Instructions for using the OBF-Mahara plugin

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**Copying the API key from the OBF service**

Log in to Open Badge Factory and go to Admin tools → API key and click “Generate certificate signing request token”.

![Image showing the API key generation page on Open Badge Factory](image-url)
Establishing a connection to OBF

Log in with the institution’s admin account and go to Administration → Institutions → Badges. Paste the API key you copied from OBF to the appropriate field:
Issuance settings

When the connection is established, you will see tabs for defining issuance settings and for browsing badges. On the **Issuance settings** tab you can choose which of the institution’s badge categories are available for the institution and which users can issue badges in groups whose member the user is.
Badge information

On the **Badges** tab you can click a badge and view its issuance history in this institution and you can modify the email message which is sent when issuing the badge.
Issuing a badge

If a user has been given an issuance privilege, s/he can see the Badges tab in the group view.

A badge is issued by using the form which is opened when you click a badge. On the recipient list you will see only those users to whom the badge has not been issued before or for whom the badge has expired. You can also edit the email message sent to the recipients.
Recipient’s email address

By default the main email address of the user is used when issuing a badge. However, this often is not the address which the user has registered in her/his Mozilla Backpack (or the address has not been registered). By going to Settings → Backpack settings the user can add the address which will be used for receiving badges in the future. If the user does not have a Mozilla Person account yet, it can be created at the same time.