**Career Development Module Completion & Badge Submission**

Page 1 = Instructions for Faculty and Page 2 = Student Assignment

**Faculty Instructions**

1. Decide which Career Development D2L module(s) you want students to complete. Available modules include:
   * + Introduction to Career Readiness
     + Resumes/Cover Letters: Storytelling & Content Basics
     + Executing a Job and Internship Search
     + Interview Preparation
     + Career Connections: Networking

\*\*Reminder: Insert the chosen module(s) into the student instructions

1. Create a D2L assignment for students to submit their badge for proof of completion.
   * An easy structure is using “Text Submission” under the Submission & Completion options. Students can then add the hyperlink for their badge.

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1. Decided where to add assignment instructions and submission to your D2L course for students to access.

Note: If you are not using virtual submission options, students can print a copy of the badge.

**Career Development Module Completion & Badge Submission**

This assignment is designed to help you build key elements and skills in your career readiness toolkit by completing a designated module in the **Career Development D2L course.** You will demonstrate completion by submitting your earned badge.

**Steps to Complete the Assignment:**

1. **Enroll in the Career Development Center Course:**
   * [Click here](https://d2l.wcupa.edu/d2l/le/discovery/view/course/2892904) and log in to D2L using your WCU credentials
   * Select Enroll in Course – your enrollment is automatic, and the CDC Course will now be available in ‘My Courses’
2. **Complete the Assigned Module(s):**
   * Your Module(s) for This Assignment: [Faculty: Insert selected module(s) here]
   * Read all content and complete all module activities.
3. **Earn Your Badge:**
   * After completing the module, you will automatically receive a badge.
   * Click "Awards" from the top navigation bar to access your badges.
   * Select the Share button under your earned award and click ‘Copy Link’

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\*Note: if more than one module is assigned, you will need to copy the link for each badge

1. **Submit Your Badge in This Course:**
   * Navigate to the assignment in [Faculty: Insert course title] D2L course
   * Insert the public link for your badge and click submit.