



KENNESAW STATE
UNIVERSITY

MICRO-CREDENTIAL GUIDE

Version 2.0

Last updated: October 2023

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INTRODUCTION

Purpose

The purpose of this Micro-Credential Guide is to provide a foundation for understanding and developing micro-credentials at Kennesaw State University (KSU). This is a living document and will continue to evolve as micro-credentials become commonplace on campus. This guide is designed as a resource to be used by faculty and staff throughout the micro-credential process.

Table: Kennesaw State University Taxonomy of Micro-Credentials

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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

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.

Step Seven: 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 Traditional Approval Process

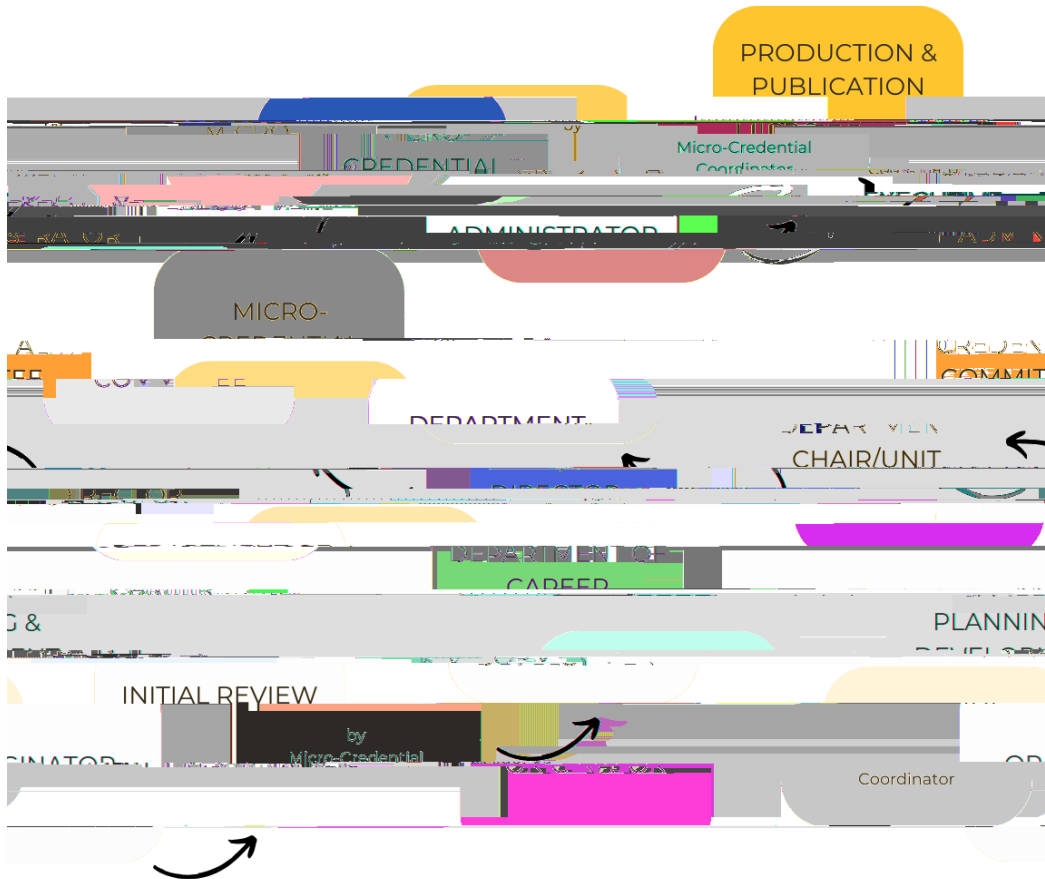


Figure 1 Visualization of Approval Process

MICRO-CREDENTIAL INVENTORY

What is the Inventory

The Inventory provides a list of all micro-credentials both presently and historically available at Kennesaw State University. The Inventory is archived semi-annually (January 1 and July 1) and is accessible here: [KSU Micro-Credential Inventory](#).

Purpose of the Inventory

Canvas Credentials will not display micro-credentials that are no longer offered at Kennesaw State University on the KSU public page. Instead, micro-credentials that are no longer offered can only be visible through a Learner's account in Canvas Credentials. The Inventory is a public record that is complementary to Canvas Credentials and can be used to access details, including earning criteria, for past 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 designated as no longer available to earn.

Naming Conventions

In the Inventory, micro-credentials follow a naming convention like that of courses in an academic discipline. Each Issuer has a three to four letter prefix, and a three-digit number which is automatically assigned. The number depends on the taxonomy association -- 100's for Souvenirs, 200's for Level I Badges, 300's for Level II Badges, and 400's for Digital Certificates -- and number of micro-credentials associated with the issuer. The title of the micro-credential will also appear in the name, which is the same as what appears in Canvas Credentials.

For example, the Office of Assessment has a Level II Badge for rubric design which is the third micro-credential the unit was approved to offer. In the Inventory, this would appear as ASMT 303 - Rubric Design.

TERM GLOSSARY

Term	Definition
Active/Inactive	Status of a micro-credential ability to be awarded specified in the Inventory.
Assessment Item	Submitted by Learner, this is evaluated by Grantor against learning criteria before the micro-credential is awarded.
Award	Act of granting or issuing a micro-credential to a learner that has

Grantor	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.
Grantor Agreement	Document of trust that outlines what micro-credential an individual grantor has authority to award.
Icon	The clip-art image on a digital badge that can be changed to align with micro-credential subject area.
Inventory	A complete list of current and past micro-credentials offered at Kennesaw State University.
Issuer	Office or Department of ownership for a micro-credential that is charged with assigning individuals to award the micro-credential

Learner Individual who signs up for a micro-credential and completes all earning criteria. This may be a KSU student or member TJE-2 1 JE6 (ner6 (em)-c 0.001-r48 367.3

APPENDIX

Appendix A: Micro-credential Images



