

# 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.

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## 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.

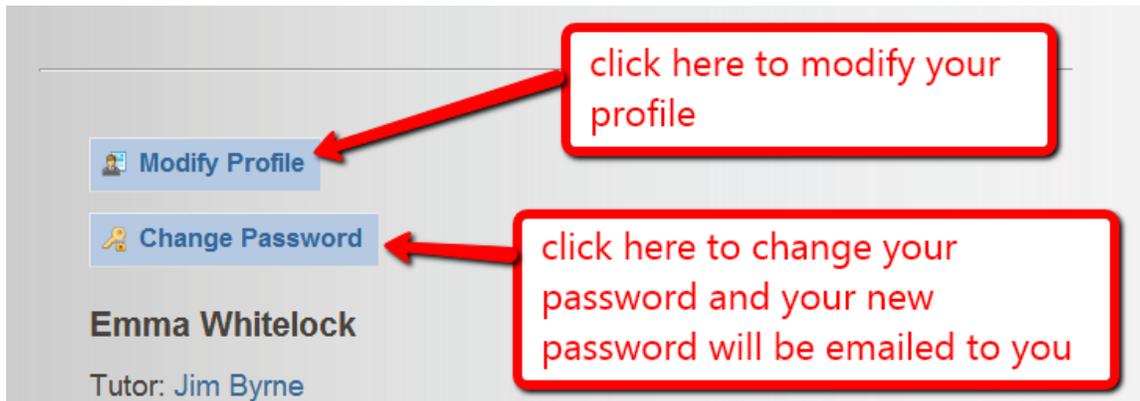
The screenshot shows the Lead Scotland website's navigation menu with 'Home', 'About', 'Learners', and 'Volunteers' tabs. Below the navigation is a blue banner with the Lead Scotland logo and the tagline 'Get connected and lead'. The main content area features a 'Learners login' section with the following elements:

- Learners login** (Section Header)
- Login to your Portfolio manager.
- Email:
- Password:
- 
- [Forgotten password?](#)

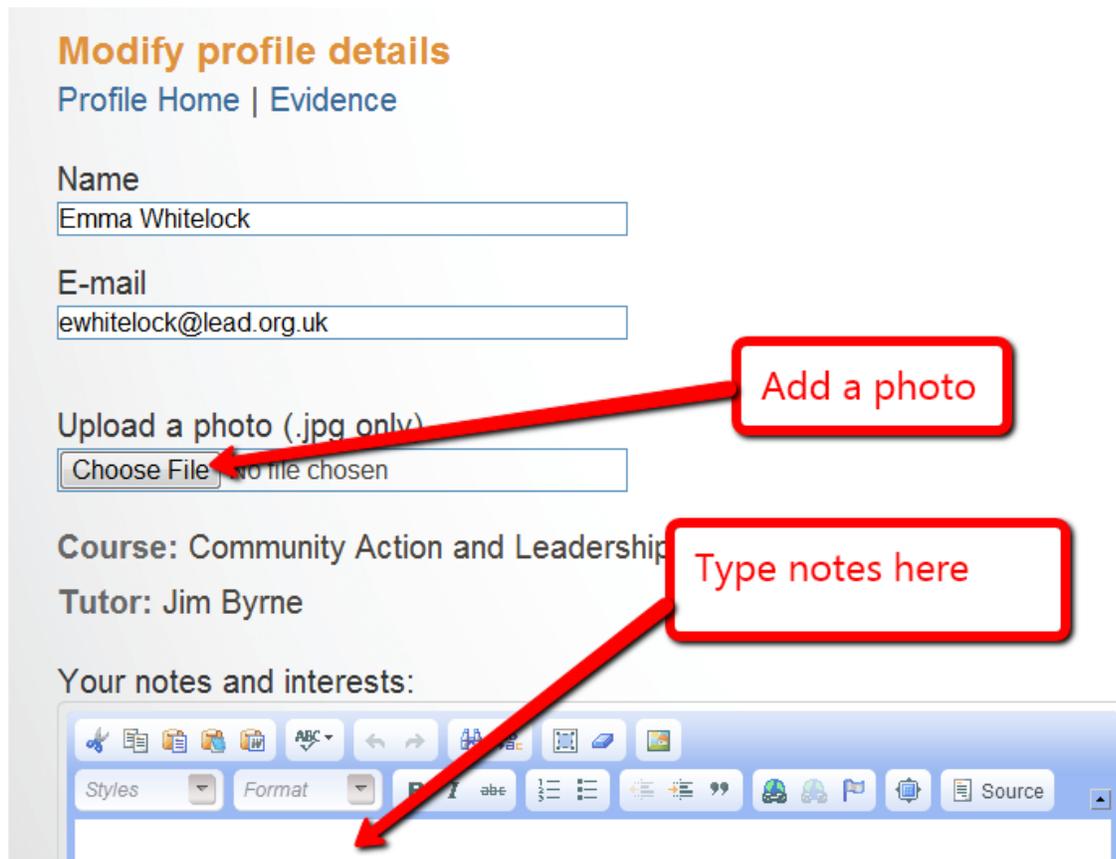
A red callout box with a red arrow pointing to the 'Forgotten password?' link contains the text: "If you forget your password, please click here to receive a new password via email".

## 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 facebook account

just for Lead you might want to link to it here so you can link between the two more easily, e.g. this might be helpful if you have saved things on facebook that you want to put in your eportfolio.. Otherwise you can leave this blank.

## Get your Facebook Badge

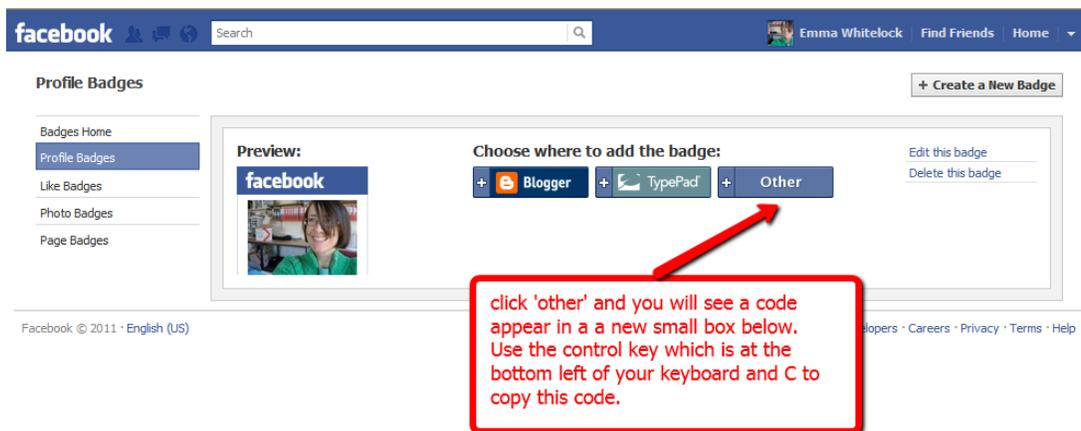
To get the badge code from your Facebook profile page:

- 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.



facebook Emma Whitelock Find Friends Home

Profile Badges + Create a New Badge

Badges Home  
Profile Badges  
Like Badges  
Photo Badges  
Page Badges

Preview: **facebook**

Choose where to add the badge:  
+ Blogger + TypePad + Other

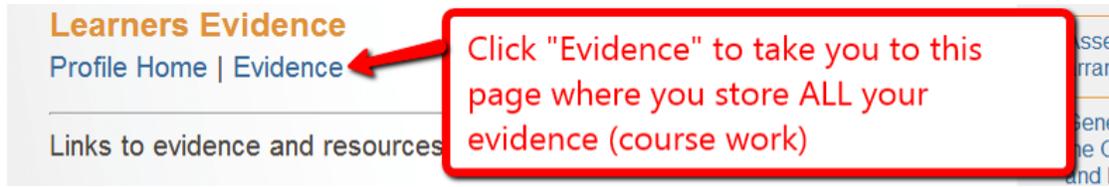
Edit this badge  
Delete this badge

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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 (all your work).

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



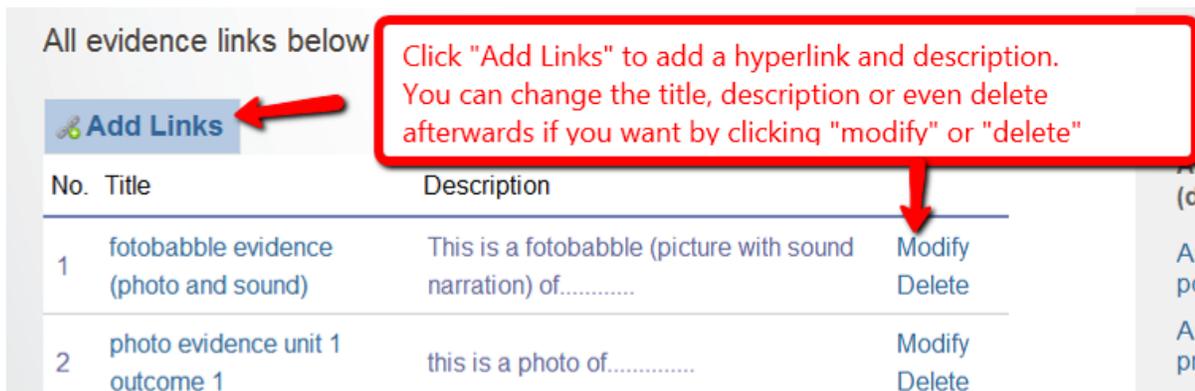
There are 5 main types of evidence that you can insert in the eportfolio:

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

Before you insert your work please give it a name so it directly relates to a unit and outcome. 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.

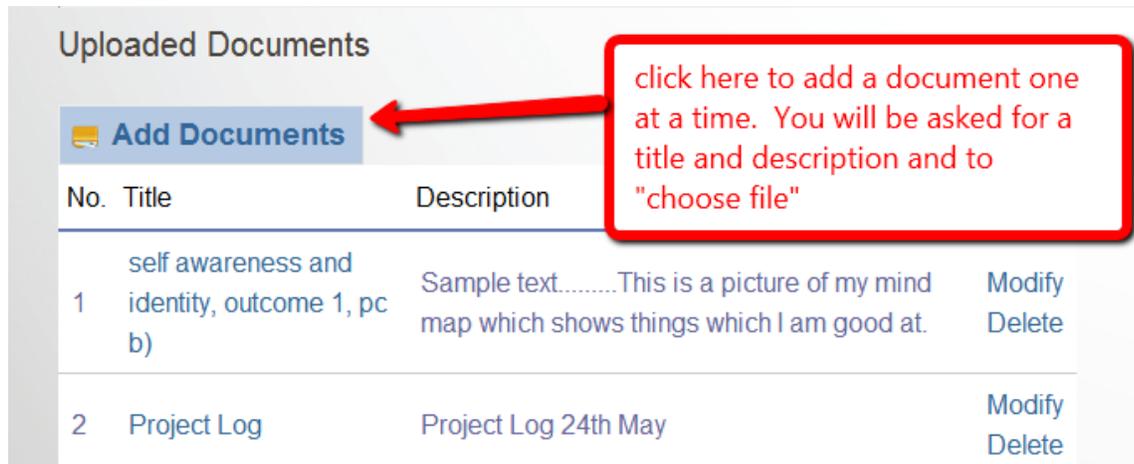
### 1 Links

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.



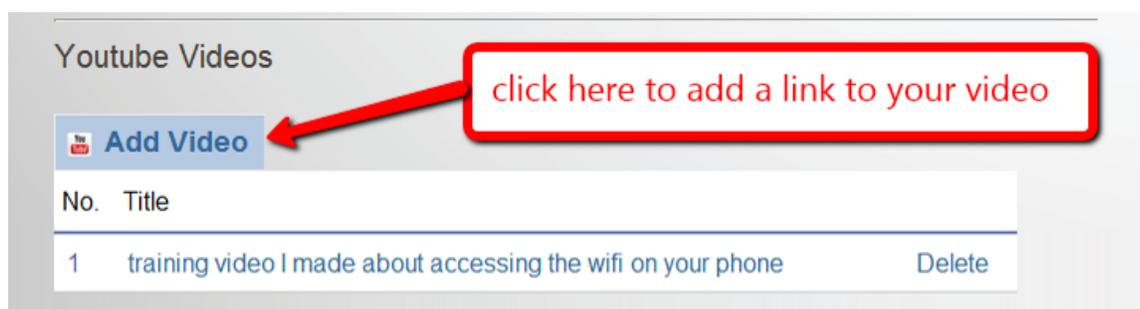
Uploaded Documents

 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>

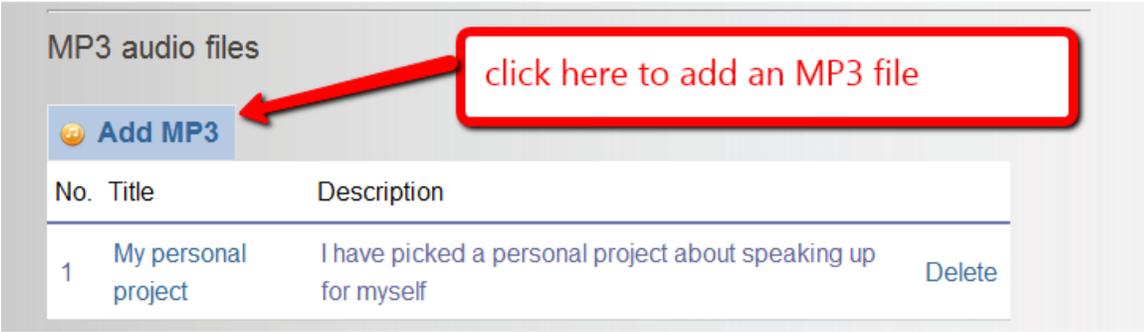


Youtube Videos

 Add Video

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

## 4 Uploading MP3 Audio files



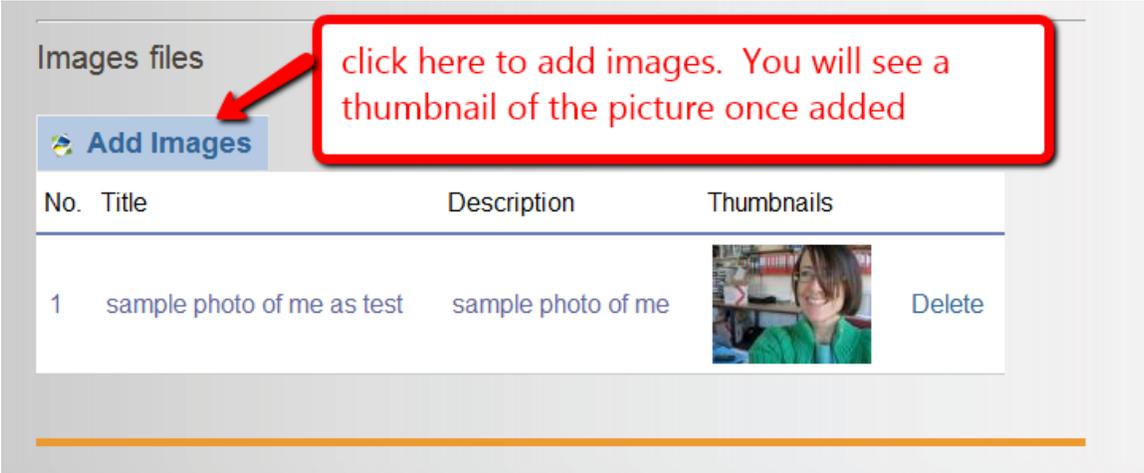
MP3 audio files

[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

## Receiving feedback

Your tutor can leave you notes about how you are doing. There is space for notes from your tutor in your eportfolio. You will find it at the bottom of the evidence pages within the outcomes. This will help you know what you have done well and what you still need to do to complete all the coursework required for this Award.

## 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.