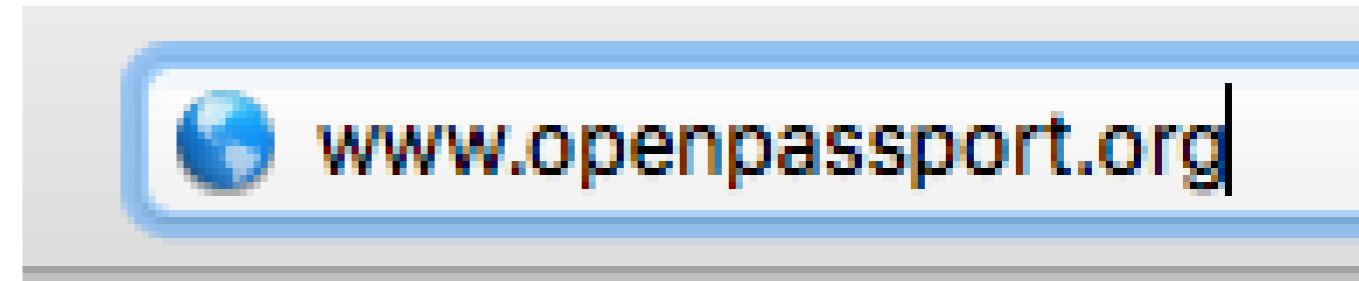


# Instructor Instructions

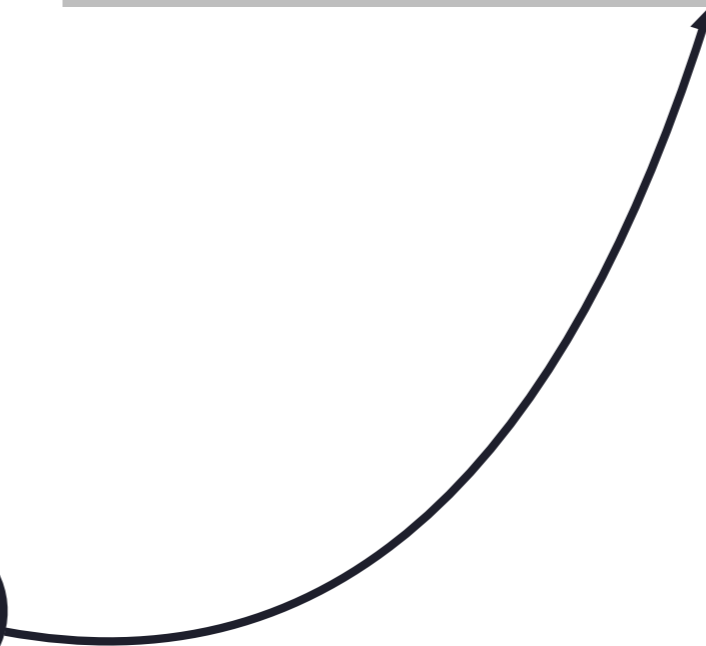
Managing Passport Badges for the Leadership  
Development Certificate Program

# Signing In

Open a browser and enter “[openpassport.org](http://openpassport.org)” into the address bar.



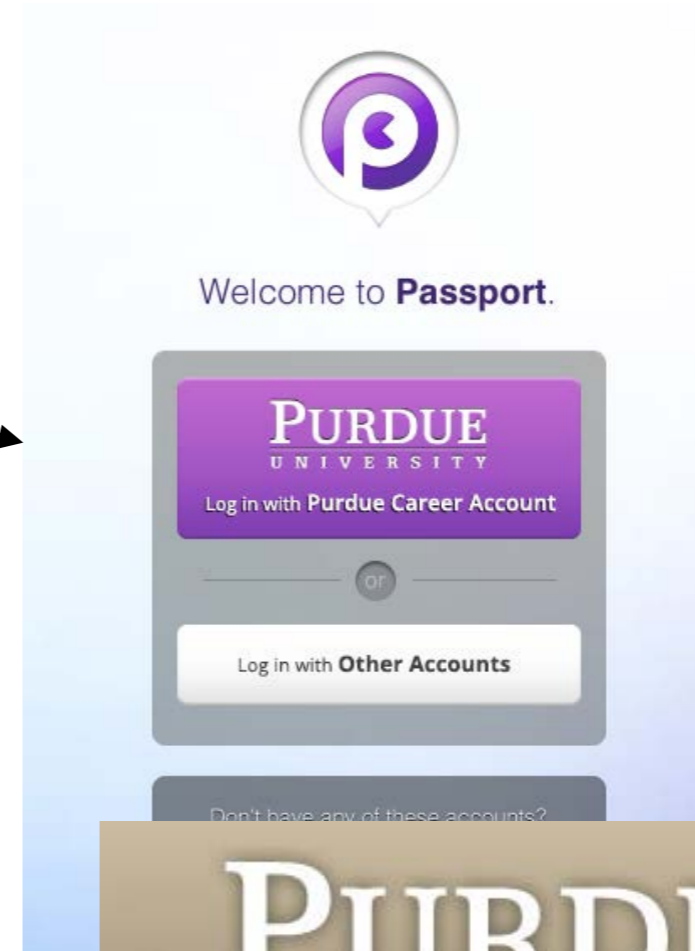
1



# Signing In

Log in with your Purdue Career Account

1



2



**PURDUE**  
UNIVERSITY™

Log in using your Purdue Career Account

Login:

Password:

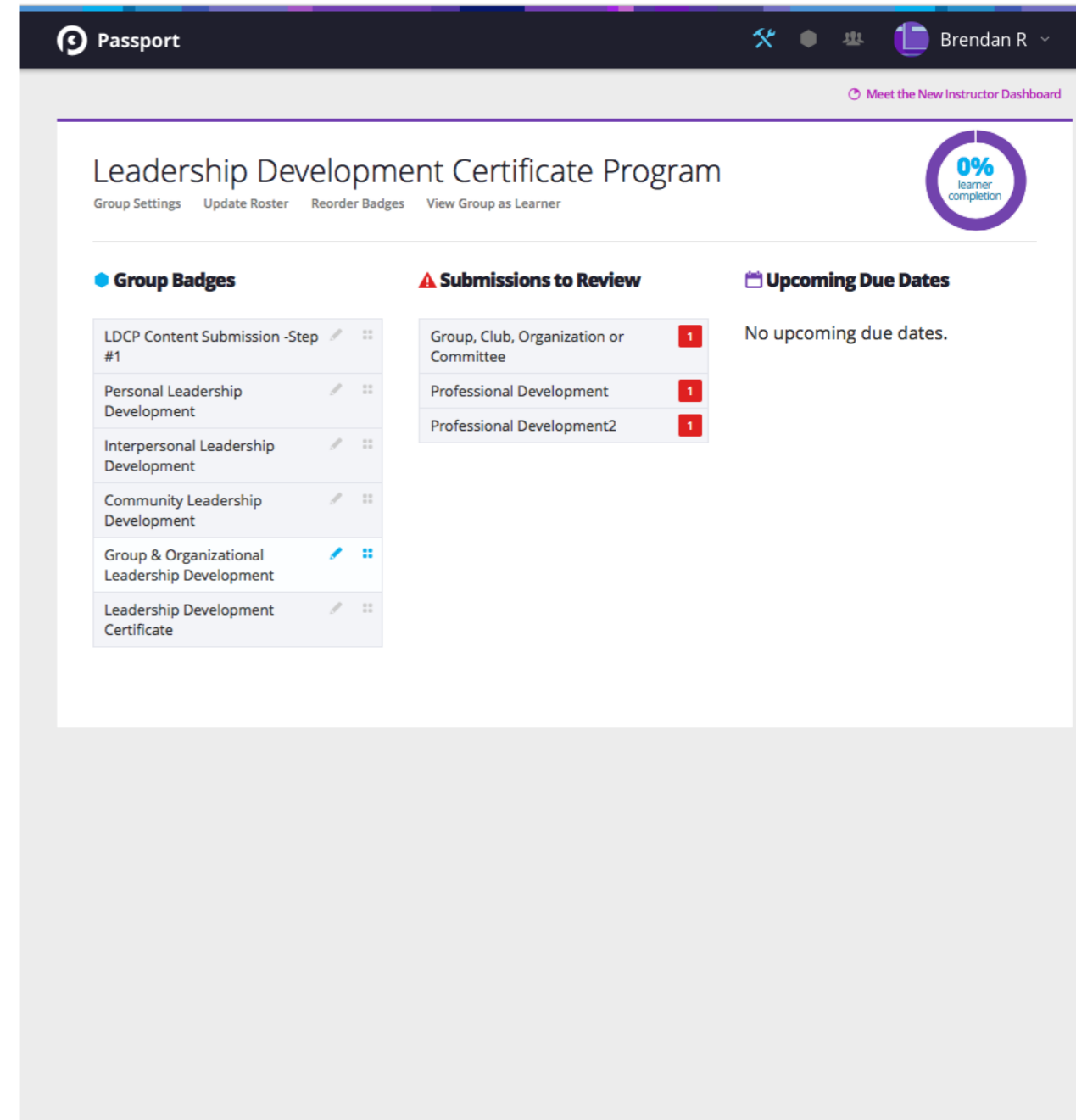
Login

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

2

# Instructor Dashboard

The three main sections provide easy access to all group badges, ungraded submissions, and submissions with upcoming due dates.



The screenshot shows the Passport Instructor Dashboard for a Leadership Development Certificate Program. The dashboard is organized into three main sections: Group Badges, Submissions to Review, and Upcoming Due Dates. A 0% learner completion progress indicator is visible in the top right corner.

**Leadership Development Certificate Program**  
Group Settings | Update Roster | Reorder Badges | View Group as Learner

**0% learner completion**

**Group Badges**

- LDCP Content Submission -Step #1
- Personal Leadership Development
- Interpersonal Leadership Development
- Community Leadership Development
- Group & Organizational Leadership Development
- Leadership Development Certificate

**Submissions to Review**

- Group, Club, Organization or Committee (1)
- Professional Development (1)
- Professional Development2 (1)

**Upcoming Due Dates**

No upcoming due dates.

# Instructor Dashboard

You can also access some group management and utility functionality from the links beneath the title.


1

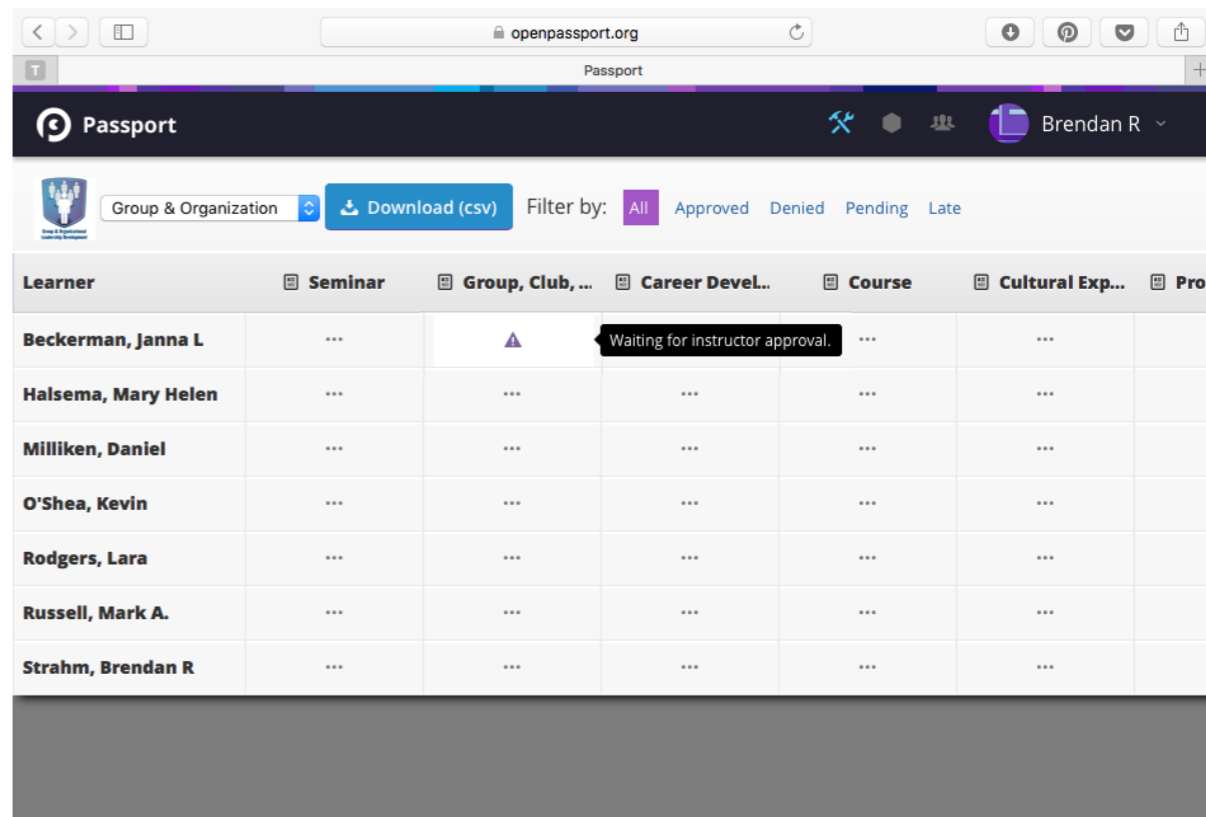
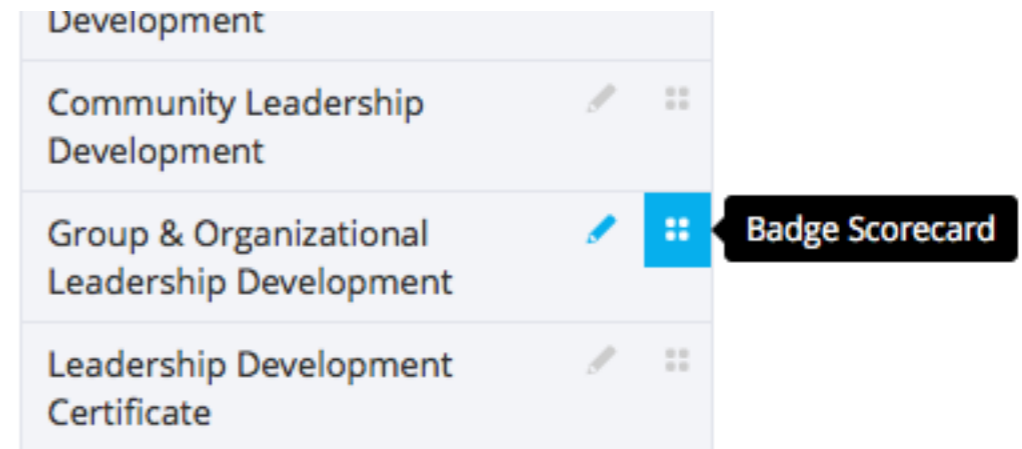
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## Leadership Development Certificate Program


[Group Settings](#) [Update Roster](#) [Reorder Badges](#) [View Group as Learner](#)

# Badge Scorecard

Each badge has a scorecard for managing and grading submissions. Cells with ungraded submissions are marked by a . Click on one of those cells to start grading that submission.



A screenshot of the Passport badge scorecard interface. The browser address bar shows 'openpassport.org'. The page title is 'Passport'. The user is logged in as 'Brendan R'. The interface shows a dropdown menu for 'Group & Organization', a 'Download (csv)' button, and a filter by: 'All' (selected), 'Approved', 'Denied', 'Pending', 'Late'. Below this is a table with columns for 'Learner', 'Seminar', 'Group, Club, ...', 'Career Devel..', 'Course', 'Cultural Exp...', and 'Pro...'. The table contains several rows of learner names and their submission statuses. A tooltip 'Waiting for instructor approval.' is visible over a cell in the 'Group, Club, ...' column for Janna L. Beckerman.

Learner	Seminar	Group, Club, ...	Career Devel..	Course	Cultural Exp...	Pro...
Beckerman, Janna L	...	 Waiting for instructor approval.	...	...	...	...
Halsema, Mary Helen	...	...	...	...	...	...
Milliken, Daniel	...	...	...	...	...	...
O'Shea, Kevin	...	...	...	...	...	...
Rodgers, Lara	...	...	...	...	...	...
Russell, Mark A.	...	...	...	...	...	...
Strahm, Brendan R	...	...	...	...	...	...












# Sidenote on Grading

You can also access submissions that need grading from the middle column of the Instructor Dashboard.

## Development Certificate Program

[Reorder Badges](#) [View Group as Learner](#)

### Submissions to Review

Step  	Group, Club, Organization or Committee 
 	Professional Development 
 	Professional Development2 
 	

### Upcoming

No upcoming

1



# Grading Submissions

Review the submission contents and then choose either “Approve” or “Deny”

1

1

2

2

The screenshot shows the Passport submission review interface. At the top, the 'Passport' logo is on the left, and user icons and the name 'Brendan R' are on the right. The main content area displays the submission details for a 'Group, Club, Organization or Committee'. It shows a submission by 'Janna L Beckerman' on 8/13/2015 at 2:51 PM. The submission text is a block of placeholder Latin text. Below the text, there is an 'Attached Resources' section with a thumbnail image of a dog and a file name '2015-03-03 12.12.3...' with a size of 1.8MB. At the bottom, there is a 'Review submission' section with two buttons: a green 'Approve' button with a checkmark and a red 'Deny' button with an 'X'. Below these buttons, there is a link 'Add a Subject Matter Expert' and two buttons: a blue 'Submit' button and a grey 'Cancel' button.



# Questions?

Contact Studio help at [studiohelp@purdue.edu](mailto:studiohelp@purdue.edu)!