DEVELOP CREDENTIAL TRANSITION PLAN

ACTIVITY C10

DESCRIPTION: WORK TO DETERMINE HOW EXISTING CREDENTIALS WILL BE MIGRATED INTO "TO BE" ENVIRONMENT

INPUTS: DATA MIGRATION REQUIREMENTS

OUTPUTS: LEGACY CREDENTIAL MIGRATION PLAN

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The data that's stored in your systems about your learners will need to be sent through to Accredible in order to issue credentials.

There are two methods for uploading data to the Accredible Dashboard to create credentials. Choose the one that best suits the number of credentials you are trying to issue:

1) Manually

Suitable for creating small numbers of credentials, i.e., between one and ten. This form of uploading will require manually inputting the data for each of your learners. If you have a small number of credentials you want to create, but there are many attributes on the certificate design, we recommend using the 'Uploading Spreadsheet' method.

For guidance on how to upload manually, here's our dedicated article: How to Issue a Batch of Credentials - Manual Upload.

2) Spreadsheet Upload

Suitable for large numbers of credentials. This will allow you to upload your data using an XLS or CSV spreadsheet.

For guidance on how to upload manually, here's our dedicated article: How to Issue a Batch of Credentials - Spreadsheet Upload.

3) Using an Integration

You can also create and publish credentials automatically through integrations with leading LMSs and publishing tools, like Canvas and Moodle. Click here to see a list of established integrations that you can use.

Once you have determined your upload method, you need to determine the data you'll send to Accredible.

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Data

The data will be presented with an attribute, which acts as a placeholder for the information on your certificate designs. When you create a credential using a certificate design, the attribute will be automatically replaced with the relevant information required, such as the learner's name, their course, and the issue date.

Attributes give you the ability to publish hundreds of unique certificates at a time, saving you time. Instead of having to go back to the certificate design and painstakingly change the information on it every time you want to publish a new certificate, attributes do all the hard work for you.

Attributes appear like this on your certificate designs and email templates:

[recipient.name]

The attribute tells the Accredible system where exactly this information will go on the certificate, but your data upload tells the system what should finally be displayed in place of that attribute.

There are many pre-made attributes you can use on your certificate designs, such as course name, your organization name, or individual credential properties like the learner's name. To see all of these in the Certificate Designer, click on the 'Attributes' tab in the left-hand sidebar menu.

If you don't see an attribute for a piece of information that you'd like to appear on your credentials, such as a tutor's name or an exam score, you can scroll to the bottom of the list of attributes and click on 'Manage Attributes.'

On the 'Manage Attributes' page, you can see an overview of all available attributes, both pre-made and custom-made. To make a new custom attribute click on the 'Add Custom Attribute' button at the top right-hand corner of the page. Fill out the relevant fields in the pop-up window that appears and click 'Add Attribute.' For more information on how to use the Manage Attributes section, check out our article here: Manage Attributes.

You'll need to make a transition plan that determines;

1. The method of data transition from the options above
2. The specific data that will be transitioned - selecting from the attribute existing options, or creating new attributes
3.

You can read more about the way attributes are composed and what they do as a result in our Attributes Dictionary.

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