



PLATFORM FOR CITIES OF LEARNING

User's Guide

www.citiesoflearning.eu | info@badgecraft.eu



v17.07.2020



About the Cities of Learning platform

Watch this video to learn about the Cities of Learning platform and what you can benefit from it.

In this guide you will find:

	<i>slides#</i>
1. What is a <i>Personal account</i>	4-7
2. What is an <i>Organiser's account</i>	8-11
3. What is an <i>Activity</i>	12-14
4. What is a <i>Badge</i>	15-17
5. What is a <i>Learning Playlist</i>	18-20
6. How to Invite people to an <i>Activity</i> or a <i>Playlist</i>	21
7. How to issue a <i>Badge</i>	22-23
8. How to check who has <i>Activity</i> or <i>Playlist</i> <i>Badge</i> ?	24
9. How to search an <i>Activity, Playlist and Badge</i>	25

What is a Personal Account?



You need to register your *Personal account* should you wish to make the most of using the platform for Cities of Learning.

Having a *Personal account* you will be able to use the platform as a learner: join and complete activities; earn and display digital Open Badges.

Personal account is required to create and manage one or more *Organiser's accounts*.

1. How to register your Personal account?

1.1 Choose *Sign up*. If you already have an account with Badgecraft, choose *Login*.



The screenshot shows the homepage of 'CITIES OF LEARNING by Badgecraft'. The top navigation bar includes 'Playlist', 'All activities', 'Login', and a highlighted 'Sign up' button. Below the navigation is a world map with various locations marked by colored circles and numbers, indicating activity counts. A search bar is positioned below the map with the placeholder text 'Search by typing your interest, topic, keyword, activity name...'. Below the search bar is a section titled 'Latest Opportunities' with the subtitle 'Follow your interest to find what you want to do and learn'. At the bottom, there is a cookie consent banner that reads 'We use cookies to ensure you get the best experience of using this site. Visit Privacy policy to find out how we use cookies.' with an 'I agree' button. A red arrow points to the 'Sign up' button in the top right corner.

CITIES OF LEARNING
by Badgecraft

Playlist All activities Login **Sign up**

Search by typing your interest, topic, keyword, activity name...

Latest Opportunities
Follow your interest to find what you want to do and learn


We use cookies to ensure you get the best experience of using this site. Visit Privacy policy to find out how we use cookies. **I agree**

1.2 Enter your email address which you use to access online services.

1.3 Choose which *method of login* you prefer: a) login with *password*, b) login with *Facebook*, c) login with *Google*



✕ Global city of learning powered by Badgecraft

email@email.com 

☐ I agree with terms of service and privacy rules

By continuing registration I agree to Badgecraft's [Terms of service](#) and [Privacy policy](#)

Please enter your password
.....

Please repeat your password
.....

REGISTER


Or use social login

Login with Facebook


Login with Google

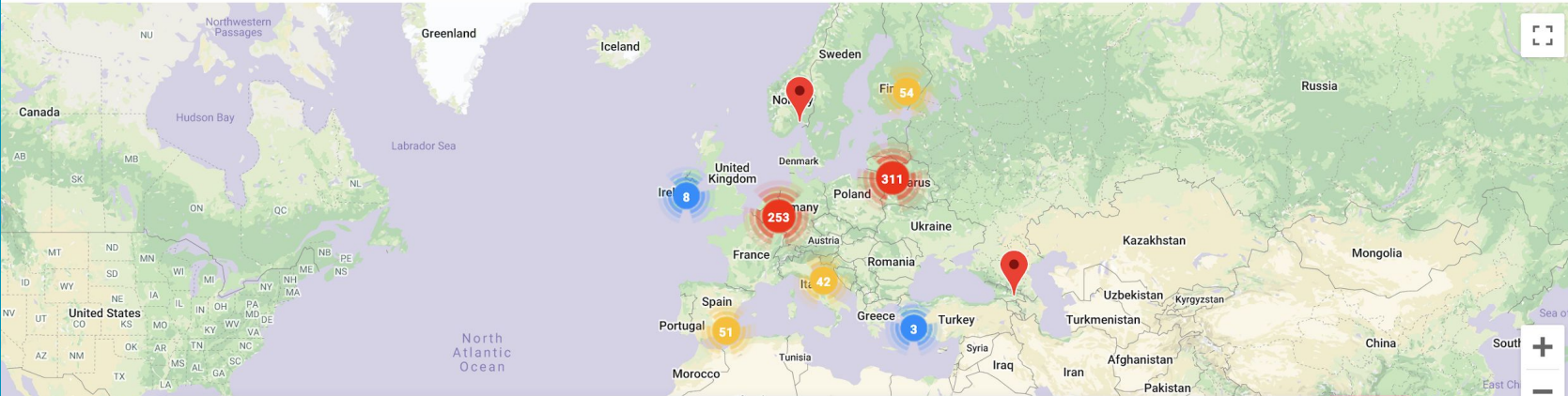
1.4 Should you choose to login method with password, make sure to *verify your email address* by visiting your email inbox and following the verification link sent by Cities of Learning platform.





DashboardPlaylistsAll activitiesMap





Latest Opportunities

Follow your interest to find what you want to do and learn

Your primary email email@email.com is not verified, please check your mailbox for evidence verification link.

OK, done

?

What is an *Organiser's account*?



Organiser's account allows you creating and managing learning activities on the Cities of Learning platform.

Having an *Organiser's account* you will be able to promote your activities, invite people to join them, see completion progress and issue digital Open Badges

Organiser's account is required to create and manage *Activities, Playlists and Badges*

2. How to register Organiser's account?

2.1 Click on *Dashboard* and then click on *Become an organiser*.



CITIES OF LEARNING
by Badgecraft

Dashboard Playlists All activities Map

Email (Me) **Become an organiser**

[My activities](#) [My playlists](#) [My badges](#) [Notifications](#) [Evidence](#) [Personal settings](#)

No results found

Unfortunately, we can't match results to your criteria. Try changing some filters to get more results.

badgecraft

Badgecraft hosts this platform and develops it together with leading educational organisations. The European Union's programme Erasmus+ granted co-funding for building the first version of this platform. Contact support@badgecraft.eu.

Platform

[About](#)
[Blog](#)
[FAQ](#)

Legal

[Privacy policy](#)
[Data security](#)
[Terms of service](#)

Discover

[Map](#)
[Digital Open Badges](#)
[Cities of Learning](#)

2.2 Complete *Organiser's form* by providing accurate information about your organisation. Using the same form, you can also register as freelance provider of educational services.



Create organiser's account

Place can be an organisation, informal group, building, public space where youth activities will be offered

Name of organiser

(Required)

Description

Country

(Required)

Select your country



Timezone

Africa/Djibouti



Primary language of activities

(Required)

Select your language



Address

Type in address to search

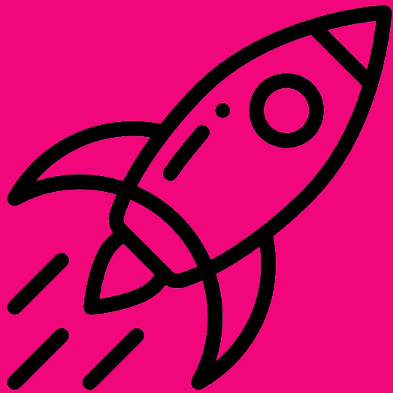


2.3 You can verify your Organiser's account with Badgecraft team. Verified organisers are perceived as more credible and trustworthy.



The screenshot displays the user interface of 'CITIES OF LEARNING by Badgecraft'. At the top, a navigation bar includes links for 'Dashboard', 'Playlists', 'All activities', 'Map', a notification bell, and a user profile icon. Below this, a secondary bar shows a group of four profile icons (one green with a 'C', one blue, one light blue, and one pink with '+5') followed by the word 'Email'. A red arrow points down to the 'Settings' tab in the main navigation bar, which is highlighted with a red underline. Below the navigation bar, the text 'Organisation is not verified' is displayed next to a prominent red button labeled 'Request verification', with another red arrow pointing to it. The main content area features a form titled 'Update Email details' with three input fields: 'Name of organiser' (marked as required), 'Email', and 'Description'. Below these is a 'Country' dropdown menu, currently set to 'Lithuania' (also marked as required). A red circular button with a white question mark is located in the bottom right corner of the interface.

What is an *Activity*?



An *Activity* can be any type of learning experience that is offered by *Organisers*.

This can be an event, internship, volunteering, digital experience, project, open space, course or workshop.

Completing an *Activity* leads to earning a digital Open Badge.

Activities can be stand-alone experiences or combined into *Playlists*.

3. How to create and publish an Activity?

3.1 In the *Dashboard* you can select *Organiser*. In the *Activities* tab click *Create activity* and fill in the fields.



The screenshot shows the 'CITIES OF LEARNING by Badgecraft' dashboard. At the top, there's a navigation bar with 'Dashboard', 'Playlists', 'All activities', 'Map', a notification bell, and a user profile icon. Below this, the 'Badgecraft Team' is listed with a dropdown arrow. A red arrow points to this dropdown. To the right, a red 'Create activity' button is highlighted with another red arrow. The main navigation bar includes 'Activities' (underlined with a red arrow), 'Playlists', 'Analytics', 'Settings', and 'People'. The main content area shows a search icon and the text 'No results found'. Below this, a message states 'Sorry, this organiser does not have yet any activities created.' with a red 'Create activity' button. The footer contains the 'badgecraft' logo, a description of the platform, and links for 'Platform', 'Legal', and 'Discover'.

CITIES OF LEARNING
by Badgecraft

Dashboard Playlists All activities Map

Badgecraft Team

Activities Playlists Analytics Settings People

No results found

Sorry, this organiser does not have yet any activities created.

badgecraft

Badgecraft hosts this platform and develops it together with leading educational organisations. The European Union's programme Erasmus+ granted co-funding for building the first version of this platform. Contact support@badgecraft.eu.

Platform

- [About](#)
- [Blog](#)
- [FAQ](#)

Legal

- [Privacy policy](#)
- [Data security](#)
- [Terms of service](#)

Discover

- [Map](#)
- [Digital Open Badges](#)
- [Cities of Learning](#)

3.2 Complete *Activity form* by providing clear and attractive information about your activity. Once published, it will appear on the platform and will become accessible for people to join.



Basic information

Choose the type of activity

Select...

What is the name of your activity offered?

(Required)

Describe your activity

Include in your description what people can do and learn in this activity.

B I T L S " ☰ ☷

Add a category of interest

(Required)

This will help others to find your activity.

Select...

What skills will people improve?

We use the ESCO [skills classification](#) of the European Commission.

🔍 Skill (for example: teamwork)



What is a *Badge*?



A *Badge* is a digital credential that shows learning, skill or achievement.

On Cities of Learning platform badges follow the technical standard of Open Badges that are used globally to validate and recognise learning and achievements.

Organisers can issue badges via email or through QR code for completing *Activities* and *Playlists*. Badges can be set to require evidence with peer review or by *Organiser*.

4. How to edit a Badge?


4.1 Every published Activity has an automatically generated *Badge*. Click on *Edit* to finalise a Badge.





The screenshot shows the 'CITIES OF LEARNING by Badgecraft' interface. At the top, there's a navigation bar with 'Dashboard', 'Playlists', 'All activities', 'Map', and a user profile icon. A pink banner at the top of the main content area says '✓ Activity Activity 1 created'. In the center, a white modal box displays the 'badgecraft' logo and the text 'We automatically created a badge for this activity'. Below this is a hexagonal icon representing a badge. The modal also says 'To edit badge information, go to Badgecraft.' and has two buttons: 'Edit later' and 'Edit now'. A pink arrow points to the 'Edit now' button. To the right of the modal, there's an 'Actions ⋮' button. The background shows a blurred image of trees. At the bottom, there's a footer with 'Content', 'Badges 1', and an 'Edit' link. A pink circle with a question mark is in the bottom right corner.

4.2 Click *Unpublish* to edit a Badge. Unpublishing is needed to prevent badges that are in progress of earning to be changed. Once finished editing, click *Save and Publish*.





DashboardPlaylistsAll activitiesMap



< [Activity 1](#)

Badge-class is not editable because it is published

Unpublish

Create and issue badges

Basic information

Name(Required)

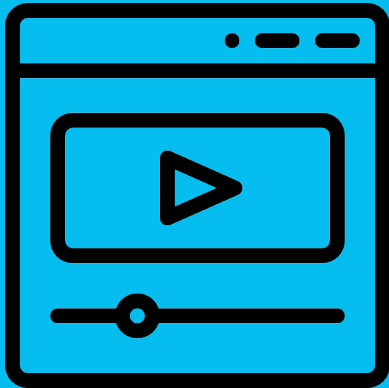
The badge name should be short, clear and related to the achievement it represents.

Description(Required)

The badge description explains the achievement of a badge earner. It should be specific and provide necessary information for badge earners and others to understand what this badge represents and how it was earned.

?

What is a *Learning Playlist*?



A *Playlist* is as an organised learning pathway with selected *Activities*.

Organisers can choose which *Activities* they want to include in one *Playlist*; set their order of appearance and decide on mandatory and optional *Activities* for completion.

Playlists enable learners track their progress. *Organisers* can use *Playlists* as a learning management system.

5. How to create a Learning playlist?

5.1 Once you have created several activities, go to *Playlist tab* in your *Dashboard* and click *Create Playlist*.



The screenshot shows the 'CITIES OF LEARNING by Badgecraft' dashboard. The top navigation bar includes 'Dashboard', 'Playlists', 'All activities', 'Map', a notification bell, and a user profile icon. Below this, the 'Badgecraft Team' section shows a list of team members with a '+84' indicator. A pink arrow points to the 'Playlists' tab in the main navigation bar. Another pink arrow points to the 'Create playlist' button in the top right corner. The main content area displays 'No results found' with a magnifying glass icon and a message: 'Sorry, this organiser does not have any playlists created.' A pink arrow points to the 'Create playlist' button at the bottom right of this section. The footer contains four columns: 'badgecraft' with a description of the platform, 'Platform' with links to 'About', 'Blog', and 'FAQ', 'Legal' with links to 'Privacy policy', 'Data security', and 'Terms of service', and 'Discover' with links to 'Map', 'Digital Open Badges', and 'Cities of Learning'. A pink circle with a question mark is located in the bottom right corner of the footer.

CITIES OF LEARNING
by Badgecraft

Dashboard Playlists All activities Map

+84 Badgecraft Team

Activities **Playlists** Analytics Settings People

Create playlist

No results found

Sorry, this organiser does not have any playlists created. **Create playlist**

badgecraft

Badgecraft hosts this platform and develops it together with leading educational organisations. The European Union's programme Erasmus+ granted co-funding for building the first version of this platform. Contact support@badgecraft.eu.

Platform

- [About](#)
- [Blog](#)
- [FAQ](#)

Legal

- [Privacy policy](#)
- [Data security](#)
- [Terms of service](#)

Discover

- [Map](#)
- [Digital Open Badges](#)
- [Cities of Learning](#)

5.2 Complete all the required steps to create a *Playlist*.



Basic information

Step 1/4

Playlist name

(Required)

Describe your learning playlist

Describe what people can do and learn in this playlist



Links to Youtube or Vimeo videos



Organiser

(Required)



6. How to Invite people to an Activity or a Playlist?

6.1 Go to the tab *People* in your *Activity* or *Playlist* and click on *Invite people*.



The screenshot displays the 'CITIES OF LEARNING by Badgecraft' interface. At the top, there is a navigation bar with links for 'Dashboard', 'Playlists', 'All activities', 'Map', a notification bell, and a user profile icon. Below this, a large video player shows a dark, textured background. In the top-left corner of the video player, there is a 'Playlist' label, a '1' in a square, a person icon, and a circle icon. Below the video player, there are four tabs: 'Overview', 'People', 'Badges', and 'Evidence'. The 'People' tab is selected, and a pink arrow points to it. Below the tabs, there is a section titled '1 user' with a link 'Invite people' next to it. A pink arrow points to the 'Invite people' link. To the right of this section is a search bar with the placeholder text 'Search people'. At the bottom of the interface, there is a row of links: 'All users', 'Joined users', 'Invited users', 'Badges', 'Quests', 'Certificates', and 'By name (a-z)'. A pink circle with a question mark is located in the bottom right corner.

7. How to issue a Badge?

7.1 Go to the tab *Badge* in your *Activity* or *Playlist* and click on *Issue badge*.



The screenshot shows the 'CITIES OF LEARNING by Badgecraft' web application. The top navigation bar includes 'Dashboard', 'Playlists', 'All activities', 'Map', a notification bell, and a user profile icon. The main content area is titled 'Activity' and features a large blue map. Below the map is a tabbed interface with 'Overview', 'People', 'Badges', and 'Evidence'. The 'Badges' tab is selected, and a red arrow points to it. Below the tabs, it says '1 badge' and 'Create badge'. A hexagonal icon representing a badge is shown, with the word 'Activity' underneath it. At the bottom of this section is a red 'Issue badge' button, which is pointed to by another red arrow. A red question mark icon is visible in the bottom right corner of the interface.

7.2 There are several options how to issue a Badge: by email, by scanning QR code, by using URL



The screenshot shows the 'Issue badge' dialog box in the 'CITIES OF LEARNING by Badgecraft' application. The dialog has a title bar with a close button (X). Inside, there's a section labeled 'Activity' with a hexagonal icon. Below it is a search bar with the placeholder text 'Enter email or search a person'. To the right of the search bar are two buttons: 'Cancel' and 'Issue'. Below these is a QR code with the text 'Scan code or access web link to get this badge' above it. Below the QR code is a 'Download QR code' button. At the bottom, there's a text field containing the URL 'https://global.cityoflearning.eu/claim?code=puap4w' and a 'Copy' button. Three red arrows point to the search bar, the QR code, and the URL field. The background shows a blurred view of the application's main interface with a sidebar and a top navigation bar.

8. How check who has **Activity** or **Playlist** Badge?

8.1 Go to the tab *People* in the *Activity* or *Playlist* and look at the *Badge* column.



The screenshot shows the 'CITIES OF LEARNING by Badgecraft' interface. The top navigation bar includes 'Dashboard', 'Playlists', 'All activities', 'Map', and a user profile icon. The main content area is titled 'Activity' and has tabs for 'Overview', 'People', 'Badges', and 'Evidence'. The 'People' tab is selected, showing '2 users' and an 'Invite people' link. A search bar labeled 'Search people' is present. Below the search bar is a table with columns: 'All people', 'Joined users', 'Invited users', 'Badges', 'Quests', 'Certificates', and 'By name (a-z)'. The table lists two users: 'Badgecraft' (Info@badgecraft.eu) and 'Email123'. The 'Email123' row has a '1' in the 'Badges' column, which is highlighted by a pink arrow. A pink arrow also points to the 'People' tab. A pink circle with a question mark is in the bottom right corner.

All people	Joined users	Invited users	Badges	Quests	Certificates	By name (a-z) ▼
Badgecraft Info@badgecraft.eu			0	0	0	
Email123			1	0	0	

7. How users can find activities

7.1 Users can Search activities by keyword by Playlist by Activities by Categories and by Skills

The screenshot displays the homepage of the 'CITIES OF LEARNING by Badgecraft' website. The interface includes a top navigation bar with links for 'Playlist', 'All activities', 'Login', and a 'Sign up' button. A large world map is featured, with red pins indicating activity locations in various countries like Sweden, France, and the UK. Below the map is a search bar with the placeholder text 'Search by typing your interest, topic, keyword, activity name...'. A red arrow points to the search bar. Under the search bar, the 'Latest Opportunities' section is visible, with a sub-header 'Follow your interest to find what you want to do and learn'. Below this, there are category filters: 'All (125)', 'Environment and ecology (1)', 'Career and job readiness (36)', 'Civic engagement (22)', 'Technology and computers (17)', 'Global world (2)', 'Personal development (33)', 'International and Intercultural (12)', and 'Science (2)'. A red arrow points to the 'All (125)' filter. Below the filters, a row of activity cards is shown, each with a profile picture, a title, a date, and a time. A red arrow points to the first activity card. At the bottom, there is a 'Featured Skills' section with a grid of skill tags: '#self-reflection', '#reflexion on own behaviour', '#social interactions', '#anticipate needs', '#communicating', '#listen actively', '#e-learning', '#work in teams', '#be tolerant', and '#diving with SCUBA equipment'. A red arrow points to the '#self-reflection' tag.

CITIES OF LEARNING
by Badgecraft

Playlist All activities Login Sign up

Google Search by typing your interest, topic, keyword, activity name...

Latest Opportunities
Follow your interest to find what you want to do and learn

All (125) Environment and ecology (1) Career and job readiness (36) Civic engagement (22) Technology and computers (17) Global world (2) Personal development (33) International and Intercultural (12) Science (2)

28 July, 18:00
СОЦИАЛЬНО-ОТВЕТСТВЕННЫЙ
23 ИЮЛЯ, 18:00-19:30

30 July, 10:00
ПОДКАСТ
БЕЗ БЮДЖЕТА
30 ИЮЛЯ, 10:00-11:00

21 July, 18:30
ЛАРПЫ
21 ИЮЛЯ, 18:30-20:00

22 July, 18:00
САМ
ЗА ПАРУ ЧАСОВ
22 ИЮЛЯ, 18:00-20:00

20 July, 16:00
КОЕ-ТО
20 ИЮЛЯ, 16:00-18:00

Featured Skills

#self-reflection #reflexion on own behaviour #social interactions #anticipate needs #communicating #listen actively #e-learning

#work in teams #be tolerant #diving with SCUBA equipment