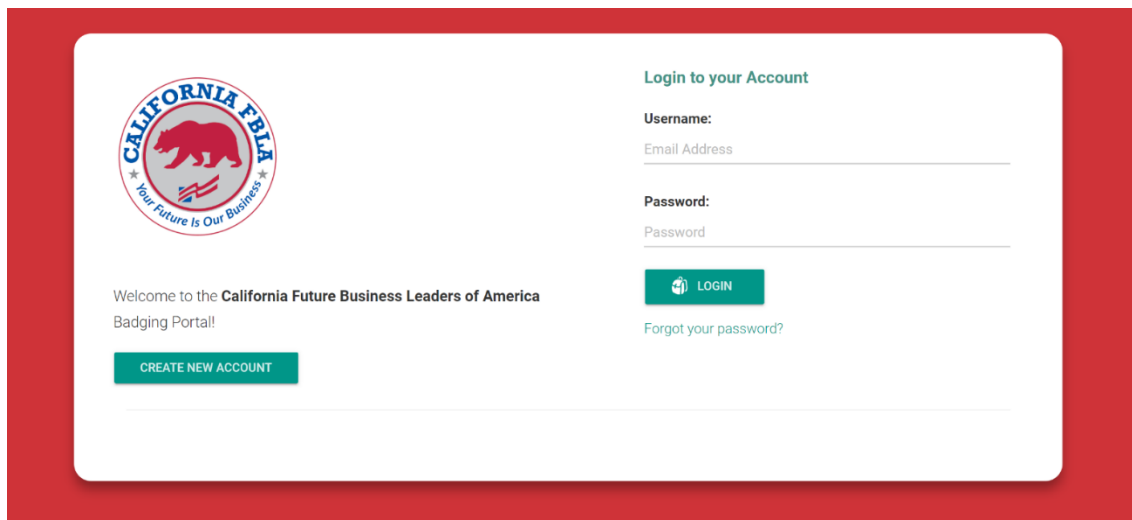California Future Business Leaders of America

Adviser Instructions for Submitting Documentation for *Chapter* State Projects Using the Digital Badging System

The following steps are to be followed by eligible advisers from affiliated chapters in California in order to submit documentation for CA FBLA *Chapter* State Projects. Advisers must submit all Chapter State Projects no later than March 5, 2022, in order for their chapter to qualify for 2021-2022 state project recognition at the State Leadership Conference (SLC). After March 5, the CA FBLA State Office will review all submitted Chapter State Projects in order to provide recognition at the SLC. If any chapter projects are incomplete, the State Office will provide feedback through the badging system to notify the adviser of any deficiencies. The chapter adviser should check the system periodically after March 5 to verify if their chapter's state projects were "Awarded" or need additional documentation (check under "Feedback").

Advisers: Your account has already been set up and associated with your school and FBLA "class" in the digital badging system (whereas student accounts have not been set up in advance and must be created by them as they first log in), so all that you need to do (if you haven't already done so to monitor your students' *individual* state projects) is to request that the account activation/password set email be sent to you by emailing a request including your name, school name, school email address, and mobile phone number to hello@cafbla.org. (We opted for individually sending the activation emails rather than globally sending them out because we know how those types of emails get lost in busy inboxes and/or get set aside until a later time. And, the activation email is only "valid" for a few days, so this method also prevents repeated requests, and assures that you will get your activation email when you are ready.) Expect an activation email from the system within 1-48 hours of your request email (business days).

Once you receive your activation email, you will click the link in that email and set your password for your account. Thereafter, go to https://cafbla.forallbackpacks.com/login/ to log in to your teacher account at the CA FBLA Badging Portal. (This is the same address that the students use, but they log in with accounts that they create themselves and then select your school to connect to your "class" in the system.)

Once you are successfully logged in, you will see your MY CLASS screen, which is the module used to monitor *individual* state projects completed by your students. For *Chapter* State Project, click the MENU button top right and then select "CHAPTER BADGES" on the drop down menu. See screenshot below:

The next screen will present the current year's Chapter State Projects. Click the "PLEDGE" button above the Chapter Project for which you wish to begin to submit documentation. See screenshot below:

On the PLEDGE screen for a single Chapter State Project, you will find three important areas:

- An area to enter a text narrative, if desired
- A tool at the bottom of the screen to upload documents from your computer, Google Drive, or Microsoft OneDrive/Sharepoint. The State Office prefers that all documentation (pictures and text) be included in a single PDF submitted, if possible.
- A "PLEDGE" button, which generates a system message to the CA FBLA State Office that your Chapter Project documentation is ready to review.

Once you "PLEDGE" for a given chapter state project, you can check back after March 5 to see if the chapter project digital badge was "AWARDED" or if there is "FEEDBACK" for your review. Therefore, be sure to check back after March 5. If you have feedback, simply make the corrections or additions, and re-pledge. If you have any questions about the feedback received, please contact Dr. Looker, the State Executive Board Officers' Adviser at llooker@cafbla.org.

Adviser Instructions for Monitoring & Approving *Individual* State Projects Documentation for Digital Badges

The following steps are to be followed by eligible advisers from affiliated chapters in California in order to monitor, provide feedback, and approve statements and documentation "pledged" (submitted) by student members in completion of tasks for CA FBLA *Individual* State Projects. Advisers must approve all Individual State Projects no later than February 25, 2022, in order for students to qualify for 2021-2022 state project recognition at the State Leadership Conference (SLC). *It is recommended that advisers set a "soft deadline" for initial submissions by students approximately one month before the February 25 deadline in order to allow for possible multiple cycles of feedback, correction, leading ultimately to an approval (and awarding of the digital badge for that project).* After February 25, the CA FBLA State Office will review all awarded Individual State Projects in order to provide recognition at the SLC.

Advisers: Your account has already been set up and associated with your school and FBLA "class" in the digital badging system (whereas student accounts have not been set up in advance and must be created by them as they first log in), so all that you need to do is to request that the account activation/password set email be sent to you by emailing a request including your name, school name, school email address, and mobile phone number to hello@cafbla.org. (We opted for individually sending the activation emails rather than globally sending them out because we know how those types of emails get lost in busy inboxes and/or get set aside until a later time. And, the activation email is only "valid" for a few days, so this method also prevents repeated requests, and assures that you will get your activation email when you are ready.) Expect an activation email from the system within 1-48 hours of your request email (business days).

Once you receive your activation email, you will click the link in that email and set your password for your account. Thereafter, go to https://cafbla.forallbackpacks.com/login/ to log in to your teacher account at the CA FBLA Badging Portal. (This is the same address that the students use, but they log in with accounts that they create themselves and then select your school to connect to your "class" in the system.)

Once you are successfully logged in, you will see your MY CLASS screen (below). On your My Class screen, you will find the names of any students at your school that have already created accounts at the FBLA digital badging portal and what their current status is with Goals and Badges Earned. At top right, you will see a button which with either say "NO PLEDGES FOR REVIEW" or "# PLEDGE(S) FOR REVIEW". In the screenshot below, you can see that the adviser in this case has two students in the class at their school so far and "1 PLEDGE FOR REVIEW".

A "PLEDGE" is the name of the process when a student member has selected from their presence in this same badging system a CA FBLA state project badge to submit and has provided wording and one or more documentation artifacts to meet the requirements of the badge. If you see the button on your screen indicating that there are pledges to review, click that button to begin providing feedback and possibly approval of the work submitted. You should then see the following screen:

In the screenshot above, you can see on the Manage Pledges screen that one student has made a pledge on the Green Initiative Badge and is ready for you "TO EVALUATE". Also, notice that from this screen you can also switch to view pledges that are "IN PROGRESS"—which means you have previously given feedback on a badge pledge that

has been sent back to the student for additional work and a resubmission and "AWARDED"—which would show all students for whom you have already reviewed and approved badge pledges.

For the pledge to evaluate above, simply click the badge linked on the row to move to the evaluation screen. You should now see the "EVALUATE PLEDGE" screen for that student and that badge. See screenshot below.

On the Evaluate Pledge Screen, there are three tabs, and you should have landed on the Pledge Evaluation screen. On this screen you will see that you have the ability to "ISSUE BADGE" or not. But first, you need to review the actual work submitted by the student. To do that, click the green link for the badge that has been pledged. This will take you to a screen where you will be able to actually see what the student submitted (see screenshot below). Clicking the name of the badge on the BADGE screen will provide a pop-up of the requirements for that particular badge, in case you need to review the guidelines. You will also be able read any text provided by the student, as well as open all document artifacts submitted.

Once you have made the decision on whether or not to award the badge, go back to the "PLEDGE EVALUATION" screen by clicking that tab, and provide your feedback. See next screenshot.

Important Note: The feedback that you provide under "Feedback to the Student:" will only be visible to the student. The feedback you provide under "Feedback to Include as Evidence With the Badge" will appear publicly should the student share their ePortfolio of badges on social media, on a web site, or by link to colleges and future employers.

If you click "YES" to "Issue Badge", the student will immediately show that badge in their ePortfolio. If you click "Not Yet", they will see your feedback from their portal and will be able to "Start a New Pledge" to resubmit to you with additional work and edits that you had noted.

The system is set to send automated emails whenever a badge is pledged or reviewed, but, more often than not, local filtering prevents this from working properly, so be sure to make a habit of checking the system on a regular basis. You may also use email or other messaging to supplement messaging with your students and visa versa regarding submissions and feedback status in the system.

Note: For instructions on how to submit chapter projects, go back to the web site and follow the instructions for Chapter Projects – Advisers. (In short, you will log in exactly the same way, but you will find the module for submitting Chapter Projects on the drop down menu list top right—it's the last item on the list.)