

STUDENTS ORGANISING FOR SUSTAINABILITY UK

HOW TO GUIDE: DIGITAL BADGES



STUDENTS
ORGANISING FOR
SUSTAINABILITY
UNITED KINGDOM

What is a digital badge?

SOS-UK badges issued through Acclaim are a digital representation of a learning outcome, experience or competency.

We're using the [Acclaim](#) platform to issue our badges, which are based on the [Open Badges Standard](#).

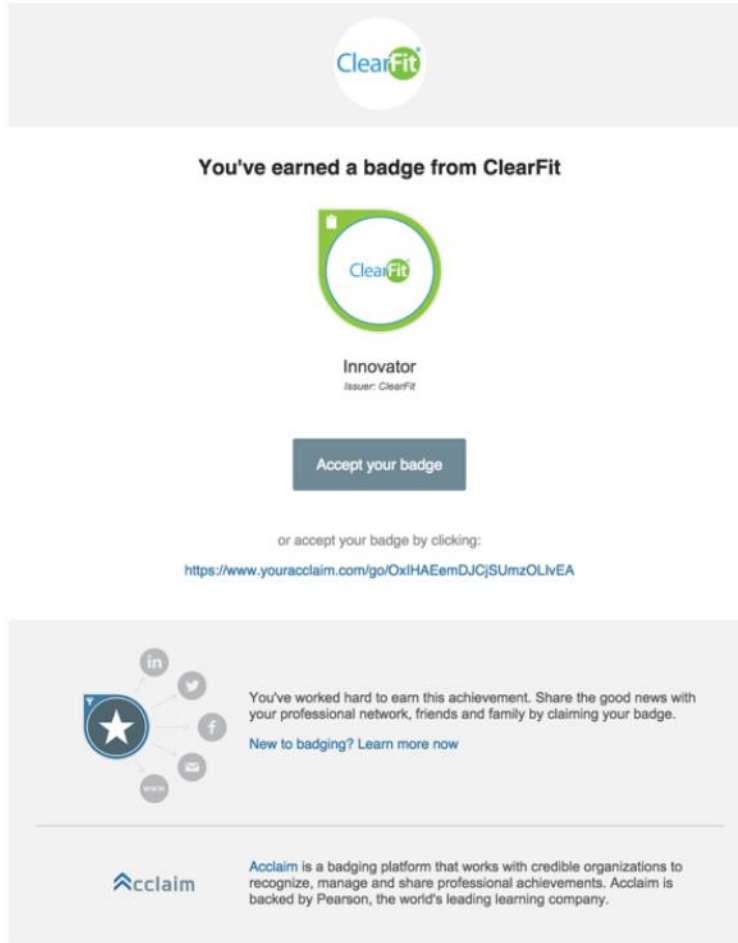
You can share your badges with anyone you'd like, wherever you'd like, including:

- LinkedIn
- Facebook
- Twitter
- Via email
- Embedded in a website

A viewer can click on your badge and will be taken back to Acclaim to view all the details of your achievement.

You can also share your complete Acclaim profile to provide an employer with the full context of your abilities, represented by the various badges you've earned and manage through the Acclaim platform.

How do I access my SOS-UK badge?



When we issue your badge, you'll receive email notification from Acclaim that you've been awarded a badge. It'll look something like this example.

Click on the Accept button below your badge image. This will take you to Acclaim where you can create an account if you don't already have one.

Please note...

Badge notification emails are sent from admin@youracclaim.com. If you are expecting a badge notification email and haven't received it, please check your junk or spam folder.

You might also find this video guidance on setting up and claiming your badges useful:

<https://www.youtube.com/watch?v=NhdfQnn5KbU>

How do I share my badge?

Using the sharing options from within your Acclaim account, you can share your badges directly to LinkedIn, Twitter, and Facebook.

To share your badge:

1. Log into your account on www.youracclaim.com
2. Select the badge you'd like to share
3. At the top of the page, select the blue "Share" button
4. You will be brought to the "Share Badge" screen where you can find different tabs directing you to connect your social media accounts and share your badge.

Don't forget to tag SOS-UK when you share your badge online!

Find us on [LinkedIn](#), [Facebook](#) and [twitter](#).

Share your badge.

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



Acclaim Ambassador

Issued By [Acclaim](#)



LinkedIn

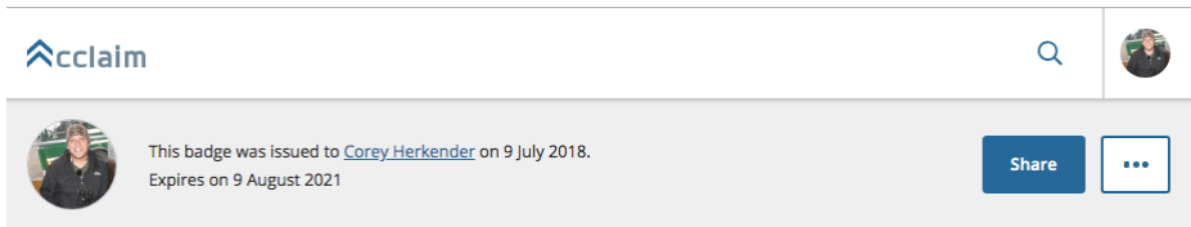
Connect to your LinkedIn account and you'll be able to share your earned badges to your LinkedIn profile.

[Connect](#)

How do I print or export my badge?

Acclaim offers an option to print your badge from within the Dashboard.

1. Find the badge you'd like to print from your Dashboard and click into the
2. You'll see a "Share" option at the top of the page.



3. Next, select "Share" to see all of your badge sharing options and select the "Print" icon.

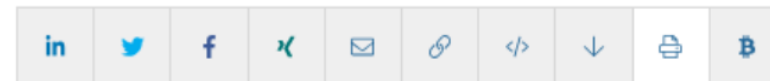


Share your badge.

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



Acclaim Ambassador
Issued By [Acclaim](#)



Print

Download a printable copy of your achievement.

[Download PDF](#)

[View badge in dashboard](#)

How do I add my badge to my email signature?

Before you get started, make sure you have your assets ready to go (instructions are the same on Outlook and Gmail). Log into your [Acclaim](#) account and select the badge you'd like to share. Click the **share** button. Then click the **download** icon. Select **small** image. Next, click the **URL icon** and **copy** it to your clipboard.

Outlook:

1. Start a new email message.
2. Click *signature*. Either edit an existing signature or add a new one.
3. To add your badge, click the *image* icon. Locate the badge image you downloaded and insert.
4. Hyperlink the image.
5. Paste the badge URL that you copied from Acclaim.
6. Save your new Outlook signature and you're ready to show others what you've achieved the next time you send an email!

Gmail:

1. Open settings and scroll to the signature block
2. Use the picture icon to upload the badge image. You can resize the image now.
3. *Highlight* the image and click on the *link* icon. It may look like nothing happened, but click back on the image and see where you can change the hyperlink.
4. *Paste* the URL you copied.
5. *Save*, and you're all set.

For more advice and guidance on using the Acclaim platform for your digital badges, please access this help site:

<https://support.youracclaim.com/hc/en-us>

If you have specific questions about your SOS-UK digital badge, please get in touch at hello@sos-uk.org