



Advice for D of E Students on Logging their Activities

1. Each time you do an activity, you should keep a record of it. Either in your school planner, in your diary, in a computer word or excel document, or on a piece of notepaper. **Record the date and duration of the activity.**
2. The state of your *Keeping Track* booklet from your Welcome Pack is very important. Use this to fill in your activity goals at the start of the activity, and also your comments after the activity has finished. These should also be used for your assessor to write a short report on your participation/contribution to the activity. These can then be scanned in as evidence to your eDofE account which will be used to say whether or not you can pass the award. **Ask your assessor to do this on the penultimate or even antepenultimate visit.** Too many people forget on the final visit and then lose touch with the assessor.
3. **You are ultimately judged by your eDofE webpage. TAKE SOME TIME ON IT AND SOME PRIDE IN IT.** We are only asking you to spend five minutes every couple of weeks on it, and when we are audited as a school, one of the first things they will do is look at a number of your sites. **If we feel, either due to a poor report from your assessor, or in the presentation of your eDofE account, that you are representing the school badly, then, after a suitable warning, we reserve the right to terminate your participation in the programme at school, and you will be unable to take part in the expedition.**
4. In each of your volunteering, physical and skills sections, you are required to upload at least two pictures of you doing the activity at various points during the time period. In addition to this you should upload a short anecdote at intervals of every 2-4 weeks about your participation in the activity. E.g. "I did a 3 hour Heath Hands session this afternoon and planted 200 hundred trees. Blisters, you bet!" or "Went to help out at extra English literacy session again today. I had great satisfaction when the student with whom I have been working for a few weeks managed to spell antidisestablishmentarianism", or simply "Concert Band was great today, Mr Walton is such an inspirational conductor". Humour is good, but remember you are evaluated on what you write and we are audited on it.

If you cannot log in then the best course of action is to click on help, or forgot password, and then change your password via the security question.

If the site isn't letting you access the award sections, then you probably haven't filled in all the mandatory personal information.

Do add information in the non-mandatory sections. Again, it makes you and us look good, if a little extra time and effort has been taken, and let's be honest, the minutes this takes pales into insignificance when compared to hours spent on facebook/my space/youtube etc.

If your activity isn't listed in the pull-down menus for each section, then **you may not be allowed to do it and you should check with your award leader a.s.a.p.**

If you have any problems otherwise, please see a member of staff who will try to help. You can either email us or see us in school (morning break in the refectory is usually a good time).

SCW

Other advice for logging in:

1 Your password is case sensitive; the system also tends not to work if you press enter rather than clicking on "log on".

2 To upload your profile picture, address, email, change password etc. you need to be in the personal information section, then choose the subcategory you wish to change, personal details, address etc. (hint, use the postcode finder in the address bit, it seems to prefer it).

3 To upload information about the activities, you need to click on levels and then silver. If the system won't let you do this then you probably haven't filled in all the mandatory categories for your personal information.

Once in levels/silver put in the timescales (which activity you want to do for 3 months or 6 months etc (note the volunteering is set at 6 months); you may edit this later.

Then click on a section in the menu. Fill in "The activity chosen is" first. This comes from a series of pull down menus. If your activity isn't listed in the pull-down menus for each section, then **you may not be allowed to do it and you should check with your award leader a.s.a.p.** Then fill in the start date and the other boxes. Where you can write complete sentences, **DO!** For personal goals for example do not write "improve". Please write 2 or 3 well thought-out sentences. When your award leader (or the duke himself) looks at your profile, this is the first thing he/she will see, in addition to your picture. I know the boxes to fill in are tedious and some seem not to make too much sense for some activities, but you only have to do it once. The personal goals box is most important for the reason given above.

4 To upload evidence, you need to be in the section overview, click activity evidence and then add new evidence. For evidence title you can put, violin lesson 23rd September, or Rugby match 5th October etc.

Then if you just want to add your own text note, type it into the box below then click add.

If you want to upload a photo then you need to do the stuff described on the above five lines (the text could just be a title for the photo) and then after you have clicked "add", write photo under support file and then browse your documents for the photo. NB this will also be how you add the assessor's signature or even hand written report at the end of the activity. You can upload photos, videos, and other documents. There are notes at the bottom of the page that say which file formats are accepted.

Then simply click upload.