

USERGUIDE

The website is an interactive system that, ideally, involves plenty of group and discussion work, using the games and other activities, to stimulate thought processes before the students enter data. Many of the activities can be completed in the classroom and results/notes inputted later. **Please note that once a student is registered they continue to access their online Progress File even after leaving your organisation.**

This document guides the practitioner through the website facilities. The "Admin Area" gives access to lesson plans and other supporting materials. More detailed and practical information can also be found in the "Introduction and Training Materials" and used with both students and practitioners to help them get started.

PLEASE NOTE work must be "SAVED" on each page before moving onto the next by clicking on the "SAVE" button at the bottom of each main activity.

"LOG IN"

Go to website – www.myprogressfile.com Links on this page provide information to new users as well as free downloads of the Special Needs Resources and Key Stage 2 -3 Progress File materials.

Users of the site will be encouraged to provide feedback by clicking on the "Your Comments" link which will be acknowledged and action taken where relevant. The demonstration log in details - User name: **general** Password: **misc** allow you to trial the system with students to ensure it is the right system for your organisation before making any commitment. **But please note these details will be cleared off the site every Friday.**

If your organisation has completed an Agreement you will have your **own log in** details that people will use for the first log in before creating their **own username and password**. This will ensure all data is saved.

Once log in details have been provided the learner will need to use these for **the first time only (thereafter using their OWN username and password** as mentioned below) and will be taken to the Personal Details page.

"PERSONAL DETAILS"

Learners must complete the fields for:



1. "First Name"
2. "Surname"
3. "Date of Birth" – essential to ensure learner is put in the correct year group

4. "email address" (needed to send forgotten log in details) – if you do not wish students to provide this information then ask them to simply put in a fictitious address.
5. **OWN username and password** which will then be used for all future log ins. If a student is creating their own Username it is likely they will need to add numbers to make it unique. Ensure a note of this is made in student diaries or with the Form/ICT Tutor. **Many organisations advise students to use the same log in used for the school, college, etc system.**

The learner will now be taken to the Home Page.

"HOME"

"Reminders" box. Up to 3 deadlines from Action Points will be displayed here in chronological order. Click on each title to be taken to the **Action Planner** for more detail or to edit or delete the action. **Messages** from teachers and other personnel will also be displayed in the "Reminders" box.

KEY.		Completed Task		Visited
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Underneath the "Reminder" box you will see a key that is displayed next to each page as students partly or fully complete activities. As the Home Page can be viewed from the Admin area practitioners are able to monitor how much work has taken place on the Online Progress Files.

"edit personal details" link takes the user back to the registration page for amendments, eg to change their email address. If a student forgets their password a temporary one of letters and numbers is issued to enable the student to input a new one in their "edit personal details" page.

"Print Documents" This link gives students the option of either printing out each document, or section, and/or exporting it by clicking on "export" then on the "download" link and saving the document to another area or different media such as pen drive. This is particularly useful if practitioners wish to view a specific piece of work. Many organisations have provided a "shared" area for this on their own system. Learners also export work into "word" for spell checking or personalising the font, layout, borders and so on.

"My Webpage" link can be found at the bottom of the page. Click on this and students can add a profile, select documents from their Progress File that they would like others to view and upload other materials such as a powerpoint, certificate, example of good work, etc. The student can give their "My Webpage" url address (found in section 5) together with a password (that can be changed at any time) to anyone who needs this option, such as a work experience employer, college admissions tutor, external provider. A lesson plan on how to use this facility is provided within the "Introduction and Training Materials".

"My Individual Learning Plan" (ILP) link is at the bottom right hand corner of the Home Page. (This can be viewed from the Admin area by clicking on "Reviews" next to the student's name.) The ILP contains 5 sections as follows:

- **EDUCATION** which displays the subjects being studied and the students reasons for taking them.

- **ACHIEVEMENTS** – split into 4 parts – in school or college; in work, at home, youth and community activities; in spare time; credits, awards and qualifications.
- **INTERESTS** – also split into 4 parts – career interests; things to think about that are related to career interests; possible obstacles and how to overcome them; personal interests.
- **REVIEWS** which show the date, review and title of each review as well as providing links to each one.
- **TARGETS** which displays the title and start date for: - learning/educational, career/work, personal/social and enterprise goals.

Within each of the above sections a link is provided which takes the user back to the relevant page for editing. The user can then make the changes, **SAVE** it and it will automatically be saved on that page and within the ILP.

The ILP can be printed directly, or by using the print button on the home page or by exporting the document (which can then be personalised) and then printed.

THE 4 MAIN SECTIONS

The site layout shows all the pages but these can be selected in any order to fit the topics being covered with various groups of learners. Many pages can, and often should, be revisited to update or use in other activities. For example, when preparing for Work Experience in "[Work Related Learning](#)" or creating a Personal Statement in "[Career Management](#)" it would be useful to reflect on the skills and qualities identified in "[Making Choices](#)".

Each page follows the same format. A link to the Home Page is given at the top left hand side and a menu for that section is provided below. The central part provides some written information and usually asks the learner to input some information.

Games and other activities are accessed on the right hand side by clicking on "launch". Case studies can also be found on the right hand side – just click on "More Information" to view them in text or audio.

Activities have a "save" button at the bottom which must be clicked on before moving to another page or activity. Also, links are provided to the Action Planner so that the learner can set a new target in relation to their responses to each topic.

Guidance and suggestions on how to use each page are given in the lesson plans under each Section Title in Teacher Resources in the Admin area.

NB All work must be saved on each page before moving onto the next.

THE 4 SECTIONS are briefly described below. Click on each page in the Teacher Resources for more information, guidance and extra materials for use in a classroom environment as well as IT room.

"MAKING CHOICES"

This section is about the "who am I?" and helps learners focus and reflect on their skills, personal qualities, achievements, lifestyle, career interests and choice of subjects.

The pages are not in any "fixed" order and can be selected for use within a lesson, review, mentor or personal adviser meeting wherever relevant. The main points from "What have you Achieved" and "Career Interests" are transferred to the ILP once the student has clicked on "save".

"YOUR LEARNING"

Data from "why are you studying these subjects" and titles from the "Action planner" and "Reviews" are also stored within the ILP. The section also contains a simple VAK learning style activity and a more detailed profile can be printed from a questionnaire based upon Multiple Intelligences theory developed by Howard Gardner and others.

All the activities in this section support the learner in setting goals and targets, preparing for reviews and reflection, identifying evidence and using identified learning styles to get the best results from studying. As action deadlines approach reminders are sent to the learner's home page.

"WORK RELATED LEARNING"

The activity Log is designed to capture information about a learner's activity, particularly in relation to WRL, Enterprise and Citizenship, but many other activities would also benefit from being included here as this page can also be accessed from "My Webpage".

The WRL and Enterprise activity below the Activity Log follows the QCA framework but with tasks or discussion topics for each statement to support the learner in their own self assessment. It is expected that learners will complete sections when relevant rather than from start to finish.

"Your Work Experiences"

This section takes learners through the planning, preparation, achieving and reviewing of their work experiences and contains a range of games, activities and prompts to support their learning.

"Enterprise"

These activities guide learners through identifying enterprise, planning and carrying out enterprise projects using high level tools, such as a Business Plan, SWOT analysis, Budgeting tool as well as self assessment of their skills, attributes and capabilities.

"YOUR CAREER MANAGEMENT"

This final section helps learners prepare for reviews or transition and contains all the materials needed to support the application process, including CV, Personal Statement, Interview Techniques and Career Plan. Completing these activities supports the transfer of some of the learning from informal activities into

positive experiences that Post 16 providers or employers would be interested in. As always, all documents can be printed or exported and personalised.

If any support/information is needed please contact info@myprogressfile.com for a quick response.