Learners Guide to the Eportfolio

An eportfolio is a private online space where you can organise and keep track of your work.   We have listened to learner's comments and are trying to make it as user friendly as possible. Talk to your local worker if you have an idea to make it even better.

Contents   Page

Privacy

You, your Lead Scotland assessor, an internal verifier and/or external verifier will be able to see your eportfolio. They will respect your privacy and won't share your eportfolio details with anyone else without your permission. Lead has a confidentiality policy. The eportfolio is password protected so that no one else can see it. You can change the password to make it easier to remember. Please keep your password secure so that you protect your own privacy.

Logging into your page

You will receive a Username and Password by email. If you have not received this, talk to your local worker.

Log in to the website from any computer by clicking on the following link:
http://www.getconnectedandlead.org.uk/yourcourse/studentlogin.php

As you see from the picture below you will be asked for your email address and your password then click **submit**. If you forget your password it can be resent to your email account.

Modifying your profile/changing your password

Scroll down the page until you come to the place where you can modify your profile as you see from the picture below. Modify means change. You can also change your password here.

click here to modify your profile

click here to change your password and your new password will be emailed to you

Click on "Modify profile" and you will see a page like this, with your name and email address.

Add a photo

Type notes here
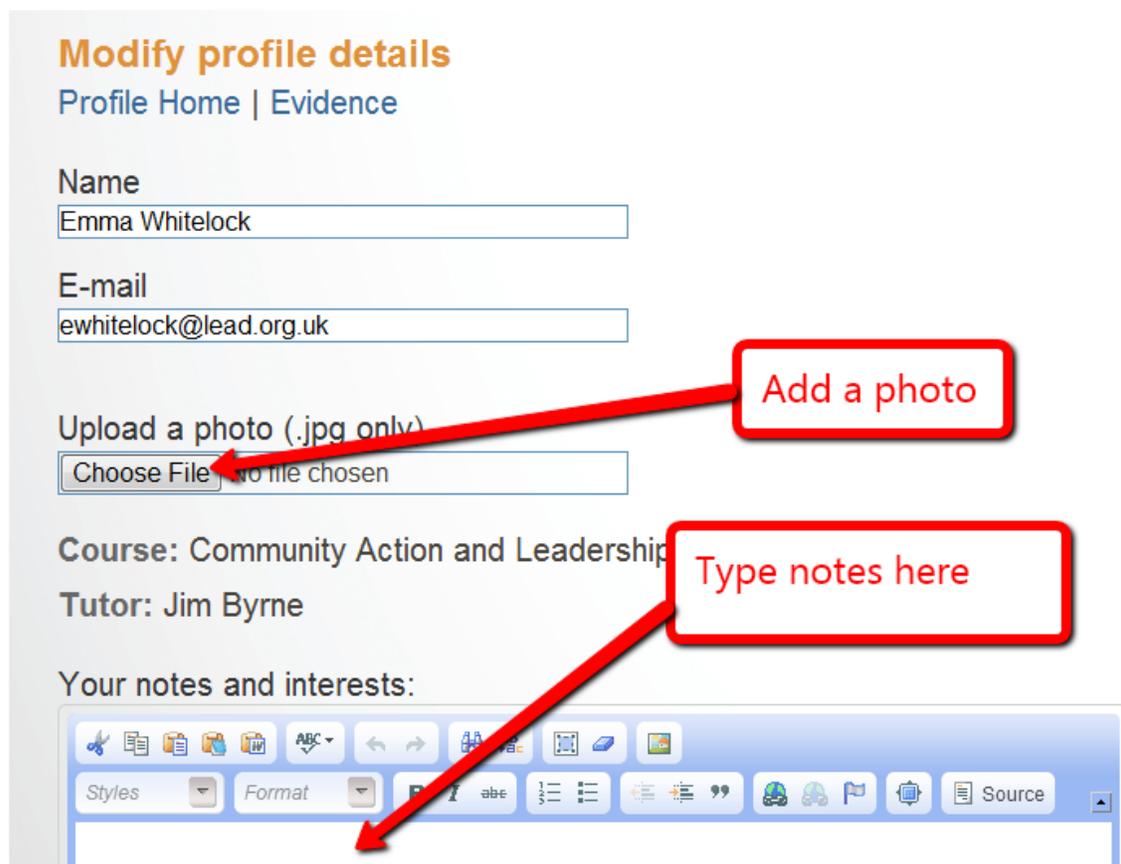
As you keep scrolling down that webpage you will see a space for your facebook badge under the notes and interests. If you have a Get Connected facebook account, please follow the instructions below. You only have to do this once. A facebook badge means that you can click straight through to your facebook account if you have one. This might be helpful if you have saved things on facebook that you want to put in your eportfolio.
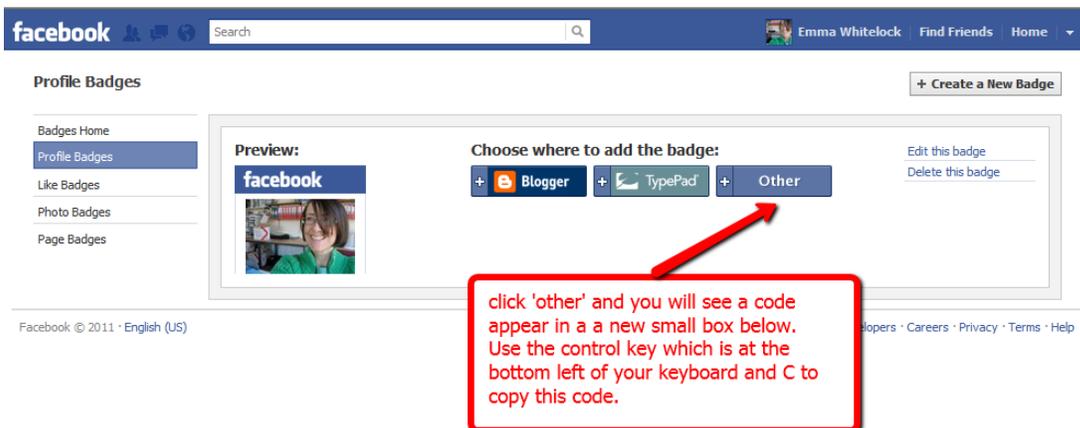
Get your Facebook Badge

To get the badge code from your Facebook profile page:

- First ensure that you are logged into your Facebook profile page.
- Go to the Facebook profile badge page (**Right click with your mouse and choose to open in a new tab)**.
- Click edit this badge link (right-hand side of the screen below the buttons that says create a new badge) to include or exclude information from the badge. Click save - which takes you back to the badge page.
- Click 'Other' button to get the code. Copy the code and paste it into the form below.

Your Facebook Profile Badge

```
<!-- Facebook Badge START --><a
href="https://www.facebook.com/emma.whitelock"
target="_TOP" style="font-family: &quot;lucida
```

Follow the instructions above and when you click on the link Facebook profile badge page then please click **other** and copy the code which appears. Then paste into the box titled Your Facebook Profile Badge and click submit at the bottom of the page.

click 'other' and you will see a code appear in a a new small box below. Use the control key which is at the bottom left of your keyboard and C to copy this code.

Ready to insert your evidence?

We have created an Evidence page for you to store everything.

There are 5 main types of evidence that you can insert in the eportfolio:

1. Links (to your evidence hosted on another website)
2. Documents (word documents or PDF)
3. Videos (hosted on another website like you tube)
4. MP3 soundfiles
5. Images

Before you insert your work if would be helpful if you could name your work in a way that helps you remember what unit and outcome it will relate to. For example, you might name a word document for unit 1 self awareness and identity unit like this: my project plan Unit 1 outcome 1a.

1   Links
Open the Evidence page. Scroll down the page until you come to "Add Links" which you click. For example you might have done something on another website which you want to show here. There is space for you to give a description.
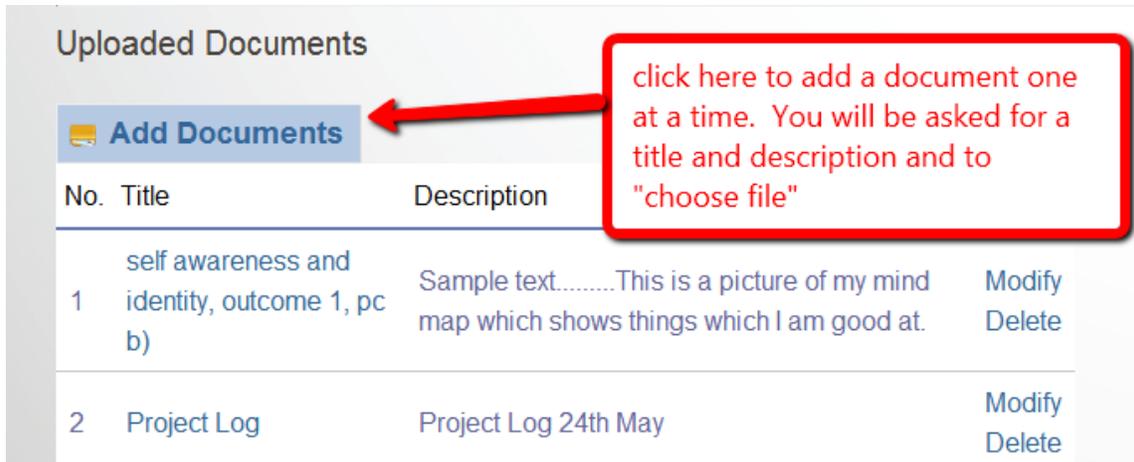
2   Uploading Documents

Open the Evidence page. Scroll down until you come to the Uploaded Documents section and click "Add Documents". You may have created a word file or a PDF on your computer which you want to upload. Please give it a name which means that you will know which outcome it relates to and insert as shown in the picture below.
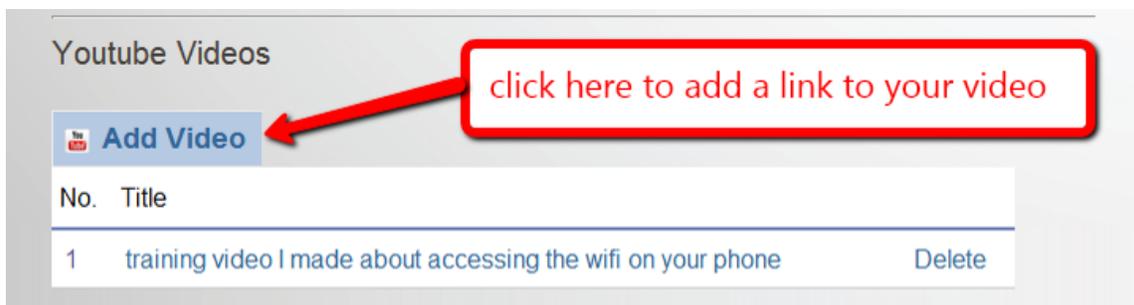

3   Uploading videos

Videos can be enormous files, but this problem is solved if we share them through another website like youtube or vimeo. You can choose for the file to be "unlisted" in the edit options of youtube so that you choose who sees it. Here's a video of how to upload a video and choose privacy settings: http://screencast.com/t/TAbf1c69J4kn
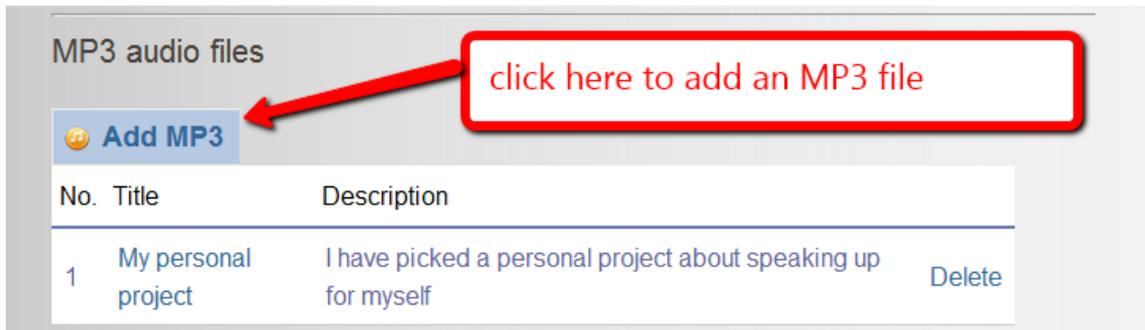
4 Uploading MP3 Audio files

You can upload an MP3 audio file and you can leave a description.

5 Uploading Images
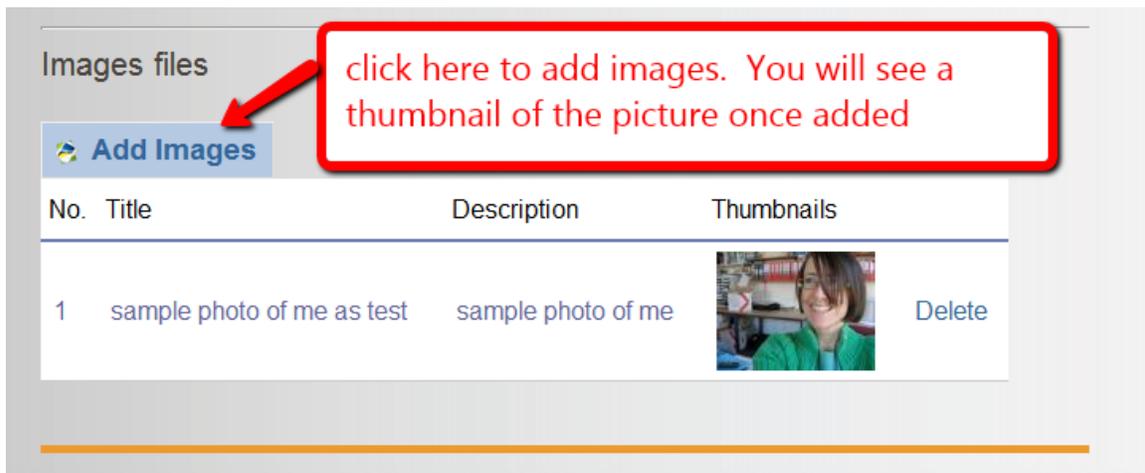
Logging out

Remember to log out so that no one else can come along and see your work. To log out go back to your profile page and click **log out**.

If you have any suggestions about how we can make this guide clearer please get in touch with your local worker.