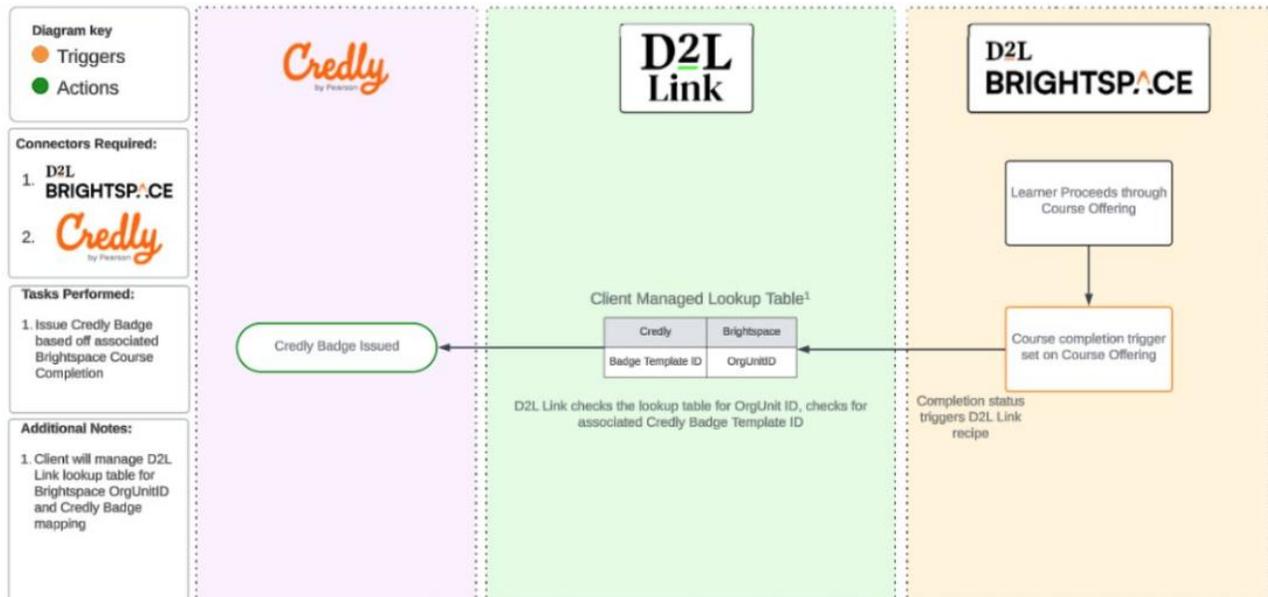


## D2L/Credly Integration Admin Guide (July 2025)

Note: The Credly+Brightspace Connector is FREE until August 1, 2027



### Introduction

Credly Learning Edition integrates a digital credential solution, including issuing, verifying, and managing digital credentials, within Brightspace. Credly integrates with Brightspace via APIs and webhooks.

### Pre-requisites to having your Credly Integration

1. Credly is an add-on package to Brightspace Core. If you have not yet purchased Credly and a Credly+Brightspace connector, please reach out to your Account Manager.
2. To successfully set up the Credly connection, client's must be set up within Credly's admin portal.
3. If you have not yet been set up with your Credly Admin Account, please reach out to your Account Manager.
4. From your Credly account, please locate your Organization ID and Authorization Token. Both pieces of information will be required for D2L to set up the Credly + Brightspace connection.
  - a. To get this information, please navigate to the Developers section within the Credly platform.

### D2L and Credly Mapping Table

1. A proper mapping table must be set up within D2L Link to be able to use this integration. The mapping table must be set up and detail out which Credly ID should match which Brightspace ID.
2. The Mapping table supports the following columns: org unit ID, award ID, Credly Badge Template ID

### Review your Credly Integration

1. Once D2L has set up D2L Link within your instance, your Credly recipe will be implemented into your account for you using your Organization ID, Authorization Token and preferred award types

(Badges, certificates or both). You will not have editing rights within this recipe.

2. To access D2L link and view your recipe, navigate to the Admin Tools section in the top right of the screen.
3. Under Product/Tool Administration, click on "Manage D2L Link"
4. Navigate to Projects.
5. Locate the Credly Recipe.
6. Here you can view your recipe and verify that it is operational.

## Details of the Recipe

Step 1. The trigger creates a job when an event is received from Brightspace, the event that sets off the trigger is when an award is issued in Brightspace.

Step 2. Will get award details for the Brightspace Award ID that was issued.

Step 3. The If statement will start the sequence based on the Award Type that is configured. Award Type 1 - Badge, Award Type 2 - Certificate. When there is no If statement then both Badges and Certificates will kick off the integration.

Step 4. Will find the Credly Award Mapping when the AwardId will be mapped to a specific Credly Badge Template.

Step 5. Obtains user details for the User ID the award was issued to.

Step 6. Checks for errors when Issuing the Credly Badge

Step 7. Issues the Credly Badge/Certificate, we use the D2L External Email, Credly Badge Template, First name of the user, Last name of the user, UserId of the user

Step 8. Logs any messages to the Job Logging

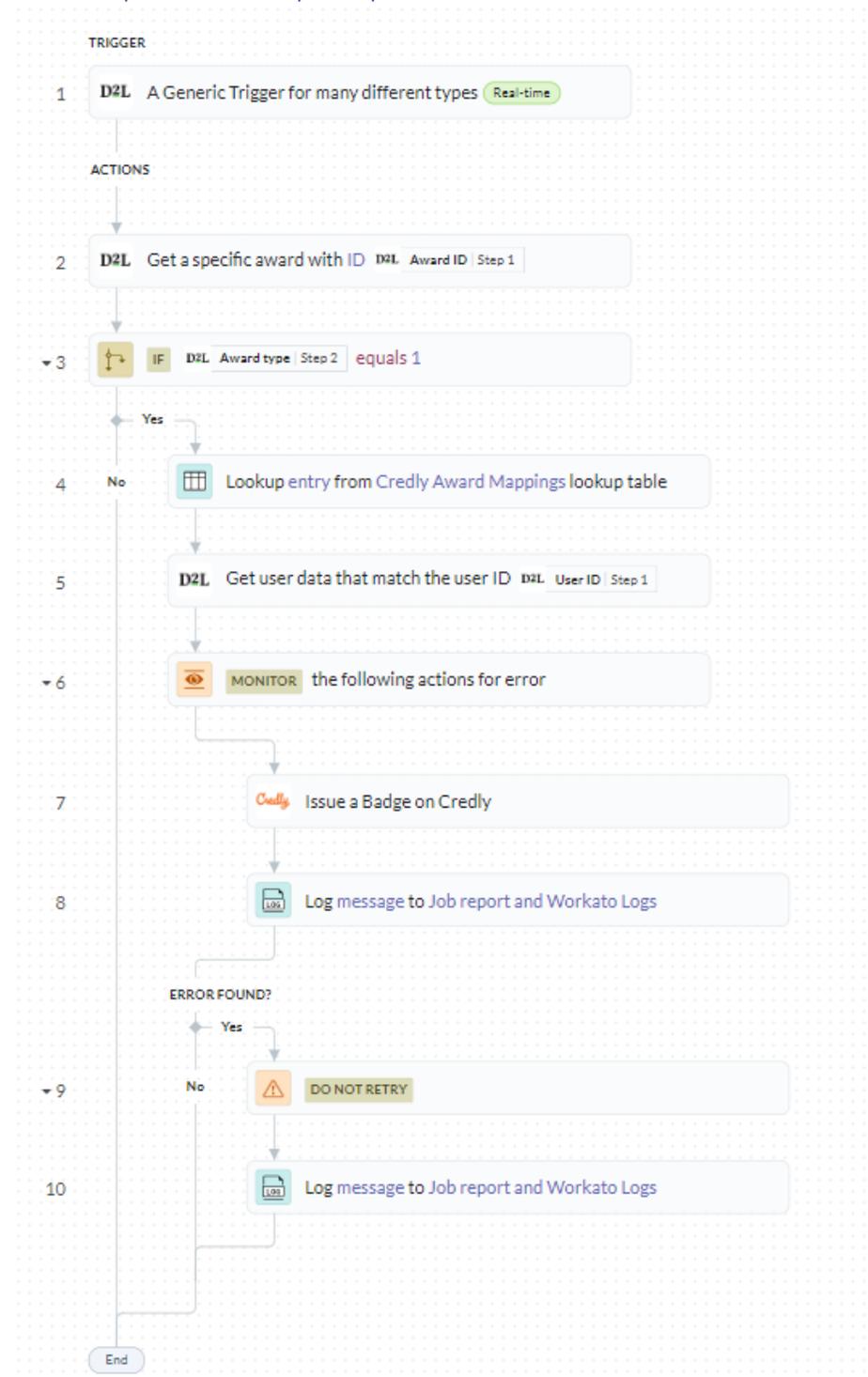
Step 9. Error checking

Step 10. If an error occurs then it gets logged to the Logs

## Changes to your recipe

1. If a change to the information within your Credly recipe is required (Examples like changing the IDs, or admin etc...), please detail the required changes to [Partnersupport@d2l.com](mailto:Partnersupport@d2l.com) to create a ticket with our Partner Support team. Note: No changes to the actual recipe can be made.

## An example of a Credly Recipe



### Copying Badge details for next semester clones

<https://docs.workato.com/en/features/lookup-tables.html#import-csv-file>

When a D2L Course is cloned for the next semester, use the Workato lookup table and CSV file import process within the D2L Link platform to download/copy/paste badge template IDs for Credly badges to be issued upon Course Completion.

The CSV file contains the course information and badge template information, which can then be uploaded for processing.