Instructor Instructions

Managing Passport Badges for the Leadership Development Certificate Program
Signing In

Open a browser and enter "openpassport.org" into the address bar.
Signing In
Log in with your Purdue Career Account
Instructor Dashboard

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

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

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

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

Contact Studio help at studiohelp@purdue.edu!