

Instructions for using the OBF-Moodle plugin

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Installing the plugin

First download the plugin from Github.

Moodle 2.5 and greater

1. By using a site administrator account, go to **Administration** → **Site administration** → **Plugins** → **Install add-ons**.
2. Choose Plugin type = Local plugin (local) and browse for the zip-file from your computer by clicking Choose file.
3. Click "Install add-on from the ZIP file"
4. Go to **ite administration** → **Notifications** and click "Check for available updates".

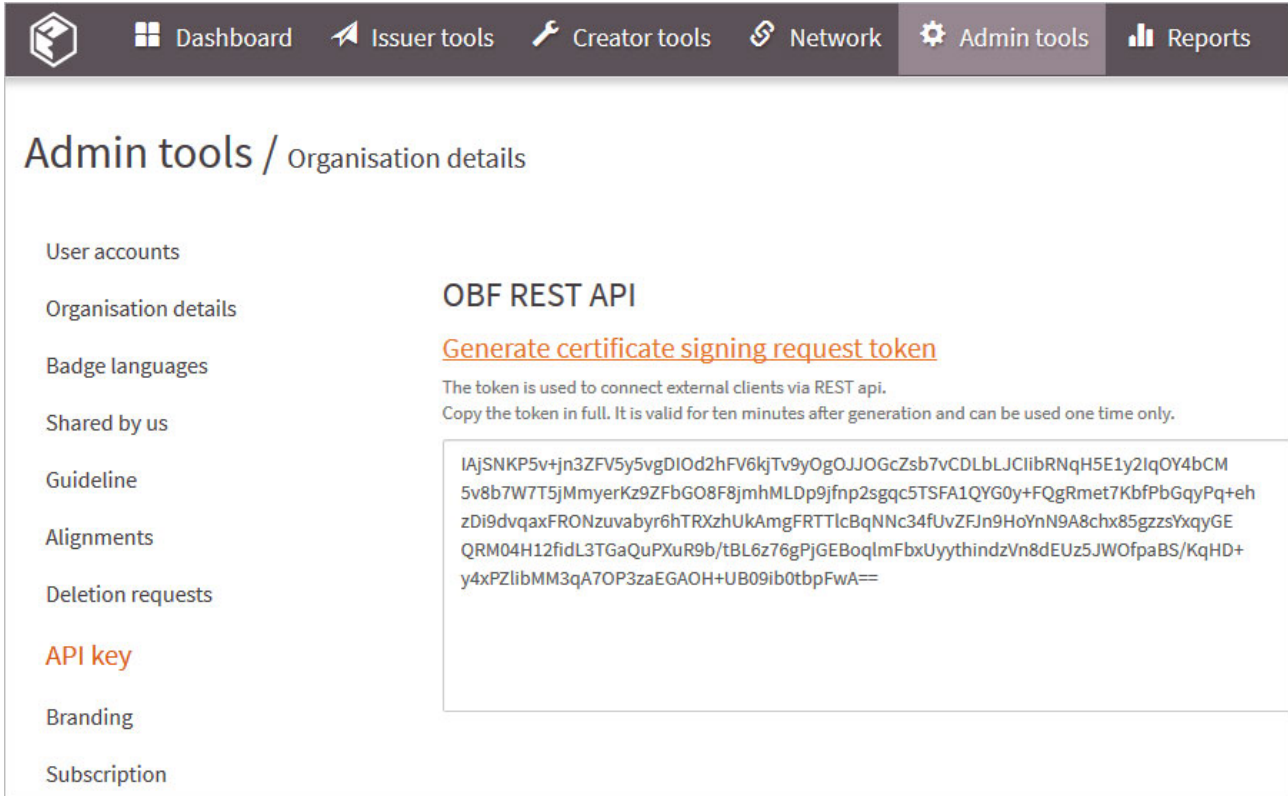
Totara 11.0 and greater

Totara Learn does not include an add-on installer, all additional plugins must be installed manually by server administrators.

1. Unzip the file into the Totara installation directory.
2. By using a site administrator account, go to **Site administration** → **Notifications** and upgrade Totara database

Copying the API key from the OBF service

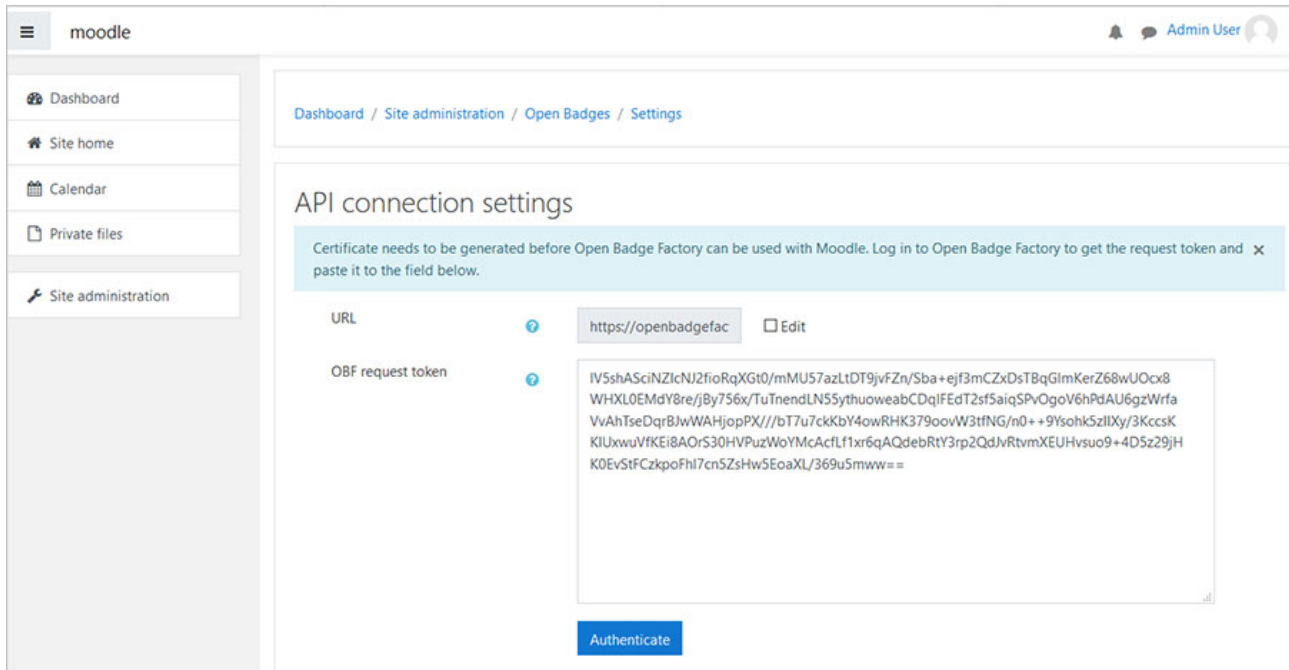
Log in to Open Badge Factory and go to **Admin tools** → **API key** and click “Generate certificate signing request token”.



The screenshot shows the 'Admin tools' section of the Open Badge Factory interface. The navigation bar at the top includes 'Dashboard', 'Issuer tools', 'Creator tools', 'Network', 'Admin tools' (selected), and 'Reports'. The main content area is titled 'Admin tools / Organisation details'. On the left, a sidebar lists various settings: 'User accounts', 'Organisation details', 'Badge languages', 'Shared by us', 'Guideline', 'Alignments', 'Deletion requests', 'API key' (highlighted in orange), 'Branding', and 'Subscription'. The main content area is titled 'OBF REST API' and contains a link to 'Generate certificate signing request token'. Below the link, a note states: 'The token is used to connect external clients via REST api. Copy the token in full. It is valid for ten minutes after generation and can be used one time only.' A text box displays the generated API key: 'IAjSNKP5v+jn3ZfV5y5vgDIod2hFV6kjTv9yOgOJJOGcZsb7vCDLbLJClibRNqH5E1y2lqOY4bCM5v8b7W7T5jMmyerKz9ZFbGO8F8jmhMLDp9jfnp2sgqc5TSFA1QYG0y+FQgRmet7KbFPbGqyPq+ehzDi9dvqaxFRONzuvabyr6hTRXzhUkAmgFRtTlcbqNNc34fUvZFJn9HoYnN9A8chx85gzszYxqyGEQRM04H12fidL3TGaQuPXuR9b/tBL6z76gPjGEBoqlmFbxUyythindzVn8dEUz5JWOfpaBS/KqHD+y4xPZlibMM3qA7OP3zaEgAOH+UB09ib0tbpFwA=='

Establishing a connection to OBF

Log into Moodle with an administrator account and you can all the API key you copied from OBF to **Site administration** → **Open Badges** → **Settings**



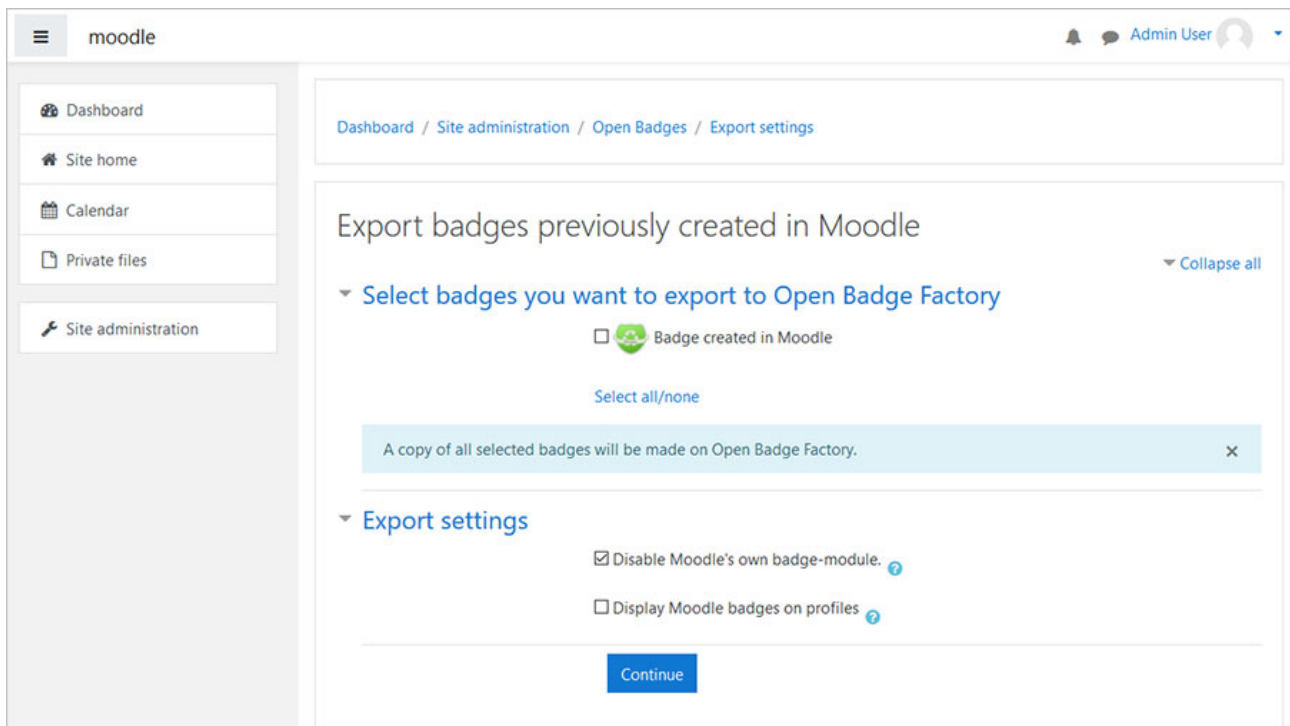
The screenshot shows the Moodle administration interface. On the left is a sidebar with navigation options: Dashboard, Site home, Calendar, Private files, and Site administration. The main content area is titled "API connection settings". A light blue banner at the top of the settings area contains the text: "Certificate needs to be generated before Open Badge Factory can be used with Moodle. Log in to Open Badge Factory to get the request token and paste it to the field below." Below this banner, there are two settings:

- URL:** A text input field containing "https://openbadgefec" and an "Edit" button.
- OBF request token:** A large text area containing a long alphanumeric string: "IV5shASciNZIcNJ2fioRqXGt0/mMU57azLtDT9jvfZn/Sba+ejf3mCZxDsTBqGlmKerZ68wUOc8 WHXL0EMdY8re/jBy756x/TuInendLN55ythuoweabCDqIFEdT2sf5aiqSPvOgoV6hPdAU6gzWrfa VvAhTseDqrBjwWAHjopPX///bT7u7ckKbY4owRHK379oovW3tfnG/n0++9Ysohk5zllXy/3KccsK KIUxwuVfKEi8AO:530HVPuzWoYMcAcFLf1xr6qAQdebRtY3rp2QdJvRtvmXEUHvsuo9+4D5z29jH K0EvStfCzkpoFh7cn5ZsHw5EoaXL/369u5mww==".

At the bottom of the settings area is a blue "Authenticate" button.

Exporting Moodle badges

If Moodle's own badges are found in the system, they can be exported to OBF. The exported badges are visible to everyone using the API (e.g. users in Moodle). Additionally, it is recommended that Moodle's own badge system is disabled.



The screenshot shows the Moodle user interface for the 'Export settings' page. The page title is 'Export badges previously created in Moodle'. The breadcrumb trail is 'Dashboard / Site administration / Open Badges / Export settings'. The page is divided into two main sections: 'Select badges you want to export to Open Badge Factory' and 'Export settings'. In the 'Select badges' section, there is a single checkbox labeled 'Badge created in Moodle' which is currently unchecked. Below this checkbox is a link 'Select all/none'. A light blue notification box states 'A copy of all selected badges will be made on Open Badge Factory.' In the 'Export settings' section, there are two checkboxes: 'Disable Moodle's own badge-module.' (checked) and 'Display Moodle badges on profiles' (unchecked). A 'Continue' button is located at the bottom of the page.

moodle

Admin User

Dashboard / Site administration / Open Badges / Export settings

Export badges previously created in Moodle

▼ Collapse all

▼ Select badges you want to export to Open Badge Factory

Badge created in Moodle

[Select all/none](#)

A copy of all selected badges will be made on Open Badge Factory.

▼ Export settings

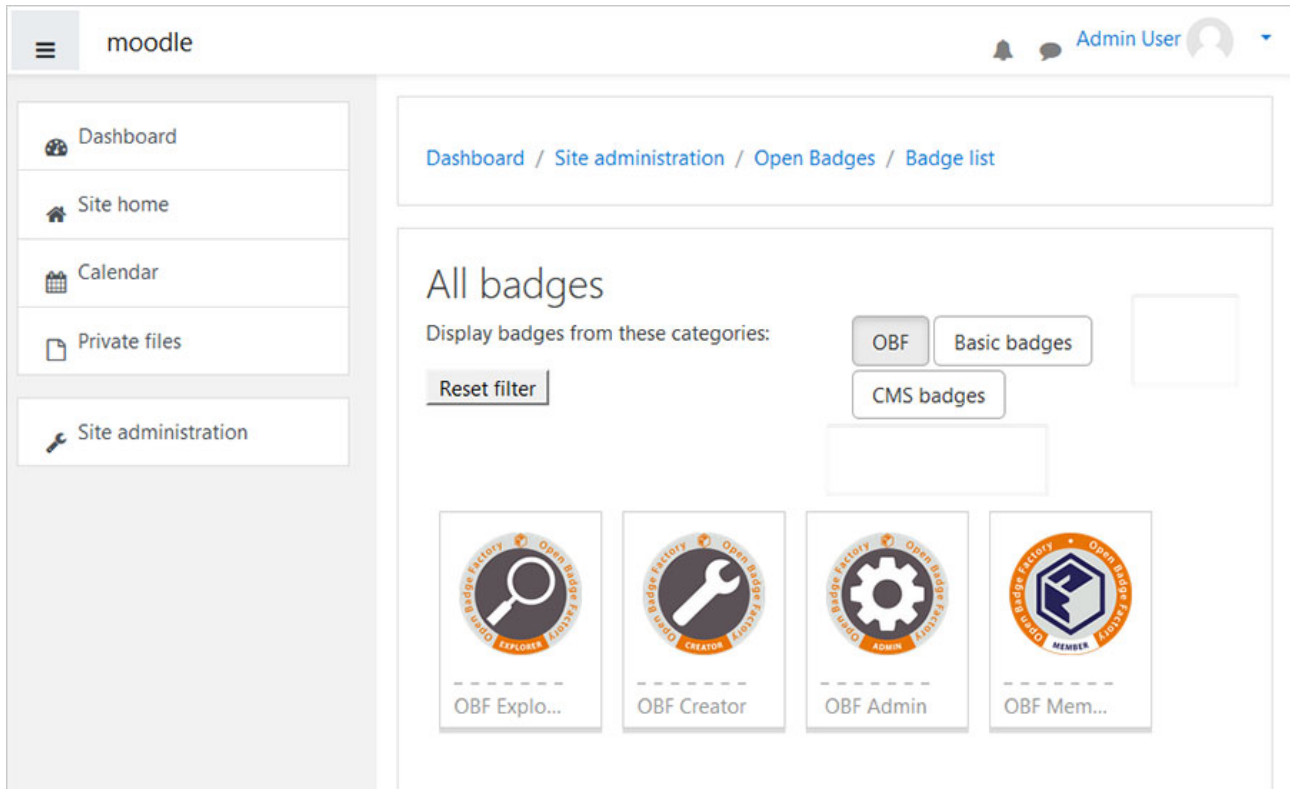
Disable Moodle's own badge-module. ?

Display Moodle badges on profiles ?

[Continue](#)

Badge list

Now the badges from OBF are visible in **Site administration** → **Open Badges** → **Badge list**



The screenshot shows the Moodle user interface. At the top left, the Moodle logo and the word "moodle" are visible. On the right, the user is identified as "Admin User". A navigation breadcrumb at the top reads "Dashboard / Site administration / Open Badges / Badge list".

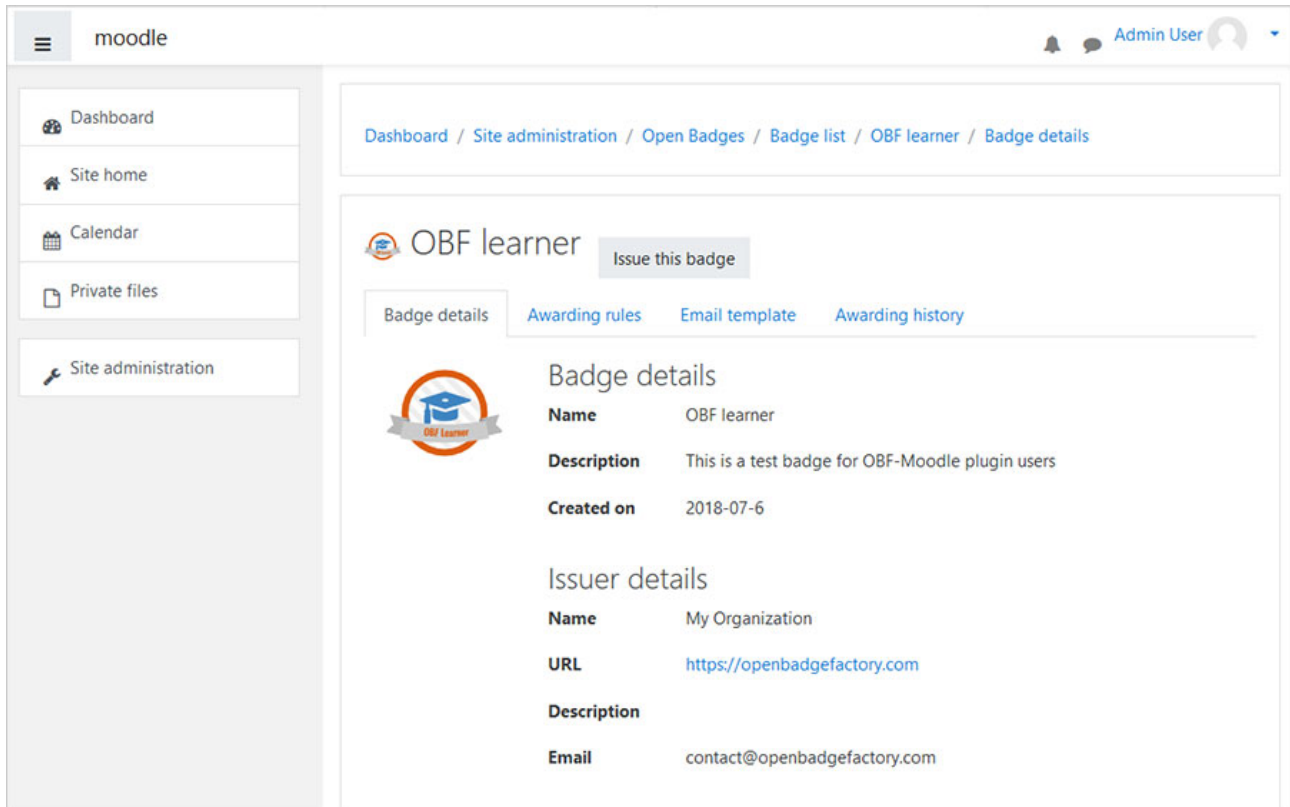
The main content area is titled "All badges". Below the title, it says "Display badges from these categories:" followed by three filter buttons: "OBF", "Basic badges", and "CMS badges". A "Reset filter" button is also present.

Four badge icons are displayed in a row, each with a label below it:

- OBF Explo... (with a magnifying glass icon)
- OBF Creator (with a wrench icon)
- OBF Admin (with a gear icon)
- OBF Mem... (with a cube icon)

Badge details

By clicking the badge you can view its details, add awarding rules, edit the email template used when issuing the badge and view the badge's issuance history.



The screenshot shows the Moodle interface for badge management. On the left is a navigation menu with items: Dashboard, Site home, Calendar, Private files, and Site administration. The top right shows the user 'Admin User'. The breadcrumb trail is: Dashboard / Site administration / Open Badges / Badge list / OBF learner / Badge details. The main content area is titled 'OBF learner' and includes an 'Issue this badge' button. Below this are four tabs: 'Badge details' (selected), 'Awarding rules', 'Email template', and 'Awarding history'. The 'Badge details' section shows a badge icon and the following information:

Badge details	
Name	OBF learner
Description	This is a test badge for OBF-Moodle plugin users
Created on	2018-07-6

Below this is the 'Issuer details' section:

Issuer details	
Name	My Organization
URL	https://openbadgefactory.com
Description	
Email	contact@openbadgefactory.com

Issuing a badge

By clicking "Issue this badge" you can issue the selected badge. You can select recipients out of all the users of the system. You can edit the email message which will be sent to the recipients of the badge.

moodle

Admin User

Dashboard

Site home

Calendar

Private files

Site administration

Badge details

Select recipients

Select recipients 1

Users matching the search (5)

- Ossi Opettaja (ossi.opettaja@example.com)
- Teppo Testaaja (teppo.testaaja@example.com)
- Tiina Testaaja (tiina.testaaja@example.com)
- Admin User (admin@example.com)
- Minna Virtanen (minna.virtanen@example.com)

Search options

Search Clear

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the displayed fields

Edit email message

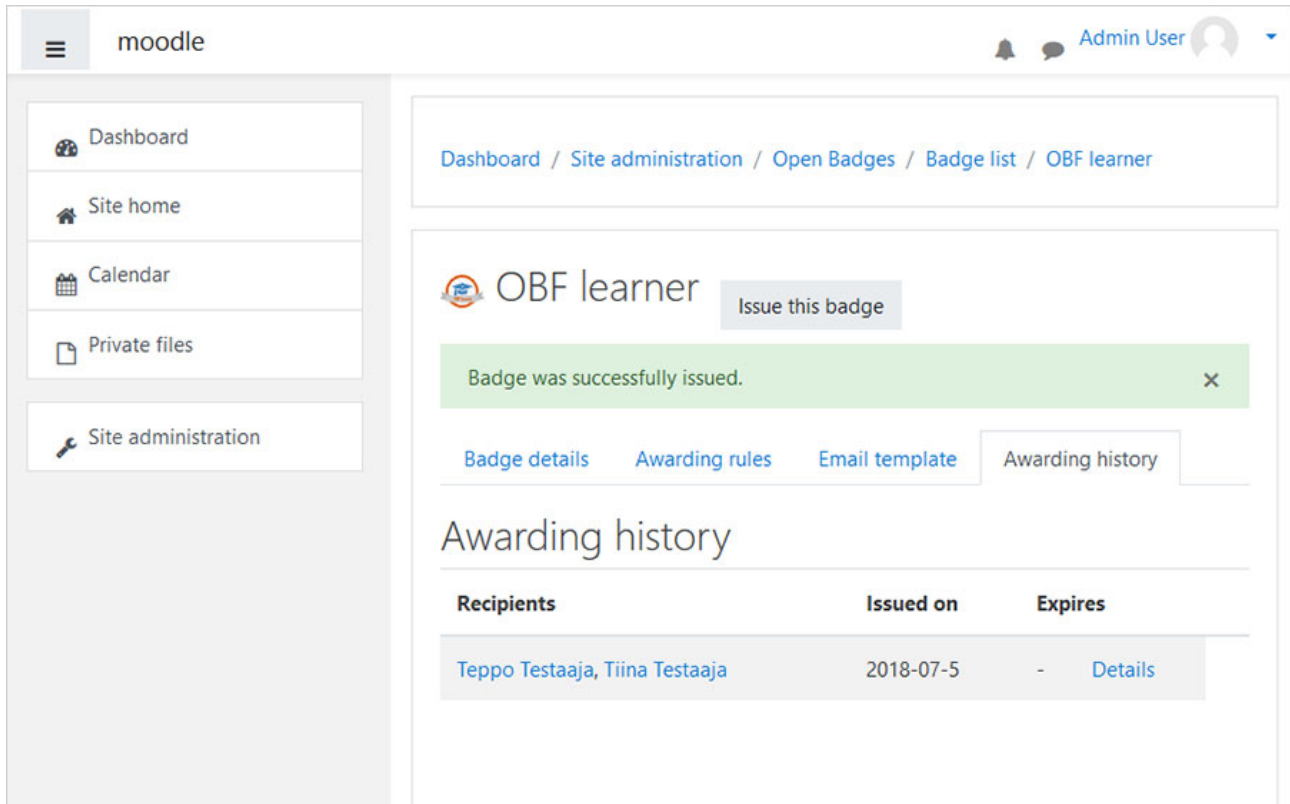
Criteria addendum

Issue badge Cancel

There are required fields in this form marked 1 .

Issuance history

Once the badge has been issued to someone, the issuing event can be seen on the Issuance history tab.

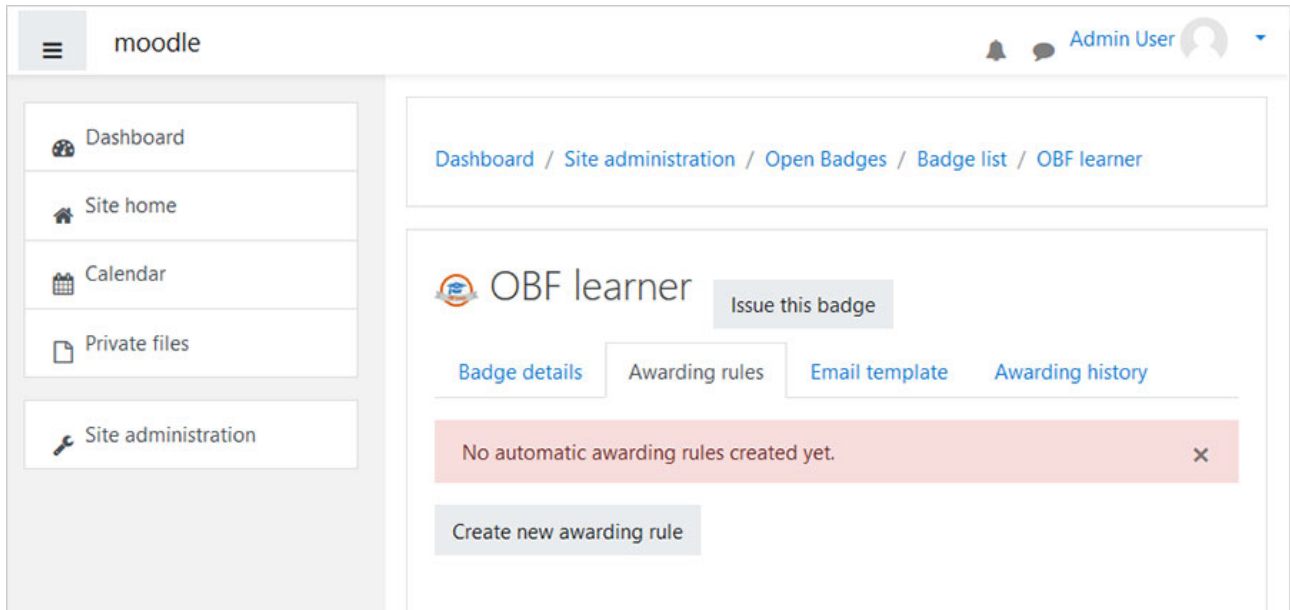


The screenshot shows the Moodle interface for a badge named "OBF learner". The breadcrumb trail is: Dashboard / Site administration / Open Badges / Badge list / OBF learner. A green notification bar states "Badge was successfully issued." with a close button. Below this are tabs for "Badge details", "Awarding rules", "Email template", and "Awarding history". The "Awarding history" tab is active, showing a table with the following data:

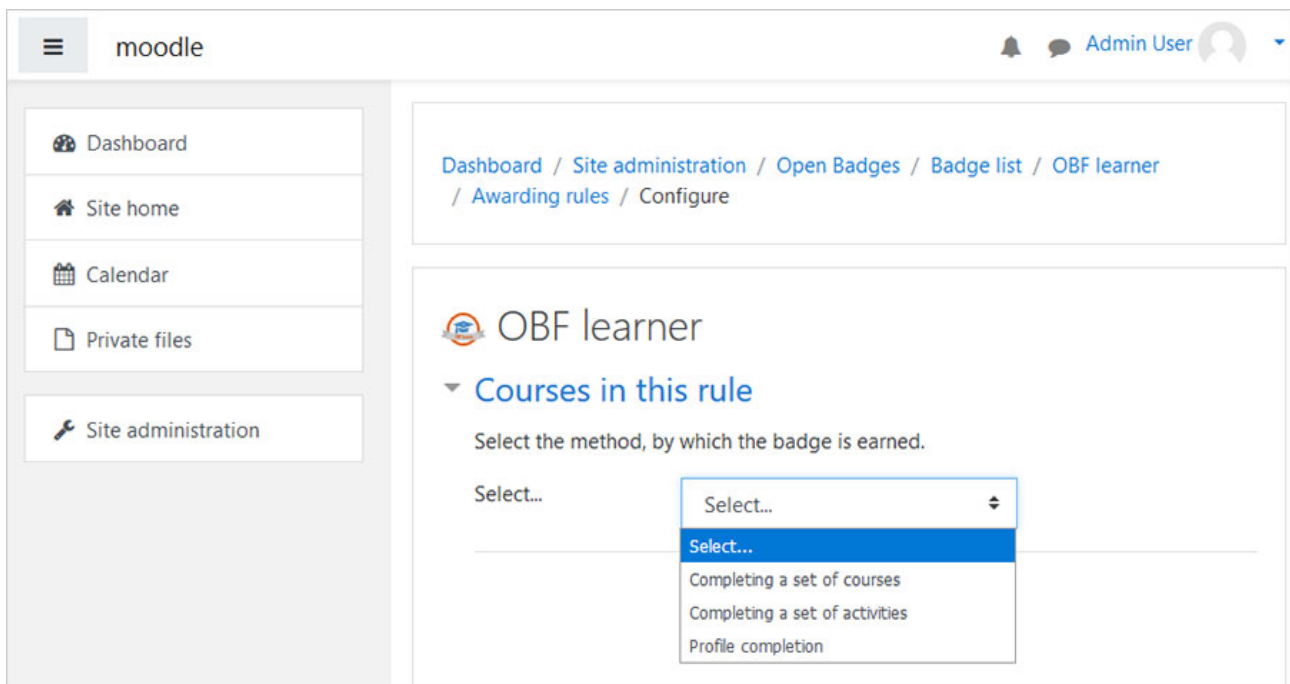
Recipients	Issued on	Expires
Teppo Testaaja, Tiina Testaaja	2018-07-5	- Details

Awarding rules

On the Awarding rules tab an administrator can create rules including several courses for the badge.



First choose if you wish to issue based on course completion, activity completion or profile completion.



Choose courses related to the rule.

The screenshot shows the Moodle interface for configuring an Open Badges rule. The breadcrumb trail is: Dashboard / Site administration / Open Badges / Badge list / OBF learner / Awarding rules / Configure. The page title is "OBF learner" with a "Collapse all" link. Under "Courses in this rule", there is a "Select courses" section with a help icon. Below it, a text prompt says "Select courses that need to be completed to in order to receive this badge automatically." A "Select courses" label with a red required field icon is followed by a dropdown menu. The dropdown menu is titled "Open Badge" and contains four items: "Open Badge Factory and Open Badge Passport", "What are Open Badges", "How to become Open Badge Issuer", and "Creating Badges". At the bottom of the form are two buttons: "Add selected courses" and "Back". A footer message states: "There are required fields in this form marked [red icon] ."

moodle

Admin User

Dashboard / Site administration / Open Badges / Badge list / OBF learner / Awarding rules / Configure

OBF learner

▼ Collapse all

▼ Courses in this rule

▼ Select courses ?

Select courses that need to be completed to in order to receive this badge automatically.


Select courses !


- Open Badge
- Open Badge Factory and Open Badge Passport
- What are Open Badges
- How to become Open Badge Issuer
- Creating Badges


Add selected courses Back


There are required fields in this form marked ! .

After this you can define a minimum grade for each selected course and the last possible completion day in order for the completion to be accepted according to the rule.

 Calendar

 Private files


 Site administration

 OBF learner ▶ [Expand all](#)

▼ **Courses in this rule**


Open Badge Factory and Open Badge Passport

Minimum grade

Completed by  Enable

What are Open Badges

Minimum grade

Completed by  Enable

[Add course](#)

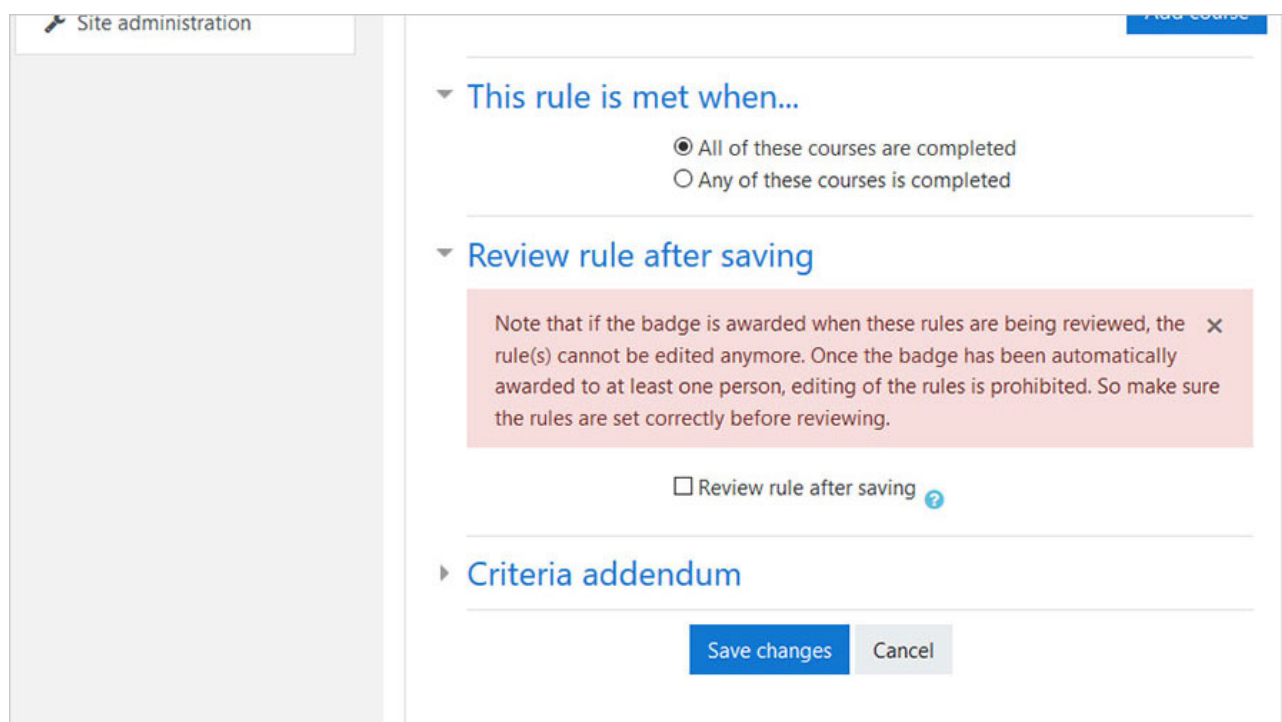
▶ [Review rule after saving](#)

▶ [Criteria addendum](#)

[Save changes](#) [Cancel](#)

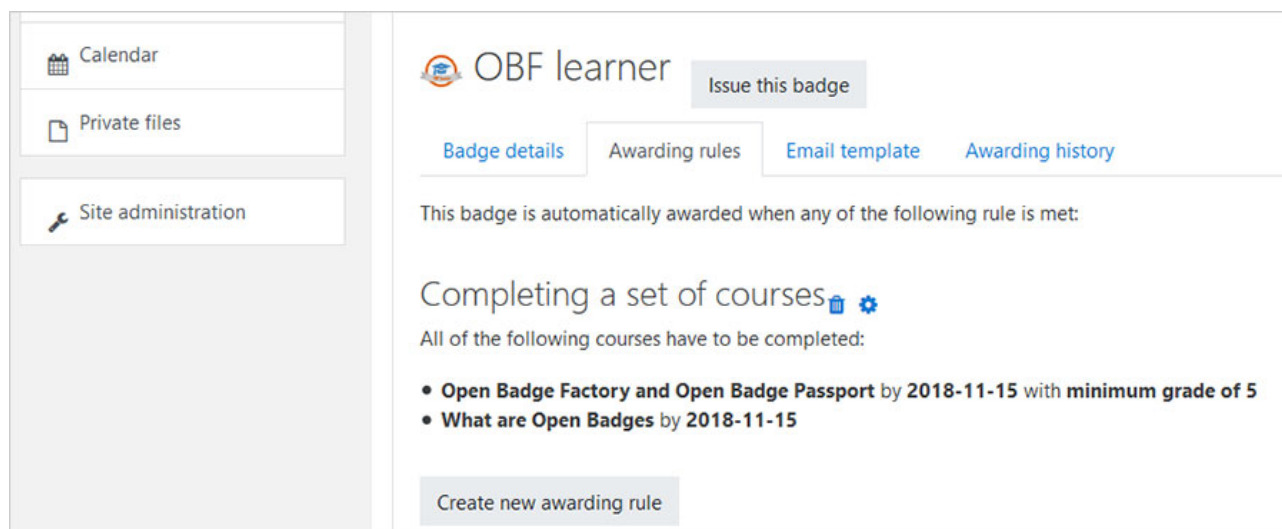
You can choose whether the user needs to complete one or all courses in order to earn the badge.

If the option "Review rule after saving" is selected, the system checks if there are already completions in the system that correspond to the awarding rule. If these are found the badge is issued to the users automatically. Note! If a badge is issued according to this review, the rule cannot be edited anymore. Make sure the rule is created correctly. A rule cannot be edited but it can be deleted if needed.



The screenshot shows the 'Site administration' interface for editing a badge rule. The left sidebar contains 'Site administration'. The main content area has a header 'Add course' and a section titled 'This rule is met when...' with two radio button options: 'All of these courses are completed' (selected) and 'Any of these courses is completed'. Below this is a section titled 'Review rule after saving' with a red warning box containing the text: 'Note that if the badge is awarded when these rules are being reviewed, the rule(s) cannot be edited anymore. Once the badge has been automatically awarded to at least one person, editing of the rules is prohibited. So make sure the rules are set correctly before reviewing.' Below the warning box is a checkbox labeled 'Review rule after saving' with a help icon. At the bottom, there is a section titled 'Criteria addendum' and two buttons: 'Save changes' and 'Cancel'.

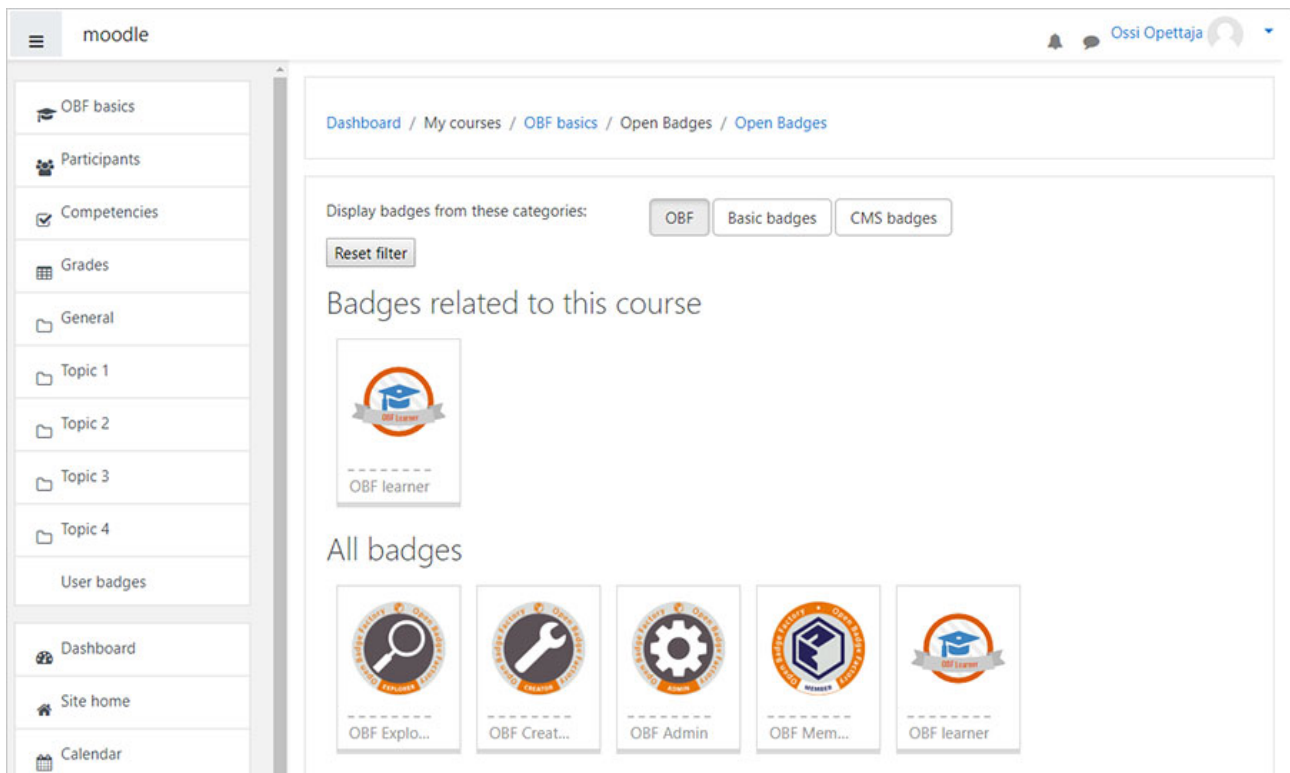
After rule has been saved it can be seen on the Awarding rules tab in the badge's details.



The screenshot shows the 'OBF learner' badge details page. The left sidebar contains 'Calendar', 'Private files', and 'Site administration'. The main content area has a header 'OBF learner' and a button 'Issue this badge'. Below the header are four tabs: 'Badge details', 'Awarding rules', 'Email template', and 'Awarding history'. The 'Awarding rules' tab is active. The text reads: 'This badge is automatically awarded when any of the following rule is met:'. Below this is a section titled 'Completing a set of courses' with a trash and settings icon. The text reads: 'All of the following courses have to be completed:'. Below this are two bullet points: '• Open Badge Factory and Open Badge Passport by 2018-11-15 with minimum grade of 5' and '• What are Open Badges by 2018-11-15'. At the bottom, there is a button 'Create new awarding rule'.

Course badges

If you are in a teacher role in Moodle you can manage the badges of your course by first choosing a course (where you are in a teacher role) and going to Course → **Course administration** → **Open badges**. Here you can see a similar view which can be seen in site administration, see badges that are related to course and create new awarding rules.



The screenshot shows the Moodle interface for managing Open Badges. On the left is a navigation menu with items: OBF basics, Participants, Competencies, Grades, General, Topic 1, Topic 2, Topic 3, Topic 4, User badges, Dashboard, Site home, and Calendar. The main content area has a breadcrumb trail: Dashboard / My courses / OBF basics / Open Badges / Open Badges. Below this, there are filter buttons for 'OBF', 'Basic badges', and 'CMS badges', along with a 'Reset filter' button. The section 'Badges related to this course' displays one badge: 'OBF learner'. The 'All badges' section shows five badges: 'OBF Explo...', 'OBF Creat...', 'OBF Admin', 'OBF Mem...', and 'OBF learner'. Each badge has a unique icon and a circular border with text.

Issuing a badge on a course

By clicking the badge you can see the badge details. In a course badge view a teacher can edit only those awarding rules which apply to the chosen course. Note that if a badge has awarding rules which apply to several courses, including the chosen course, an awarding rule cannot be added or edited within the chosen course. Also, if a badge has been issued at least once according to a certain rule, the rule cannot be edited anymore.