badge to potential employers, admissions counselors, or others interested parties.

d. **Informal Description**

- Description for earners focuses on helping people decide whether or not they want to apply for the badge. Think about how you would describe this badge with the learner in mind. **What would the learner need/want to know, what would the learner find valuable, and what might motivate or inspire the learner to want to earn the badge?**

The screenshot shows a web form titled "Add badge" with the sub-header "STEP 1 - REQUIRED BADGE INFO". The form contains several input fields and a dropdown menu:

- Name:** A text input field with the placeholder "Enter the badge name".
- Blurb:** A text input field with the placeholder "Enter the badge blurb".
- Badge Image:** A section with "Image Requirements" and two options: "Upload Badge Image" (a blue button) and "Or drop files here" (a dashed box).
- Formal Description:** A large text area on the right side of the form.
- Informal Description:** A large text area on the right side, below the formal description.
- Badge Type:** A dropdown menu currently showing "Community - Issued for acts or knowledge in the community".
- Categories:** A section labeled "Categories (required - limit 2)" with a link "> View & add categories".



Create Badge

e. Badge Image

- Must upload a PNG file, 350x350 pixels.
- Go to the badge graphic design resource page at pqhcityoflearning.org/badge-graphics

f. Badge Type

- Knowledge – represents a specific body of knowledge that is attained through the learning experience
- Skill – represents a specific skill that is acquired through the learning experience.
- Disposition – represents progress in certain behaviors and habits of mind.

g. Categories

Choose 2 that best fit the badge

1. **Coding + Games:** Digital and web literacy; Creating websites, apps, video games, interactive stories, etc
2. **Community Action:** Addressing personal and community issues
3. **Designing + Making:** Creating visual graphics and physical structures; Building things with electronics, craft materials; Creating fashion
4. **Exploring earth & science:** Investigating the world around us
5. **Media:** Creating animations, movies, music, podcasts, and two- and three-dimensional artworks
6. **Numbers:** Using math to explore the world
7. **Performance:** Participating in live music, theatre, and dance performances
8. **Sports + Wellness:** Playing sports, helping the environment, and other healthy activities
9. **Storytelling:** Crafting and understanding fictional + historical stories
10. **Work + Career:** Learning about careers, business, and financial planning
11. **Zoology:** Learning about and interacting with all kinds of animals



Create Badge

2. Step 2 – Metadata

Requirements for issuing (Criteria, Issue Limitations, Evidence)

Criterion

1. Criterion description*

What did the learner have to demonstrate in order to earn the badge? If they had to use certain tools (e.g. Powerpoint, handsaw, etc.) include that in your criteria. Think again about the “consumer” of the badge. What would you want a teacher, future employer or college admissions officer to know about what the learner had to do to earn the badge? Also think about the “assessment process”, because your criteria indicate what was reviewed and/or assessed before the badge was issued.

- Strongly encourage criterion to begin with this language: “In order to earn this badge, the learner had to demonstrate”
- Consider describing how the assessment of this criterion is conducted (observation, rubric, written test, checklist, audience selection, count, etc.)
- Consider describing who does the assessment to determine if the criterion has been earned (mentor, peers, instructor, automatic, judges, etc.)

2. Rubric URL (if applicable)

3. Notes to Issuer about this Criterion (if applicable)

This is where you could consider describing the standard for badge evidence. What was required or suggested as acceptable evidence? Be specific, including the format in which the evidence should be submitted.

- Consider beginning with this language: *“To earn this badge, learners had to...”*

STEP 2 - Optional Metadata [click here to view](#)

Requirements for issuing (Criteria, Issue Limitations, Evidence)

Criteria [add another](#)

Define requirements to guide earners and mentors.

Criterion [remove](#)

Required - Criterion must be met for badge to be issued

Criteria Description (required)

This is a public description of the Criterion

Rubric URL

Does this criteria map to an external rubric? Put the link here

Notes to issuer about this criteria

These notes are for the issuer

Issue Limits

Are there any limits on issuing this badge.

Issue Uniquely - Earner can only earn this badge once

Limit - Is there a limit on the total amount of times this badge can be issued?

0

Information for badge earners (Estimated Duration, Suggested Evidence type and Further Engagement)

Information for issued badge consumers (Standards & Levels)



Create Badge

Issue Limits (check only if applies)

- Issue Uniquely
 - Earner can only earn this badge once
- Limit - Is there a limit on the amount of times this badge can be issued?

Information for badge earners (Duration, Suggested Evidence Type, Further Engagement)

- **Duration: Note the estimated average time to earn badge, preferably in hours.**
- Suggested Evidence type (if applicable)
- Further Engagement (if applicable)
 - How can parents/employers engage with the earner about what they have learned or have done to earn this badge?

Information for issued badge consumers(Standards & Levels)

- Standards Alignment (if applicable)
 - If you want to identify standards that this badge aligns with, provide detail here.
- Description of Levels associated with this badge (if applicable)
 - Does this badge have levels? If so, how do they work?

Information for badge earners (Estimated Duration, Suggested Evidence type and Further Engagement)

Estimated time it takes to earn this badge

1

Suggested Evidence type, what kind of evidence is expected for this badge.

Further Engagement, How can parents/employers engage with the earner about what they have learned or have done on to earn this badge



Create Badge

3. Step 3 – Choose Programs Allowed to Issue Badge

- Program(s): By selecting a program, all current and future scheduled programs will be selected by default unless a scheduled program is chosen below.
- Scheduled Program(s): Please choose a selected program for the programs listed above. Once chosen only the scheduled program(s) for that program will be selected.

STEP 3 - Choose Programs allowed to issue badge

Program(s):
*By selecting a program, all current and future scheduled programs will be selected by default. If you only want to issue this badge from specific workshops or events, use the Scheduled Programs field below.

Workshops/Events:
*Please choose workshops/events for the programs listed above. Once chosen only the workshops/events for that program will be selected.

CANCEL **Create Badge**

- ## 4. Step 4 – Create the Badge!
- Click the blue button