

eDofE Guide for participants

October 2015

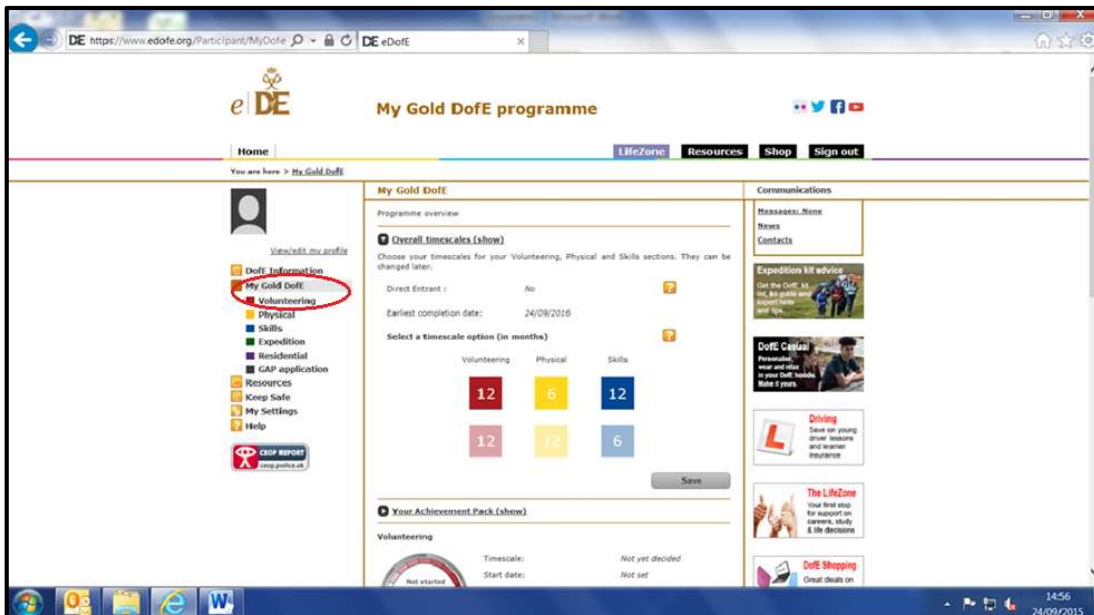
- Setting timescales
- Updating programme planners
- Uploading evidence

Participant mobile site

www.m.eDofE.org

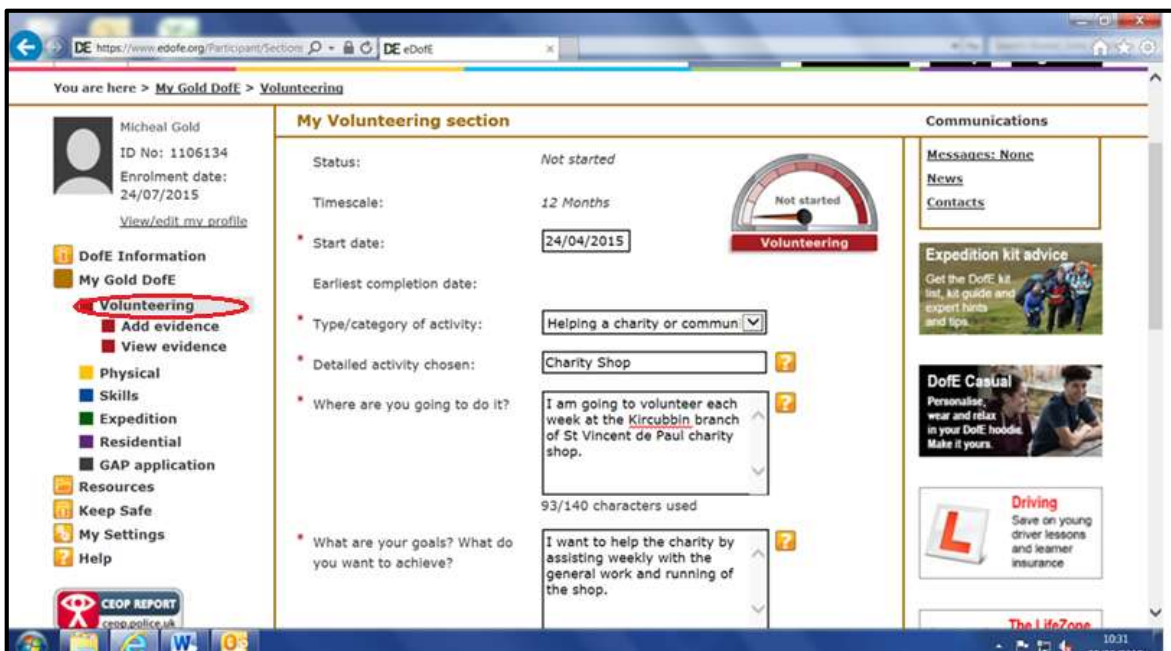
Setting timescales

At the beginning of your programme set the timescales for each section and enter these onto eDofE. The screen you will see appears as below:



Completing programme planners and submitting for approval

Each section of the programme has a programme planner where you are asked to record the aims and objectives and your activity choices



(Screen shot 1 – top half of screen)

Choose which Leader to submit the programme planner to. Then click on the button indicated below:

93/140 characters used

What are your goals? What do you want to achieve?

I want to help the charity by assisting weekly with the general work and running of the shop.

93/140 characters used

Assessor's name: Mrs Mary Smith

Assessor's position: Shop Manager

Assessor's email:

Assessor's telephone no:

Select your Leader: James McClements

This information will appear in your Achievement Pack, so check your spelling!

Save this info for later if you are not ready to submit it.

Submit for approval

Save as draft

(Screen shot 2 – bottom half of screen)

Leaders can approve programme plans in response to the alerts, by accessing the participant profile (below) or clicking on the sections on the participant overview:

Participant profile: Philip Participant

Name: Philip Participant

ID number: 1112413

Group: Bronze Training Group [Change](#)

Centre: Ops Training Centre

Licensed Organisation: Northern Ireland LO

Region: Training

Leaders: Nikki Strain, Lionel Leader, Test Leader

Last sign in: 02/10/2015

Status: Active

Awards

Award level	Enrolment date	Earliest completion date	Volunteering	Physical	Skills	Expedition	Residential
Bronze	02/08/2015	02/02/2016					n/a

Click on the title below to view and edit this participant's details.

[Account details \(show\)](#)

- Yellow triangles indicate either programme planners or evidence for approval.
- Red triangles indicate sectional approvals.

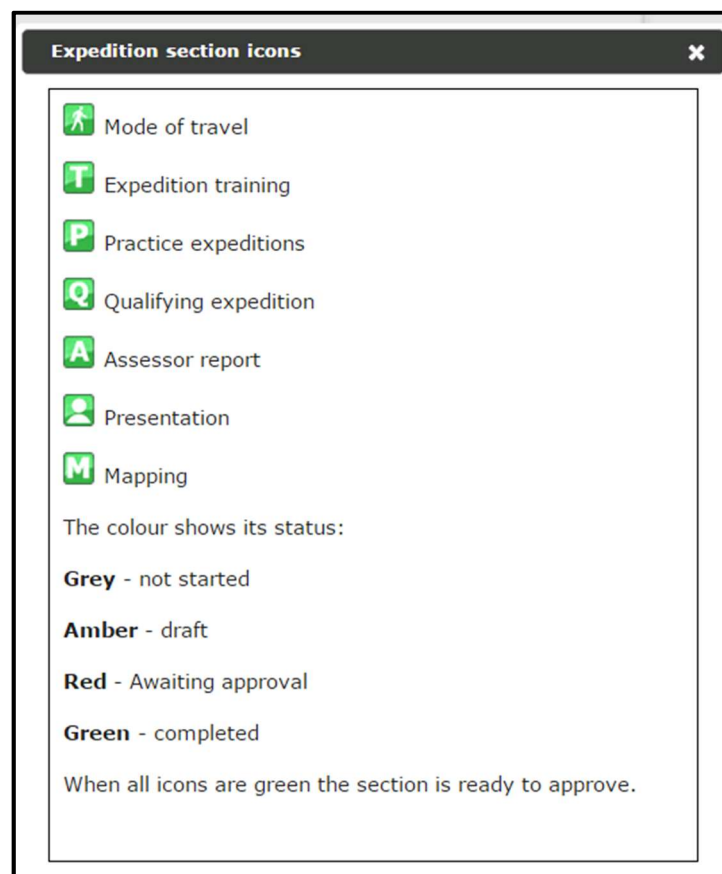
As the programme planners are approved the yellow triangles turn to yellow arrows as below:

The screenshot shows the LevelAward web application interface. The left sidebar contains a menu with 'Participant overview' circled in red. The main content area displays 'View Participant : Philip Participant's Bronze Award'. Below this, the 'Awards' table lists various sections: Award level, Enrolment date, Earliest completion date, Volunteering, Physical, Skills, Expedition, and Residential. The 'Volunteering' and 'Physical' columns show yellow arrows, which are circled in red, indicating they have been approved.

This will be the same process for Volunteering, Physical, Skills and Residential sections. With the expedition section you will be prompted to indicate each part that you are updating as below:

The screenshot shows the 'Expedition' section of the LevelAward web application. A modal dialog titled 'Approve expedition' is displayed, prompting the user to choose which parts to approve from the list below. The dialog is circled in red. The dialog contains the following text: 'Please choose which parts to approve from the list below. This will not approve the whole section. Which parts(s)?' with checkboxes for 'Training' (checked) and 'Qualifying Expedition'. An 'Approve' button is also visible.

The Expedition section icons are explained below:



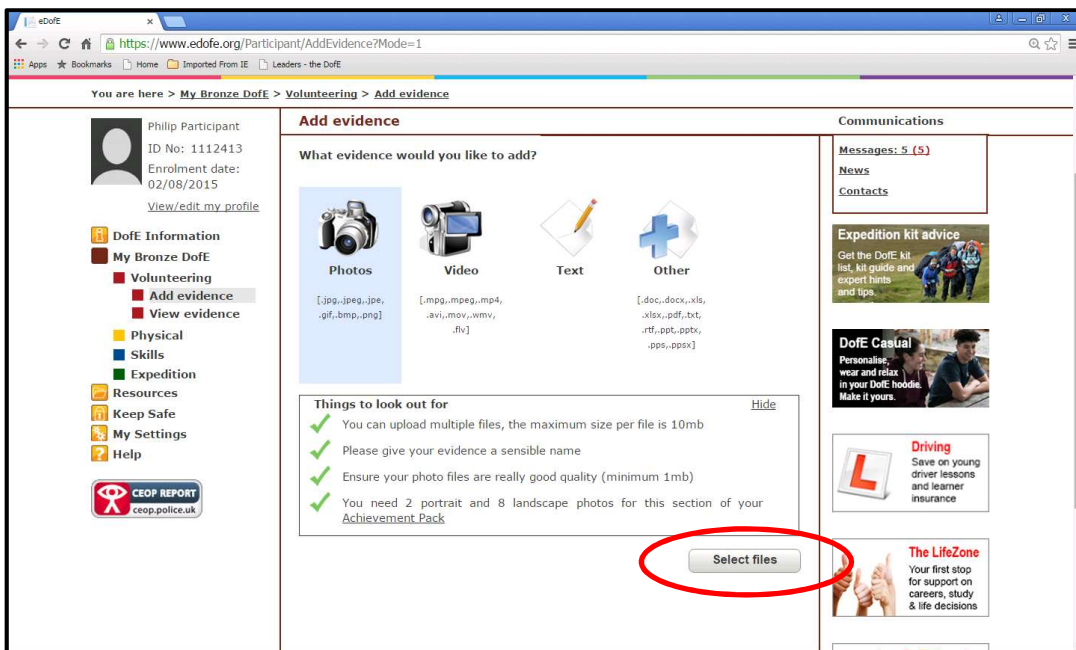
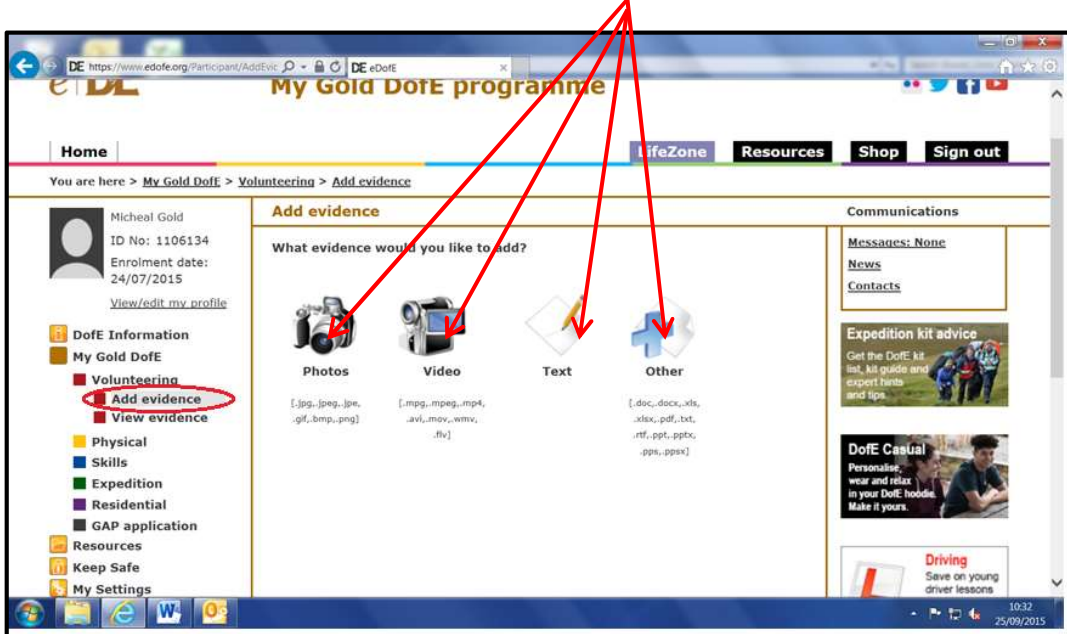
Leaders and participants can both enter details into each of the four elements for the Expedition section: training, practice expeditions, qualifying expedition and presentation.

- Only participants can add their own qualifying expedition aims and goals.

Uploading evidence

Once the programme planners have been approved the next step is to upload evidence when this is ready.

From the menu down the left hand side participants choose the section the evidence relates to and then select to add evidence as below. They then click on the icon depending on the type of evidence you wish to upload:



Evidence

The only mandatory evidence is an Assessor's Report. Assessors can submit their report in a number of ways including filling out the Assessor Report page from the Welcome Pack or Keeping Track Book, submitting their report through www.DofE.org/assessors or a signed written report/letter.

It is essential that the Assessor confirms the start and end dates for the activity and provides a personal report on how you progressed during your activity.

Submitting evidence for approval

Once the evidence has been uploaded you should mark the correct piece of evidence as the Assessor's Report by selecting it. The participant can choose which Leader to submit the evidence to for approval from the drop down menu and then save and submit:

The screenshot displays the 'Add Evidence' interface on the DofE website. On the left, a sidebar offers navigation options: 'View evidence', 'Physical', 'Skills', 'Expedition', 'Resources', 'Keep Safe', 'My Settings', and 'Help'. The main area features a file upload section with a list of supported file types (.gif, .bmp, .png, .avi, .mov, .wmv, .flv, .xlsx, .pdf, .txt, .rtf, .ppt, .ppbx, .pps, .ppsx). Below this, a 'Things to look out for' box provides guidelines: maximum file size of 10mb, sensible naming, minimum 1mb photo quality, and requirements for 2 portrait and 8 landscape photos. The 'Assessor's report' section allows selecting a file (currently 'KTbooevidence.jpg') and a leader from a dropdown menu (currently 'Lionel Leader'). A 'Save and submit' button is prominently displayed. The footer includes standard website links and copyright details.

Submitting Awards to the Licensed Organisation for approval

When each section has been approved by your Leader the icon below turns to a green tick to show that the section is now complete.

When the final section is approved the Award is automatically sent to the LO for verification.

The screenshot shows the 'Participant overview' page on the edofe.org website. The left sidebar contains a navigation menu with options like 'DofE Information', 'Award approvals', 'Manage participants', 'Participant overview', 'Create participant', 'Add next level', 'Manage alerts', 'Assessor's Reports', 'Add evidence', 'Expedition set up', 'Subgroups', 'Manage adults', 'Manage infrastructure', 'News', 'Resources', 'Keep Safe', 'Reports', 'My Settings', and 'Help'. The main content area is titled 'view a group, subgroup or individual.' and contains several form fields for 'Location', 'Subgroups', 'User details', and 'Levels'. Below these forms is a table with columns: ID, First name, Last name, Group, Level, Volunteering, Physical, Skills, Expedition, Residential, and Select. The table shows one participant, Philip, with a green tick icon in the 'Volunteering' column, which is circled in red. Below the table are buttons for 'Download to spreadsheet', 'Archive users', 'Change group', and 'Send message'.

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
1112413	Philip	Participant	Bronze Training Group	B					n/a	

The confirmation message will then be shown at the top of the screen:

