

# 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.

<b>Contents</b>	<b>Page</b>
<b>Privacy</b>	<b>2</b>
<b>Logging into your eportfolio</b>	<b>2</b>
<b>Modifying your profile/changing your password</b>	<b>3</b>
Upload or change your photo	3
Add notes	3
Add a facebook badge	4
<b>Ready to insert your evidence?</b>	<b>5</b>
Links	5
Word documents/PDF's	6
Videos	6
MP3 Audio files	7
Images	7
<b>Logging out</b>	<b>7</b>

## 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.

Home About Learners Volunteers

**LEAD SCOTLAND**  
Get connected and lead

Maximising the influence of minority voices...

**Learners login**  
Login to your Portfolio manager.

Email:

Password:

[Forgotten password?](#)

If you forget your password, please click here to receive a new password via email

LEARNERS L

Assessment arrangements

General inform the Community leadership

requently ask questions

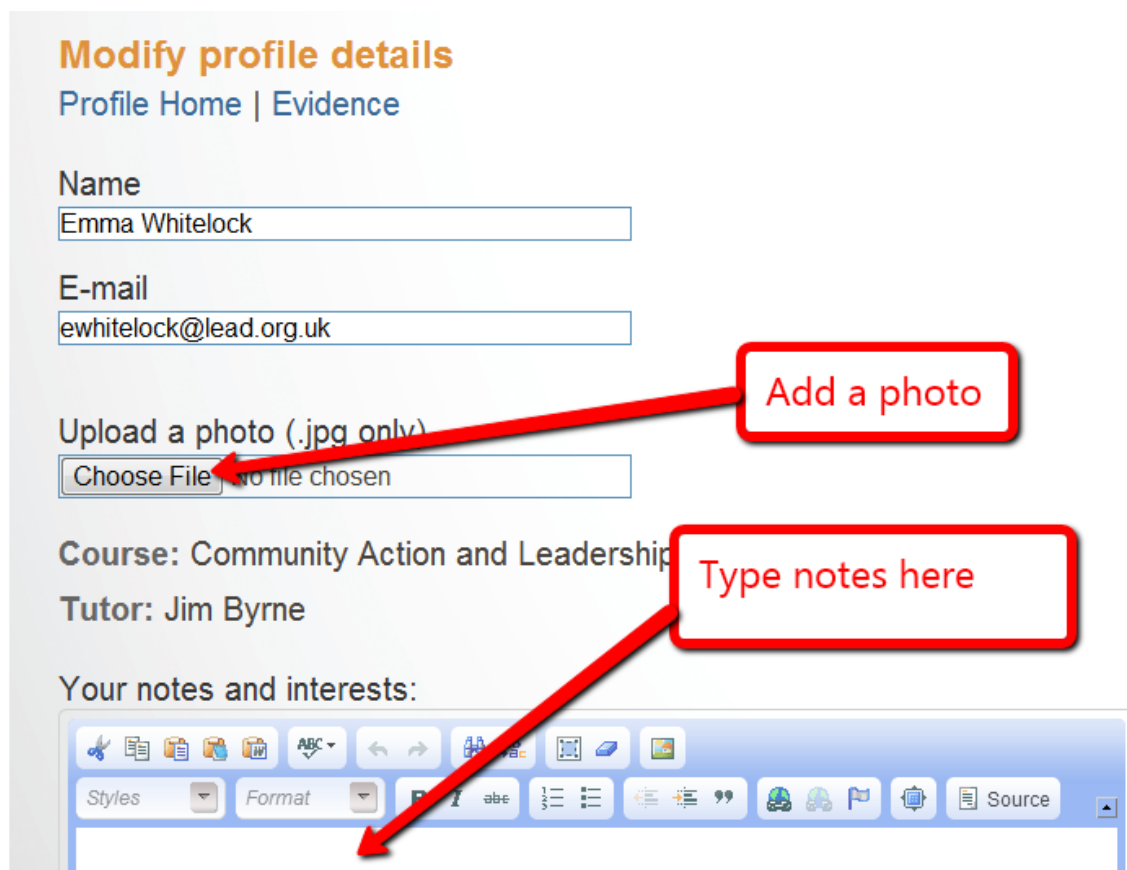
Scotland f (downloads)

## 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 on “Modify profile” and you will see a page like this, with your name and email address.



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

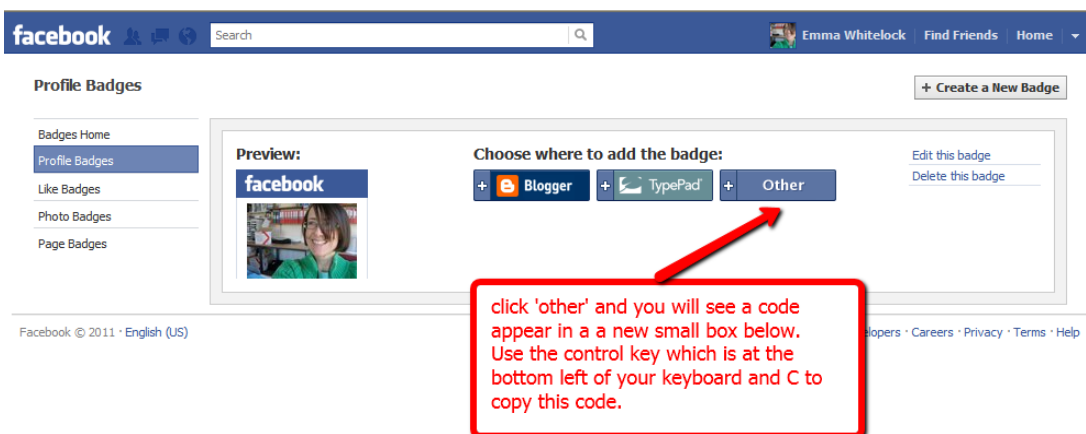
To get the badge code from your Facebook profile page:

- o First ensure that you are logged into your Facebook profile page.
- o Go to the [Facebook profile badge page](#) (Right click with your mouse and choose to open in a new tab).
- o 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.
- o 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
```

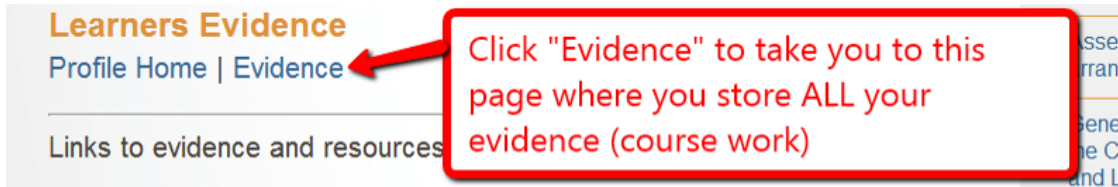
Follow the instructions above and when you click on the link [Facebook profile badge page](#) then please click **other** and copy the code which appears. Then paste into the box titled Your Facebook Profile Badge and click submit at the bottom of the page.



The screenshot shows the Facebook Profile Badges interface. On the left, there is a sidebar with navigation options: Badges Home, Profile Badges (selected), Like Badges, Photo Badges, and Page Badges. The main content area is titled 'Profile Badges' and includes a '+ Create a New Badge' button. A preview of a badge is shown on the left, featuring the Facebook logo and a photo of a woman. To the right of the preview, there is a section titled 'Choose where to add the badge:' with three buttons: 'Blogger', 'TypePad', and 'Other'. The 'Other' button is highlighted with a red arrow. Below the 'Other' button, there is a red-bordered box containing the following text: 'click 'other' and you will see a code appear in 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.



**Learners Evidence**  
Profile Home | Evidence  
Links to evidence and resources

Click "Evidence" to take you to this page where you store ALL your evidence (course work)

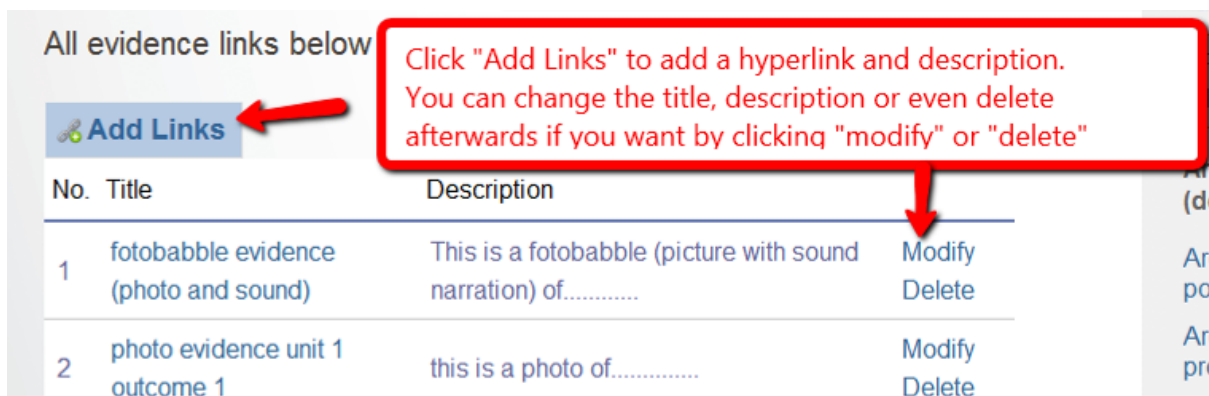
There are 5 main types of evidence that you can insert in the eportfolio:

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 it 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.



All evidence links below


Click "Add Links" to add a hyperlink and description. You can change the title, description or even delete afterwards if you want by clicking "modify" or "delete"

No.	Title	Description	
1	fotobabble evidence (photo and sound)	This is a fotobabble (picture with sound narration) of.....	Modify Delete
2	photo evidence unit 1 outcome 1	this is a photo of.....	Modify Delete

## 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.

Uploaded Documents


 Add Documents

No.	Title	Description	
1	self awareness and identity, outcome 1, pc b)	Sample text.....This is a picture of my mind map which shows things which I am good at.	Modify Delete
2	Project Log	Project Log 24th May	Modify Delete

## 3 Uploading videos

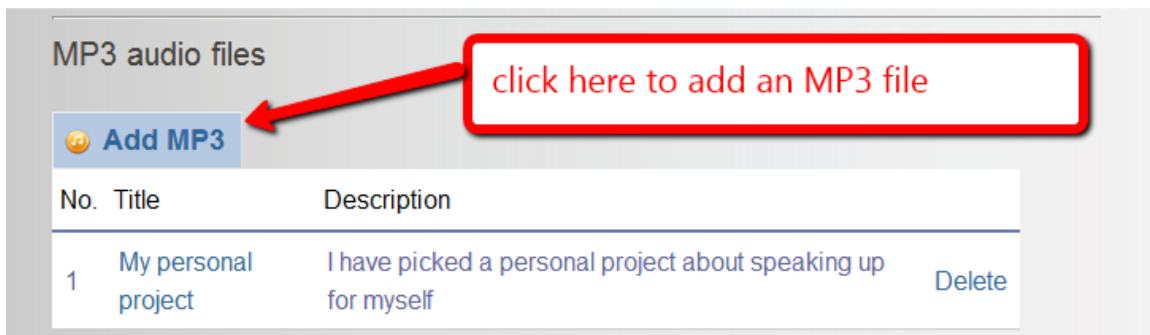
Videos can be enormous files, but this problem is solved if we share them through another website like youtube or vimeo. You can choose for the file to be “unlisted” in the edit options of youtube so that you choose who sees it. Here’s a video of how to upload a video and choose privacy settings: <http://screencast.com/t/TAbf1c69J4kn>

Youtube Videos

 Add Video

No.	Title	
1	training video I made about accessing the wifi on your phone	Delete

## 4 Uploading MP3 Audio files



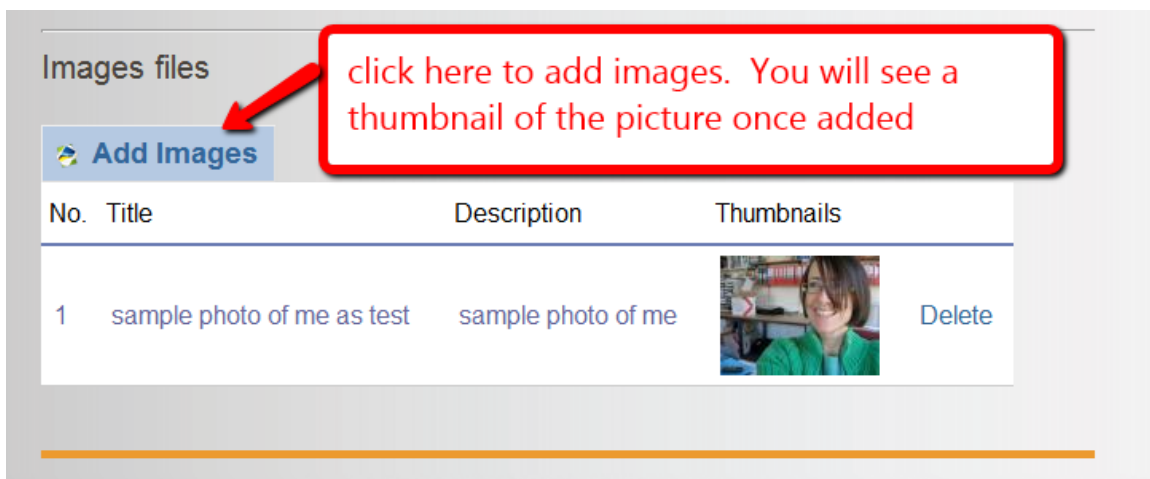
MP3 audio files

[Add MP3](#)

No.	Title	Description	
1	My personal project	I have picked a personal project about speaking up for myself	Delete


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

## 5 Uploading Images



Images files

[Add Images](#)

No.	Title	Description	Thumbnails	
1	sample photo of me as test	sample photo of me		Delete

## 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.