SkillStack® Approver Guide – Secondary

Updated 7 August 2020

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If you have any questions, please contact us:
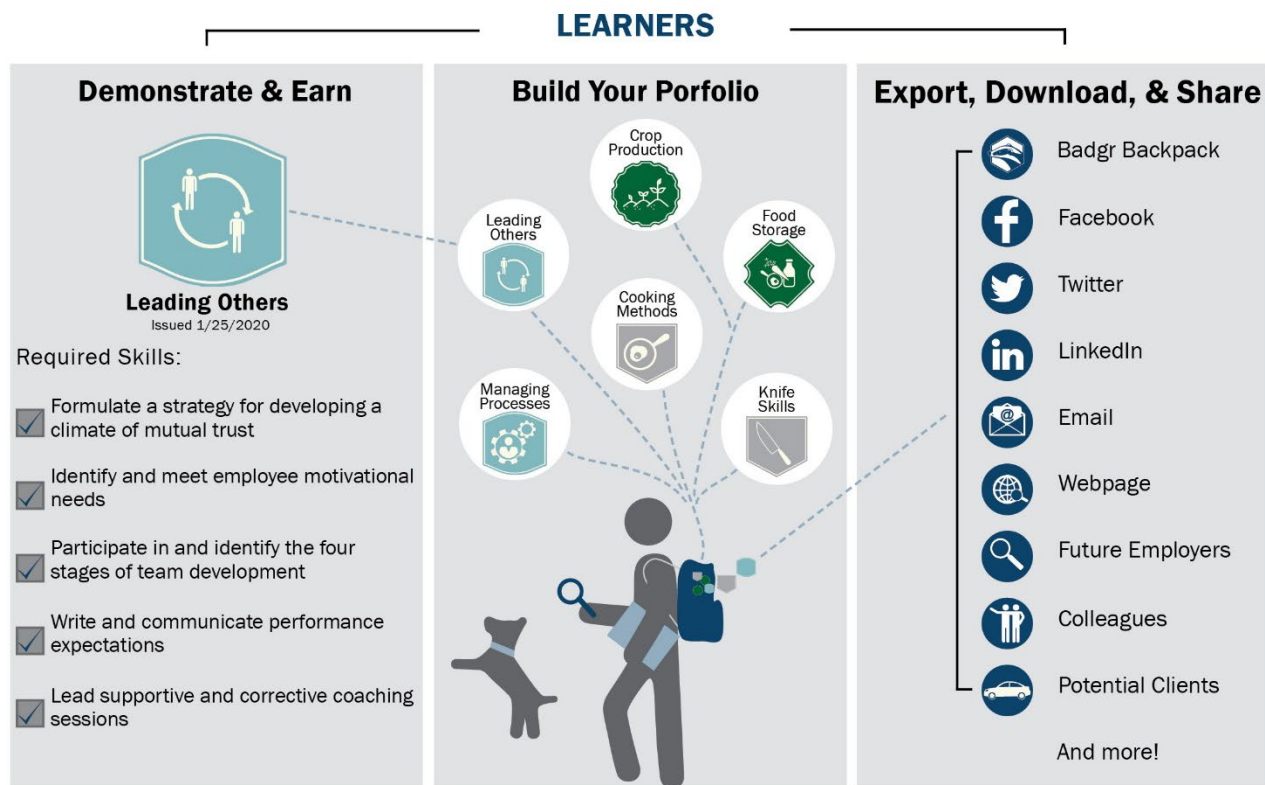### 208.429.5521 or skillstack@cte.idaho.gov

What is SkillStack®?

SkillStack® is a microcertification platform that allows Idaho's educators to validate the skills their learners demonstrate proficiency in; leading to industry-relevant digital badges and/or credit.

How Microcertifications Work

A microcertification confirms mastery of skills or concepts that are assessed and validated by Idaho's educators. Skills are measured by an educator through demonstration and assessment. Digital badges are visual representations used to communicate the skills or collection of skills that have been validated. Microcertifications define, measure, and communicate an individual's skills & abilities while encouraging lifelong education.
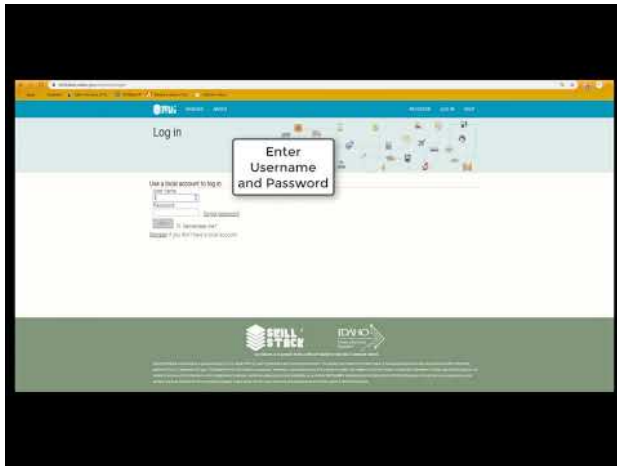

LEARNERS

Demonstrate & Earn

Leading Others
Issued 1/25/2020

Required Skills:

- ☑ Formulate a strategy for developing a climate of mutual trust
- ☑ Identify and meet employee motivational needs
- ☑ Participate in and identify the four stages of team development
- ☑ Write and communicate performance expectations
- ☑ Lead supportive and corrective coaching sessions

Build Your Porfolio

Crop Production
Leading Others
Food Storage
Cooking Methods
Managing Processes
Knife Skills

Export, Download, & Share

- Badgr Backpack
- Facebook
- Twitter
- LinkedIn
- Email
- Webpage
- Future Employers
- Colleagues
- Potential Clients

And more!

Idaho State Board of Education Policy III. E. 1. a. viii. Microcertification

A credential in a narrowly focused area within career technical education (CTE) or academic program that confirms mastery of a specific industry related skillset or topic. Completion of multiple microcertification courses may lead to a certificate.

https://boardofed.idaho.gov/board-policies-rules/board-policies/higher-education-affairs-section-iii/iii-e-certificates-and-degrees/

Introduction to SkillStack®

Benefits of Microcertifications displayed via Open Badges

- SkillStack® is now a member of the global Open Badge community through IMS Global Learning Consortium
- Open badges are verified, digital credentials
- Open badges are portable, not specific to one system
- Open badges contain rich metadata that provides information
- Students can own, display, store and share their digital portfolio (backpack) in many platforms

Things you can verify and explore in a badge:
- Details about the organization issuing the badge
- What the individual has done to earn the badge
- The criteria that the badge has been assessed against
- That the badge was issued to the expected recipient
- The badge earner's unique evidence (optionally included)
- When the badge was issued and whether it has expired

Logging in as an approver (teacher)

Video: Logging In - Teacher

1. Go to https://skillstack.idaho.gov
2. Click Log In (top right in navigation bar)
3. Enter your username and password
4. Click Log In button

Forgot password
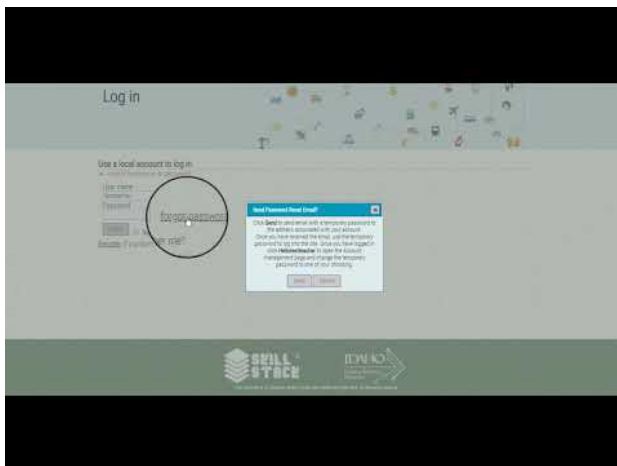
Video: Forgot Password

1. Go to https://skillstack.idaho.gov
2. Click Log In (top right of navigation bar)
3. Enter your username
4. Click forgot password
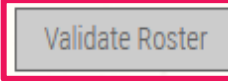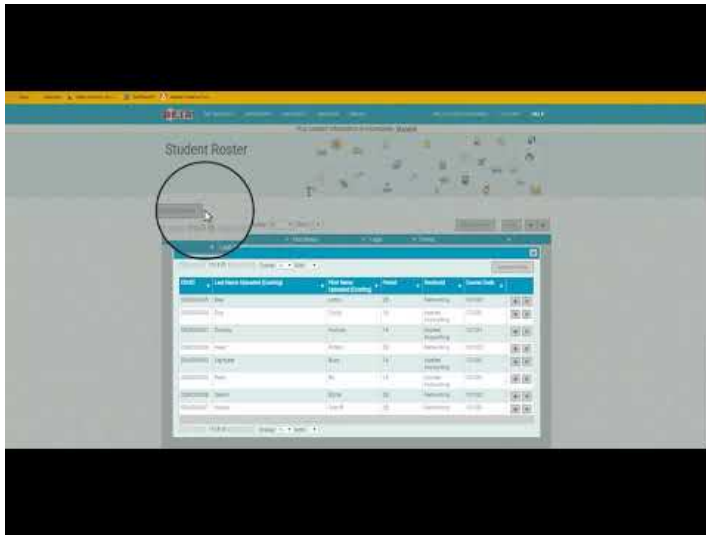5. Click Send to send a temporary password to the email in the system

View badges you can approve

Video: Your badge rights

1. Go to https://skillstack.idaho.gov
2. Click Log In (top right of navigation bar)
3. Enter your username
4. Choose Approver Menu
5. Click Badges (these are the badges you have rights to approve)

Validating Student Rosters

Video: Validating Rosters

1. Go to https://skillstack.idaho.gov
2. Click Log In (top right of navigation bar)
3. Enter your username
4. Choose Approver Menu
5. Click Student Rosters
6. Click "Validate Roster" button
7. Verify your students in dialogue box

*If incorrect students appear, click the "ignore" button beside the student

8. Click "Approve Roster" button (top right of dialogue box)
9. Exit dialogue box
10. Students will now appear in your roster!

Updating student information in your roster

- Once added, you will have the ability to change student period, email address, create logins, and remove them from your roster if needed.
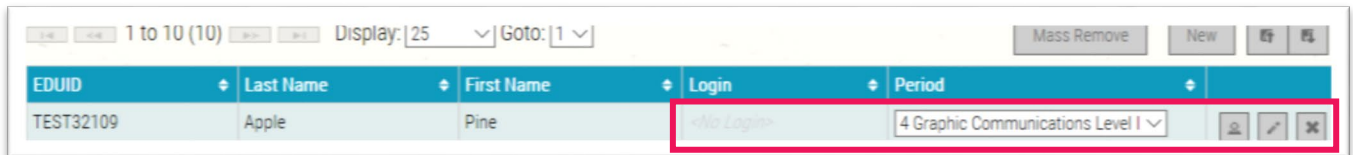
- For major errors regarding your roster, call 208.429.5521

   *Note:* **Do not make changes to student names or EDUIDs.**
    This will affect validation of assessments at the end of the year. Please use the student's name from ISEE (legal name, not preferred name). If the name is changed, the ISEE upload will override those changes each time a new upload occurs.

Creating logins for students

- Teachers are able to assign students in their rosters login and passwords if they choose
    - Click the 👤 to assign the student a login and a temporary password
- If you would like students to create their own login, they will need their EDUID to register
- It's important that students create logins so they can access their badges and track their progress
- See the Lesson Plan for more details

Approving Skills

Video: Approving Skills
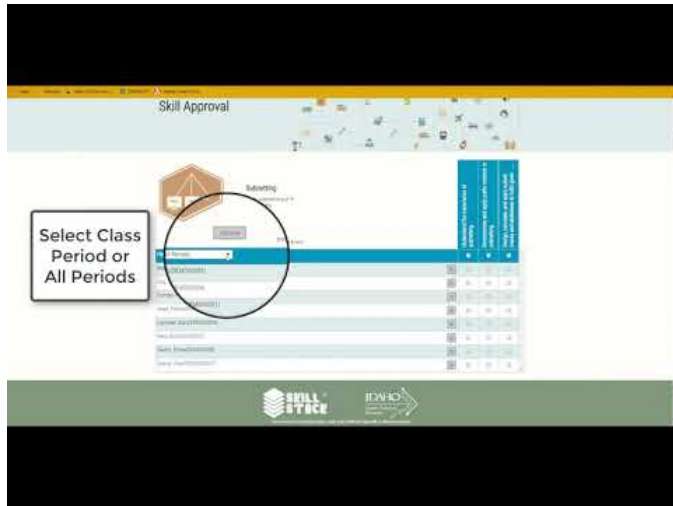
1. Go to https://skillstack.idaho.gov
2. Click Log In (top right of navigation bar)
3. Enter your username
4. Choose Approver Menu
5. Click Badges (these are the badges you have rights to approve)
6. Click a colored cluster (National Career Clusters)
7. Select pathway
8. Click a badge to navigate to its' Skill Approval page
9. The Skill Approval page is divided into three sections:
   ○ **Upper Left** - You will see the badge image, title, and description
   ○ **Upper Right** - The list of skills that make up this badge (sometimes you need to arrow over to see more skills)
   ○ **Bottom** - List of all students or sort the list by period using the drop down menu.
10. Check skills individually by student or for the entire class period, if applicable, using the checkbox in the bright blue just below the skill descriptor

Note: In SkillStack®, **approvers check off skills (not badges***). Once a student has earned all the skills required for a badge, SkillStack® awards the badge automatically.*

My Approval Activity Report
- Shows a rollup of all the skills you have approved sorted by student.
- Shows the count of badges each student has earned from skills you have awarded

Accidentally Approving Skills (Removing Approved Skills)
- Within 15 days of approval, you may revoke any skill you have approved
  - If after 15 days, notify ICTE at 208.429.5521 or skillstack@cte.idaho.gov

1. Choose Approver Menu
2. Click Recent Approvals
3. Click ☒ on the skill you would like to revoke
4. Confirm removal in the dialogue box