

## USERGUIDE

The website is an interactive system that uses games and other activities as part of the learning process.

**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"**

The [www.myprogressfile.com](http://www.myprogressfile.com) log in page has links to provide information to new users as well as free downloads of the Special Needs Resources and Key Stage 2 -3 Progress File materials.

Please give feedback by clicking on the "Your Comments" link on the left hand side which will be acknowledged and action taken where relevant. The demonstration log in details - User name: **general** Password: **misc** can be used to trial the system - **but please note these details will be cleared off the site every Friday.**

### **"PERSONAL DETAILS"**


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)
5. **OWN username and password** for all future log ins.

Click on "save" to get to the Home Page.

### **"HOME"**

**"Reminders" box.** Up to 3 deadlines from Action Points will be displayed here in deadline date order. Click on each title to be taken to the **Action Planner** for more detail or to edit or delete the action. **Messages** from anyone with "Admin rights" will also be displayed in the "Reminders" box.

<b>KEY.</b>		Completed Task		Visited
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Underneath the "Reminder" box you will see a key that is displayed next to each page as each activity is completed. This home page can be viewed by those with "Admin rights" in your organisation.

**"edit personal details"** link takes users back to the registration page for amendments, eg to change their email address. If someone forgets their

password a temporary one of letters and numbers is issued to get back to the home page so that another can be entered on the "edit personal details" page.

**"Print Documents"** This link gives 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, for example an intranet for assessment by a tutor, or different media such as pen drive.

**"My Webpage"** link can be found at the bottom of the page. Click on this and add a profile, or select documents from Progress File that would be useful for others to view. Other materials such as a powerpoint, certificate, example of good work, etc. can be uploaded. The "My Webpage" url address (found in section 5 at the bottom of the page) together with a password (that can be changed at any time) can be given to anyone who needs this option, such as an employer, college admissions tutor, external provider.

**"My Individual Learning Plan" (ILP)** link is at the bottom right hand corner of the Home Page. The ILP contains 5 sections as follows:

- **EDUCATION** which displays the subjects being studied and the 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. When changes are made, click on **SAVE** and it will automatically be saved on that page and within the ILP.

The ILP, like all the other pages, 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. Anyone with "Admin rights" in your organisation can also view ILPs.

## **THE 4 MAIN SECTIONS**

The site layout shows all the pages but these can be selected in any order. 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 user 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 new targets can be set.

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

**THE 4 SECTIONS are briefly described below.**

### **"MAKING CHOICES"**

This section is about the "who am I?" and helps focus and reflect on 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 whenever relevant, eg before a review or writing a personal statement. The main points from "What have you Achieved" and "Career Interests" are transferred to the ILP when the work is "saved".

### **"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 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 (found on the right hand side of the page).

All the activities in this section are about 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 home page.

### **"WORK RELATED LEARNING"**

The activity Log is designed to capture information about any activity, especially those which would impress others such as involvement in a project, enterprise or community or work related. This page can also be viewed 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 self assessment ratings.

### **"Your Work Experiences"**

This section is about the planning, preparation, achieving and reviewing of work experiences and contains a range of games and activities.

## **“Enterprise”**

The activities support the planning and carrying out of enterprise projects using high level tools, such as a Business Plan, SWOT analysis, Budgeting tool as well as self assessment of skills, attributes and capabilities.

## **“YOUR CAREER MANAGEMENT”**

This final section is about preparing 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 learning 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](mailto:info@myprogressfile.com) for a quick response.**