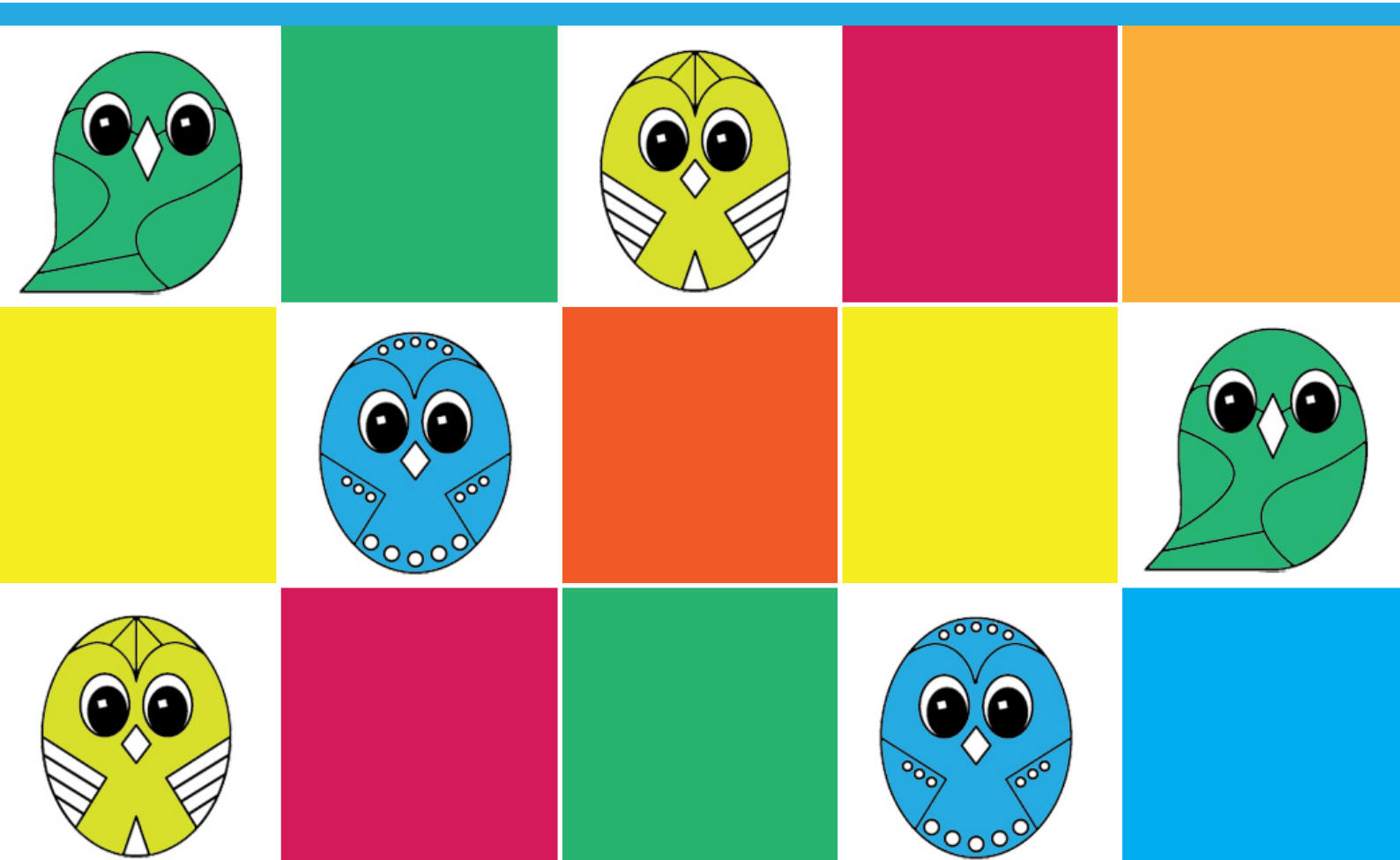


Athena ePortfolio Information for Training Providers



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About Athena ePortfolio

Athena ePortfolio is a web based application accessed by learners, apprentices, employers and EQA's. It is fully integrated within Athena MIS and is standard in both our Premium and Enterprise Licences. Athena ePortfolio isn't included in our Standard Licence as some providers have their own file storage or ePortfolio supplier already in place, however they can still make the most of the data management functionality and support included in our Standard Licence. You can upgrade at anytime, it's pretty much an instant process but there will be an additional cost involved.

Please note Athena ePortfolio is NOT available as a stand alone product.

We take data protection and cyber security very seriously and reserve the right to revoke access to any user if unacceptable material is uploaded into their ePortfolio.

How Will My Organisation Benefit?

As expected by Ofsted Athena ePortfolio includes all written feedback on units and outcomes recorded by assessors in Athena MIS. Consequently, specific targets on how learners can improve the quality of their work are clear and available to them for future reference. Giving learners the ability to track their own progress and responsibility for submitting their own evidence not only promotes self motivation but also satisfies requirements for awarding organisations.

However, Athena ePortfolio isn't just for learners! Upgrading to a Premium or Enterprise licence opens up a whole wealth of additional features for your organisation to benefit from including:

- **My Profile** - an ePortfolio for all your staff / users to track their CPD, digital signatures. eForms and eLearning available with Enterprise licence.
- **Profile Manager** - track staff CPD complete with business wide document store
- **IQA Management** - map evidence to units and outcomes/criteria for a more streamlined IQA process.
- **Athena eDocs** - tools for creating digital workbooks, study guides and digital eForms available with Enterprise licence.

Accessibility

Athena ePortfolio is designed to run on the following systems:

-  **Microsoft Windows 10**
-  **Microsoft Windows 8**
-  **Microsoft Windows 7**

For further information or to access our demonstration site please contact:

Cleverclogs Multimedia LTD

Unit 18, Craven Park Stadium, Hull, East Yorkshire, HU9 5HE.

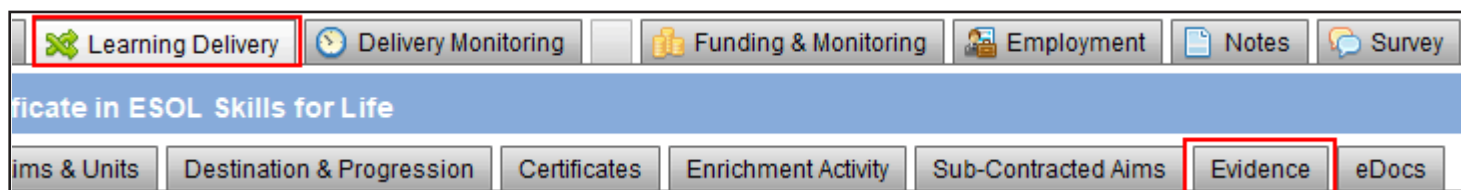
info@cleverclogsmultimedia.com

Tel: 01482 379540

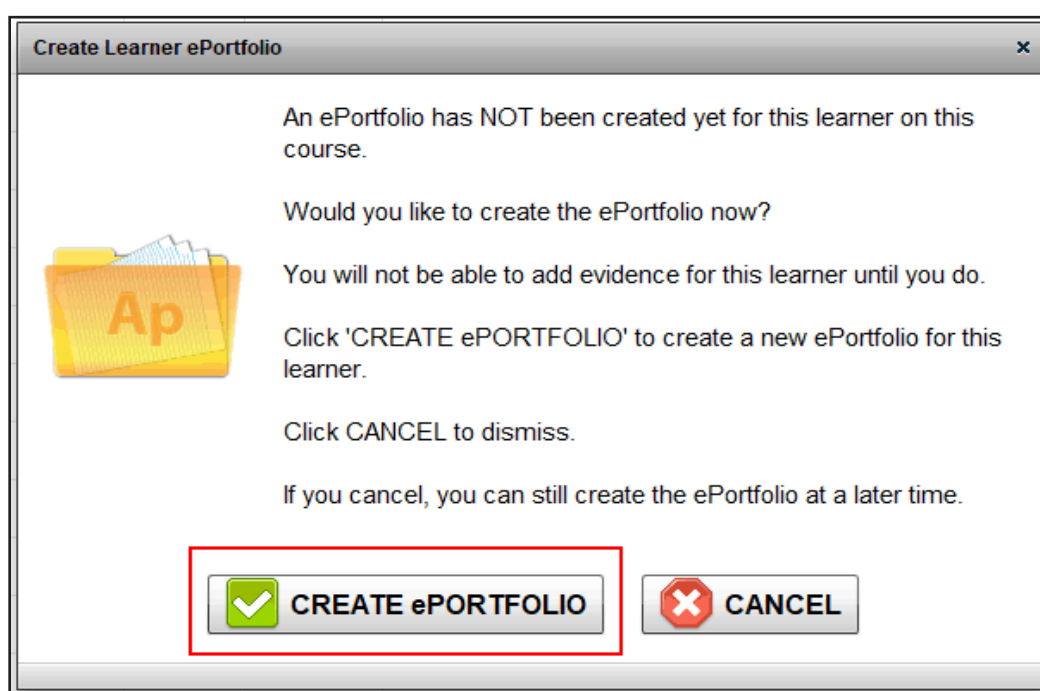
Cleverclogs Multimedia LTD is a company registered in England and Wales with company number 10663003. Registered office: Unit 18, Craven Park Stadium, Hull, HU9 5HE. VAT Number: 266 0639 91.

Athena ePortfolio - for Training Providers

Athena ePortfolio works in two ways, internally for the training provider, it's fully integrated within Athena MIS with the ePortfolio located within the learner profile's Learning Delivery tab as shown below:



When the Evidence tab is selected within a learner profile Athena MIS checks to see if an ePortfolio exists, if not you'll be prompted to create one, all it takes is a single click of the Create ePortfolio button!



Once created learner evidence and associated documentation can be uploaded directly into the learner profile by members of staff.

Assessors can then map evidence to course units, outcomes / criteria and your IQA's can perform their duties all within one software application.

Athena ePortfolio is available to every learner with a profile in Athena MIS and across all funding streams.

Who Grants Permission and Access Rights?

Each training provider will determine their own method of distributing permission and access rights to Athena ePortfolio. This will primarily depend on how Athena MIS is utilised within their organisation, but here are some examples:

- **Data input** - access can be created by the person or team who initially input learner data.
- **Assessor** - can create access once they determine learner suitability.
- **Super User** - you may feel that this access needs to be granted by a top level user.

Note: User accounts are created from within Athena MIS by the training provider and **ONLY** by users with the appropriate rights. Access rights are set in the usual way in System Settings by a Super User.

What Does Permission Consist of?

Permission consists of creating a user name and password for each learner along with providing the licence key which comes with your subscription.

- **User name** - learner name
- **Password** - temporary, learner will change after login.
- **Licence key** - 32 alpha numeric characters.

What Are Access Rights?

There are several options available when granting access to Athena ePortfolio which include:

- **Enable / Disable access**
- **Receive Notifications**
- **Allow ePortfolio Upload**
- **Allow ePortfolio File Delete**
- **Allow ePortfolio Evidence Mapping**
- **Allow Access to Course Resources**

The screenshot shows the 'Account Settings' form with two tabs: 'Account Settings' (active) and 'Surveys'. The form includes the following fields and options:

- Username:** A text input field.
- Password:** A text input field with a checkbox labeled 'Set Password' checked.
- Confirm Password:** A text input field.
- Enable Access:** A dropdown menu currently set to 'Enabled'.
- Receive Notifications:** A dropdown menu currently set to 'Yes'.
- Allow ePortfolio Upload:** A dropdown menu currently set to 'Yes'.
- Allow ePortfolio File Delete:** A dropdown menu currently set to 'Yes'.
- Allow ePortfolio Evidence Mapping:** A dropdown menu currently set to 'Yes'.
- Allow Access To Course Resources:** A dropdown menu currently set to 'Yes'.

Giving a Learner Permission

It's really easy to give a learner permission to access their Athena ePortfolio, follow these simple steps:

1. Search for a learner
2. Select learner in the list
3. Click the Learner Access button.

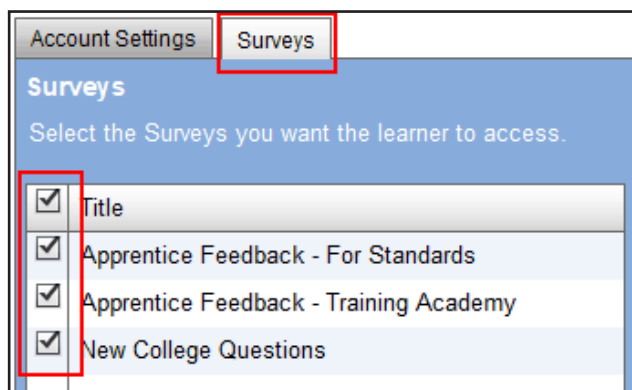
The screenshot shows the Athena ePortfolio dashboard. At the top, there is a navigation bar with 'Dashboard', 'Search', and 'Help' buttons. Below this is a row of icons for various functions: Search, View Dashboard, View Candidate, Update Enrolment Progress, Add to Export (0), Export All (2), Clear Export, Export, and Learner Access (highlighted with a red box). Below the navigation bar is a 'Search Results' section. It shows a table with 7 columns: Name, ULN, NI Number, Employer, Framework / Course / Package, Progression, and a final column with a person icon. There are 2 results found. The first result is John Smith, ULN 111111111, NI Number AB123456C, Employer Athena Demo Site, Framework / Course / Package Driving Goods Vehicles -ILA-Cycle, and Progression 0% 57%. The second result is Soroya Poole, ULN temp206576, NI Number NINO, Employer Lakeside School, Framework / Course / Package Level 3 Business Administrator Standard - ST0070, and Progression 7% 0% 65%.

	Name	ULN	NI Number	Employer	Framework / Course / Package	Progression
	John Smith	111111111	AB123456C	Athena Demo Site	Driving Goods Vehicles -ILA-Cycle	0% 57%
	Soroya Poole	temp206576	NINO	Lakeside School	Level 3 Business Administrator Standard - ST0070	7% 0% 65%

4. Create user name
5. Create password
6. Make access selections

The screenshot shows the 'Learner Access Rights' window. It has a title bar with 'Learner Access Rights' and standard window controls. The main content area is divided into three sections: 'Access History Dates', 'Activity History', and 'Account Settings'. The 'Access History Dates' section shows a calendar for March 2020. The 'Activity History' section is a table with columns 'Description' and 'Activity Date'. The 'Account Settings' section is highlighted with a red box and contains the following fields: Username (text input), Password (text input with a 'Set Password' checkbox), Confirm Password (text input), Enable Access (dropdown menu set to 'Enabled'), Receive Notifications (dropdown menu set to 'Yes'), Allow ePortfolio Upload (dropdown menu set to 'Yes'), Allow ePortfolio File Delete (dropdown menu set to 'Yes'), Allow ePortfolio Evidence Mapping (dropdown menu set to 'Yes'), and Allow Access To Course Resources (dropdown menu set to 'Yes'). At the bottom right, there is a 'Save' button (highlighted with a red box).

7. Activate any surveys by clicking the Survey tab



8. Click the Save button.

Access and permission to use Athena ePortfolio has been granted although it can be revoked at anytime.

Athena MIS ePortfolio Dashboard

The ePortfolio dashboard in Athena MIS provides tools for you to monitor usage to make sure that all who need an ePortfolio have one.

All graphs and charts in Athena MIS are interactive, clicking on 'Without ePortfolio' will return a list of all learners who haven't had an ePortfolio created in their profile.

Filters

Learner Type:

Apprenticeship

Funding Year:

2019 to 2020

Assessor:

Sally Woodhouse

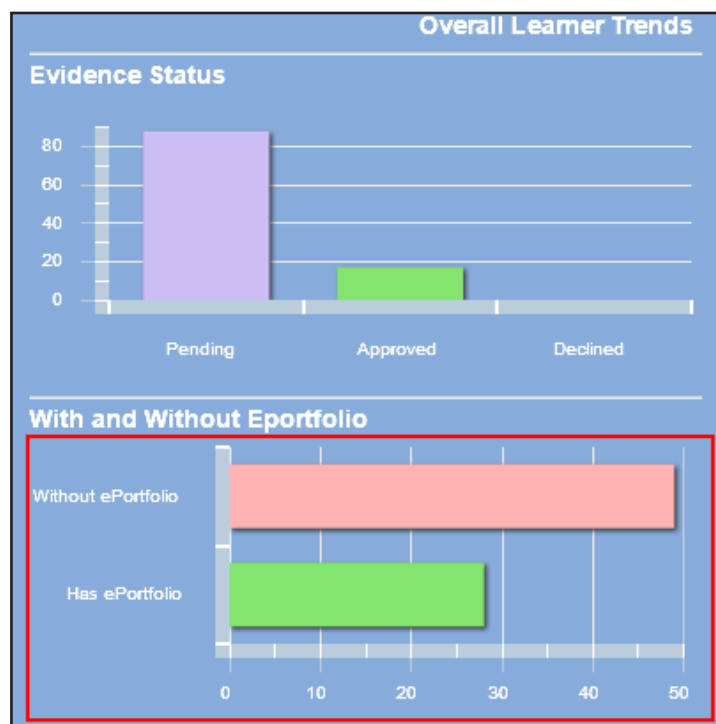
Course:

Select

Learner:

Select

Reset



Check out our [YouTube channel](#), we've a range of 'How to...' videos including **Athena ePortfolio Overview** and **How to Upload Evidence** which gives a more in-depth look into Athena ePortfolio.

Athena ePortfolio - Learner Access

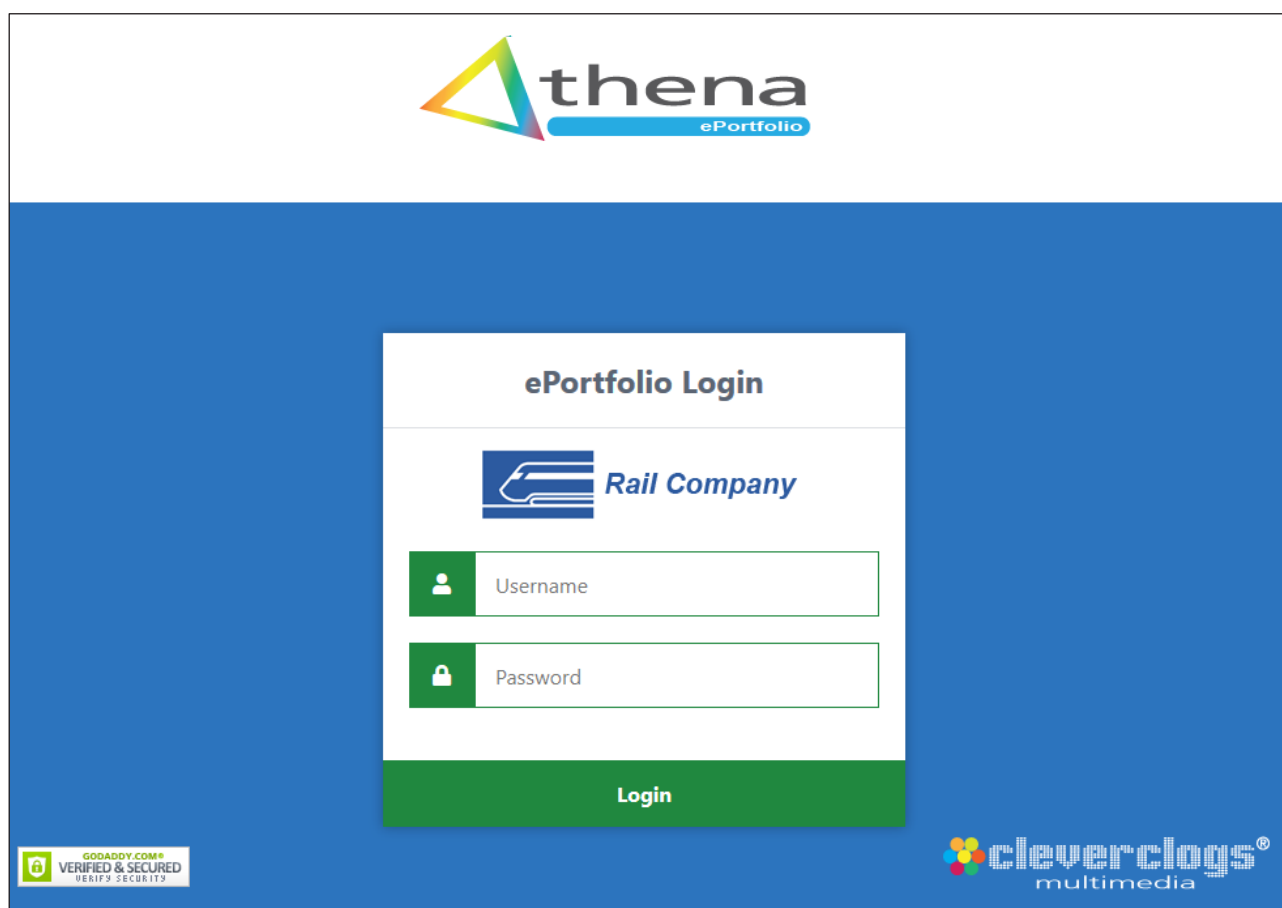
Athena ePortfolio is a web based application for learners to:

- **manage their own evidence,**
- **create digital signatures,**
- **complete digital forms**
- **eLearning workbooks**
- **track progression through their learning journey.**

Apprentices have additional functionality to:

- **log their Off The Job Training activity**
- **prepare for Gateway.**

All assessor/tutor and IQA activity takes place in Athena MIS and all relevant learner data is passed through to their Athena ePortfolio, with access provided by the training provider.



NOTE:

You will be given a unique URL to access your Athena ePortfolio with your Premium or Enterprise licence. It's up to the training provider to share this with their learners along with login details. All Athena Applications and URL's are available from an Athena MIS users 'My Profile'.

Athena ePortfolio - Home

The home page shows course progression and schedule at a glance with access from the Menu on the left top all other areas.

Athena Demo Site: Welcome Back Pavel Novak

Course Progression

Functional Skills Qualification in English at Entry 3 - 50084641

Units Complete: 0%

Outcomes & Criteria Complete: 92%

Course Duration Complete: 100%

REFORM - Entry 1 - Functional Skills qualification in English - 60342869

Units Complete: 0%

Outcomes & Criteria Complete: 0%

Course Duration Complete: 87%

My Schedule

August, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Rail Company

L2 Functional Skills qualification in Information and Communication Technology (ICT)

Athena ePortfolio - My Courses

In My Courses a learner can switch between multiple courses, upload and map evidence, view course resources, work on any assigned eLearning workbooks and log any Off The Job Training activity.

Athena Demo Site: Welcome Back Pavel Novak

MY COURSES | **EPORTFOLIO** | **COURSE RESOURCES** | **ELEARNING**

Functional Skills Qualification in English at Entry 3 - 50084641

COURSES CONTENT | **OTJT LOG**

TYPE	ELEMENT NAME
Folder	Functional Skills Qualification in English at Entry 3
Folder	1 Speaking, listening and communication. Respond appropriately to others and make some extended contributions in familiar formal and informal discussions and exchanges
Document	1.1 Follow the main points of discussions
Document	1.2 Use techniques to clarify and confirm understanding
Document	1.3 Give own point of view and respond appropriately to others point of view
Document	1.4 Use appropriate language in formal discussions/exchanges

PROGRESSION | **EVIDENCE**

Functional Skills Qualification in English at Entry 3 - 50084641

PROPERTIES	FILE NAME	
DOC	Pavel_001.docx	
PDF	Pavel Drawings-July-4.pdf	
MP4	VID_20200619_160058.mp4	

Rail Company

My Courses - Evidence

The Evidence tab is where a learner can upload, view and map evidence against any of their courses and view any feedback from a tutor / assessor.

Athena Demo Site: Welcome Back Pavel Novak

MY COURSES | **EPORTFOLIO** | COURSE RESOURCES | ELEARNING

Learner Uploads

+ ADD EVIDENCE | ✓ MAP EVIDENCE | 📄 FEEDBACK | 👁 VIEW | ⬇ DOWNLOAD | 🗑 DELETE | 🗨 TERMS

PROPERTIES	FILE NAME	
	Pavel Saturday test.docx	
	MySignature.jpg	
	Pavel_001.docx	
	20200619_160433.amr	
	VID_20200619_160058.mp4	
	1592578768982950160893.jpg	
	IMG_20190616_133537.jpg	

File Properties 11 Items In Portfolio 16.41 MB

Created By: Pavel Novak

Created Date: Saturday 29th May 2021 12:14

Status: Pending

File Size: 11.52 KB

File Relationship Mapped By Tutor:

File Relationship Mapped By Learner:
1.1 Follow the main points of discussions
1.2 Use techniques to clarify and confirm understanding

My Courses - Course Resources

Any assigned course resources are available here. The visibility rights for course resources are set in Athena MIS so you can 'drip feed' information as they progress rather than overwhelming a learner with too much information.

Athena Demo Site: Welcome Back Pavel Novak

MY COURSES | EPORTFOLIO | **COURSE RESOURCES** | ELEARNING

General Course Documents

TYPE	FILE NAME	SIZE	FILE TYPE
	Sample Text.txt	242 B	file
	sample_basic.pdf	37.18 KB	file

My Courses - eLearning

Any eLearning workbooks assigned to the learner are accessed from the eLearning tab. Simply double click on a workbook in the list to open it for completion online.

The screenshot shows the Athena Demo Site interface. The top navigation bar includes 'Home', 'My Courses', 'My Schedule', 'My Messages', 'My eDocs', and 'My Account'. The main content area is titled 'Athena Demo Site: Welcome Back Pavel Novak' and features a 'MY COURSES' tab. Below this, a 'Folder 1' dropdown is visible, followed by 'FEEDBACK' and 'VIEW' buttons. A table lists the following workbooks:

TYPE	FEEDBACK	TITLE
		Customer Service Unit 3 L1 Certificate BTEC Workbook
		Delivery of effective customer service - Level 2
		Mikes Test

The 'Rail Company' logo is visible in the bottom left corner.

The screenshot shows the 'Delivery of effective customer service - Level 2' workbook interface. On the left, a sidebar lists pages from Page 1 to Page 15, with Page 3 selected. The main content area displays the following questions:

Describe the principles of customer service

Q1 (1.1) Identify the purpose of customer service

Type your responses here.

Q2 (1.2) Describe how customer service affects the success of the organisation

Q3 (1.3) Describe different types of customers of an organisation

Internal (Give 2 examples)

1

2

NOTE:

Athena eDocs application for creating eLearning resources, digital documents and form is available with our Enterprise licence.

My Account - My Details

Account details are passed through from Athena MIS and are for information purposes only. Any changes to contact details need to be updated by the training provider, however, the learner can change their password to Athena ePortfolio at anytime.

Athena Demo Site: Welcome Back Pavel Novak

MY DETAILS

My Account

My Details

Unique Learner Number: 8144494098	Learner Reference Number: 0074
First Name: Pavel	Last Name: Novak
Date Of Birth: 1995-08-18	Age: 22
NI Number: NINO	Email Address:
Telephone Number:	Mobile Number:
Address 1: 33 Fird Street	Address 2:
Address 3:	Town:
Postcode: HU9 5HE	Postcode Prior To Enrolment: HU9 5HE

Login

Username:
pavel

Password: ☒ Set Password

Confirm Password:

Password Format: Upper Case, Lower Case and Numbers (A-Z a-z 0-9)

SAVE

Rail Company

My Account - Digital Signature

Learners can create and save their digital signatures in the Digital Signatures tab. These are used for signing any digital workbooks, forms or documents assigned by the training provider.

Athena Demo Site: Welcome Back Pavel Novak

MY DETAILS

My Digital Signatures

DIGITAL SIGNATURE

NEW **DELETE** **CLEAR** **SAVE**

Signature 1

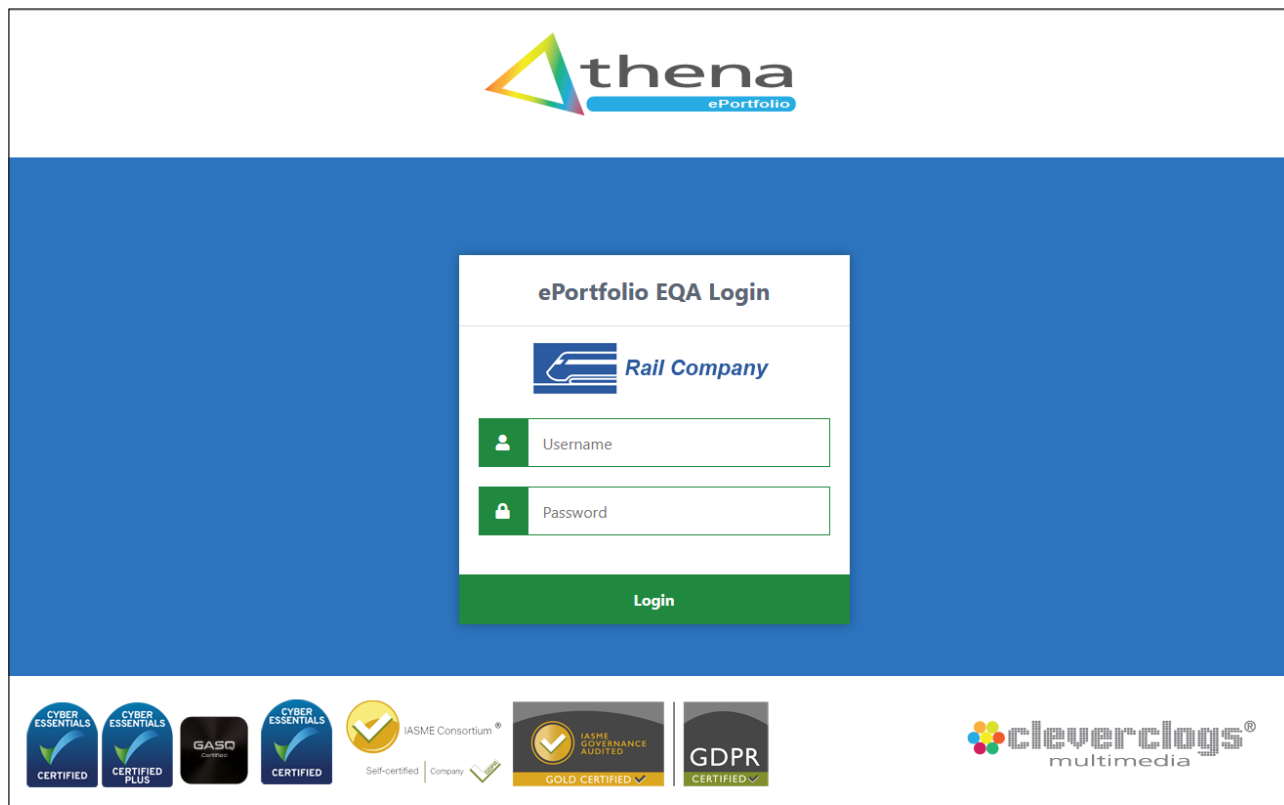
Pavel

Created Date: 21/03/2021 12:52:21

Rail Company

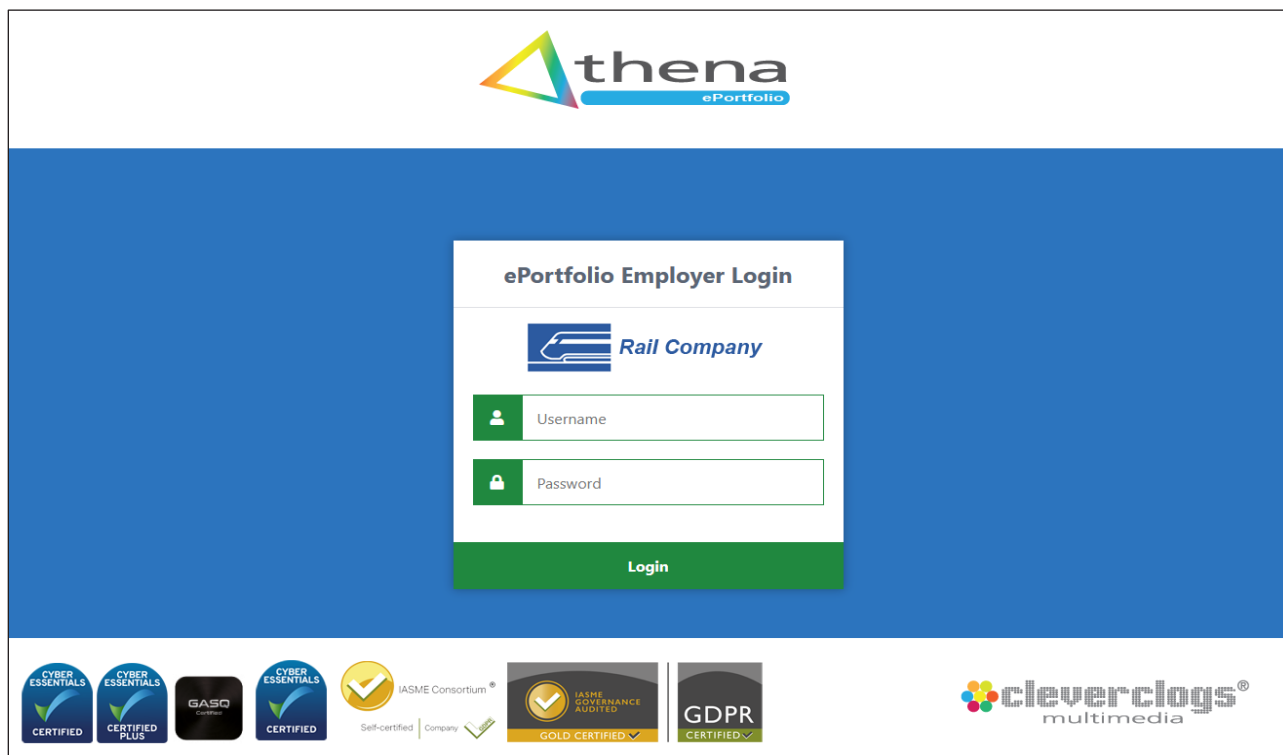
Athena ePortfolio - EQA Access

The EQA access accounts and functionality to assign learners are handled in Athena MIS. You will be given a unique URL for your EQA's to access Athena ePortfolio.



Athena ePortfolio - Employer Access

The Employer accounts are created in Athena MIS in the Employer tab on the Sidebar. Your unique URL is available from 'My Profile' in Athena MIS.



Notes: