

## USERGUIDE

The website is an interactive system that uses games and other activities to help learners develop a self awareness of their achievements, progression and goals and realise their potential.

This document guides the user through the website facilities. Subscribing organisations also have access to more detailed and practical information, including teacher resources, through an admin log in.

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

### "LOG IN"

Go to website – [www.myprogressfile.com](http://www.myprogressfile.com) to be taken to the log in page with links on the left which provide information to new users. Downloads of Special Needs Resources and Key Stage 2-3 Progress File materials are available via the links.

Feedback or suggestions should be made by clicking on the "Your Comments" link.

The demonstration log in details - User name: **general** Password: **misc** can be used to view the system - **but please note work cannot be saved. Contact [info@myprogressfile.com](mailto:info@myprogressfile.com) for registration details**

When an organisation subscribes to Myprogressfile.com their learners are provided with a username and password for the first log in to then create their **own username and password** for all future log-ins. Individuals who register will have their **own username and password**. This ensures all data is saved.

### "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)
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 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 anyone with "admin rights" will also be displayed in the "Reminders" box.

KEY.



Completed Task



Visited

Underneath the “Reminder” box a key is displayed next to each page as each activity is completed. The Home Page can be viewed by anyone with “admin rights” in your organisation.

“**EDIT PERSONAL DETAILS**” link takes the user to the registration page for amendments, eg change of email address. If a password is forgotten a temporary one of letters and numbers is issued and a new one can be created via this link.

“**PRINT DOCUMENTS**” 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 to save the document to another area or pen drive.

“**MY WEBPAGE**” link is found at the bottom of the page. Click to add a profile or select documents from Progress File you wish others to view. Other materials such as powerpoints, certificates, pieces of work, etc can be uploaded. Providing the “My Webpage” url address (found in section 5) and password to another person such as an employer or college admissions tutor permits access to your e-portfolio – but can be “stopped” by changing the password at any time.

“**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** - displays the subjects being studied and reasons for taking them
- **ACHIEVEMENTS** – in school or college; in work, at home, youth and community activities; in spare time; credits, awards and qualifications
- **INTERESTS** – career interests; things to think about related to career interests; possible obstacles and how to overcome them; personal interests
- **REVIEWS** - shows the date, reviewer and title with links to each review
- **TARGETS** - displays the title and start date for action points concerning: - learning/educational, career/work, personal/social and enterprise goals.

Each of the above sections has a link back to the relevant page in Progress File for editing. When changes are “**SAVED**” they are automatically also saved on the ILP.

The ILP, like all 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 the 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 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 and a menu for that section is provided below. The central part provides some information and data is usually entered and saved here. Games and other activities are accessed on the right of the page by clicking on “launch”. Case studies are also on the right hand side – just click on “More Information” to view in text or use audio.

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

Activities have a “**save**” button at the bottom which must be clicked on before moving to another page or activity. Links are provided to the Action Planner so new targets can be set.

**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 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 VAK learning style activity but on the right of the page 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 are about setting goals and targets, preparing for reviews and reflection, identifying evidence and using preferred 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 which is likely to impress others such as involvement in a work or community project or one that demonstrates enterprise. This page can be displayed within “My Webpage” and can show the range of skills development from undertaking a variety of tasks.

The WRL and Enterprise activity below the Activity Log has tasks or discussion topics for each statement to support the self assessment ratings and raise awareness of progression in work, enterprise and career development.

#### **“Your Work Experiences”**

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

#### **“Enterprise”**

These activities provide guidance on identifying enterprise, planning and carrying out enterprise projects and using high level tools, such as a Business Plan, SWOT analysis and budget as well as self assessment of 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 learning providers or employers would be interested in. As always, all documents can be printed or exported and personalised.

**Contact [info@myprogressfile.com](mailto:info@myprogressfile.com) for support or further information**