



Identifying students you intend to receive a credential

- **STEP 1.** Click the 'Manage schools' tab and select 'Extra Purposes'. Your school has already told Melbourne Metrics you intend to generate credentials so you will see a 'Credentialing' group listed. If you have also indicated intention to generate digital credentials, you will see a 'Digital Credential' group listed too.
- **STEP 2.** Under 'Credentialing', click 'View students'. Use the 'Add existing students' button to populate this purpose group. You can add individual students, or add whole classes or year levels, using the filters available.
- **STEP 3.** Review the list of students added to the purpose group. The total number of students will be shown at the bottom of the screen.

If you don't intend to generate digital credentials, STEP 3 is your final instruction.

If you intend to generate **digital credentials**, please complete STEPS 4 & 5.

- **STEP 4.** Under the 'Digital Credentials' group, click 'View students'. Use the 'Add existing students' button to populate this purpose group. You can add individual students, or add whole classes or year levels, using the filters available.
- **STEP 5.** Review the list of students added to the purpose group. The total number of students will be shown at the bottom of the screen.

The 'Digital Credentials' group is separate to the 'Credentialing' group because these student files will require receipt of additional permissions (this is explained in the Digital Credentials Information Pack, which provides instructions on how to seek, and provide receipt of, additional consent and contact information).

Note that all students issued a digital credential will also receive a PDF version automatically.