

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 11**
-  **Microsoft Windows 10**

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

Cleverclogs Multimedia LTD

Beverley Enterprise Centre, Beck View Road, Beverley, HU17 0JT.

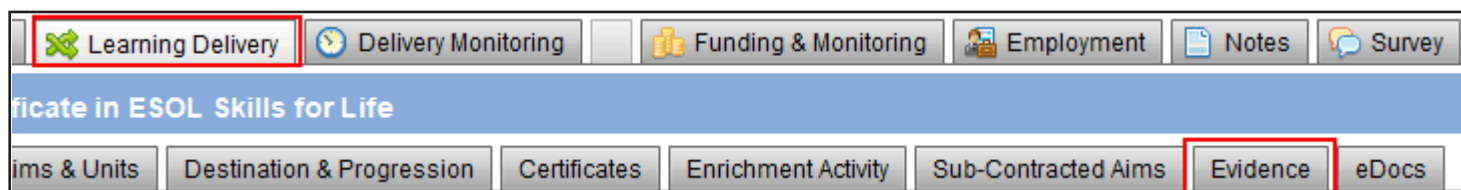
info@cleverclogsmultimedia.com

Tel: 01482 230018

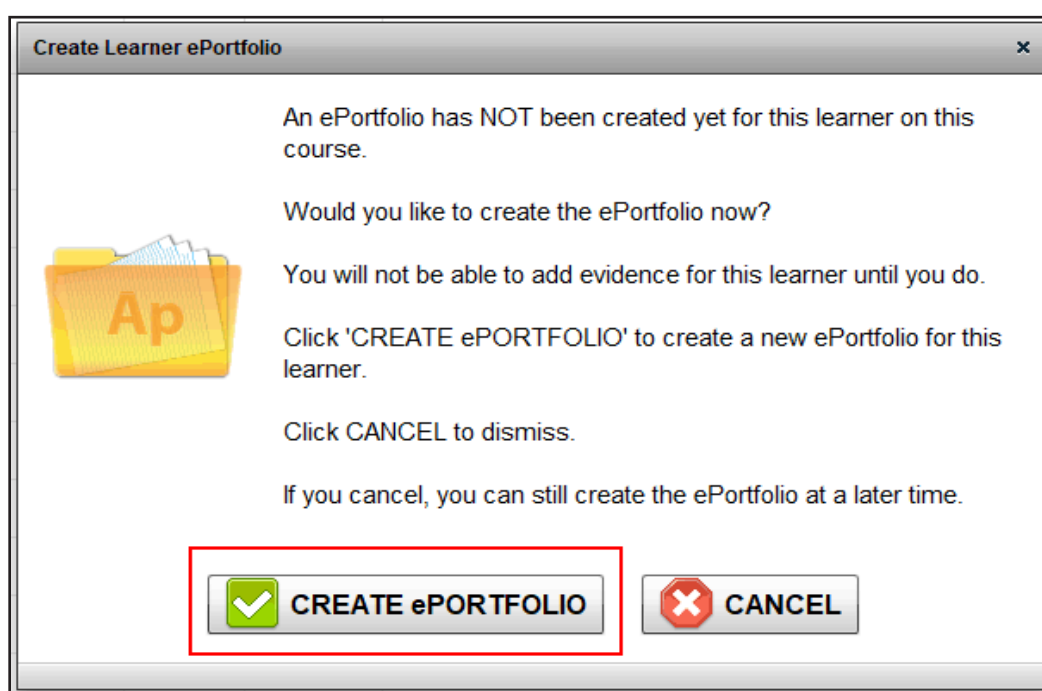
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Athena ePortfolio - for Training Providers

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**

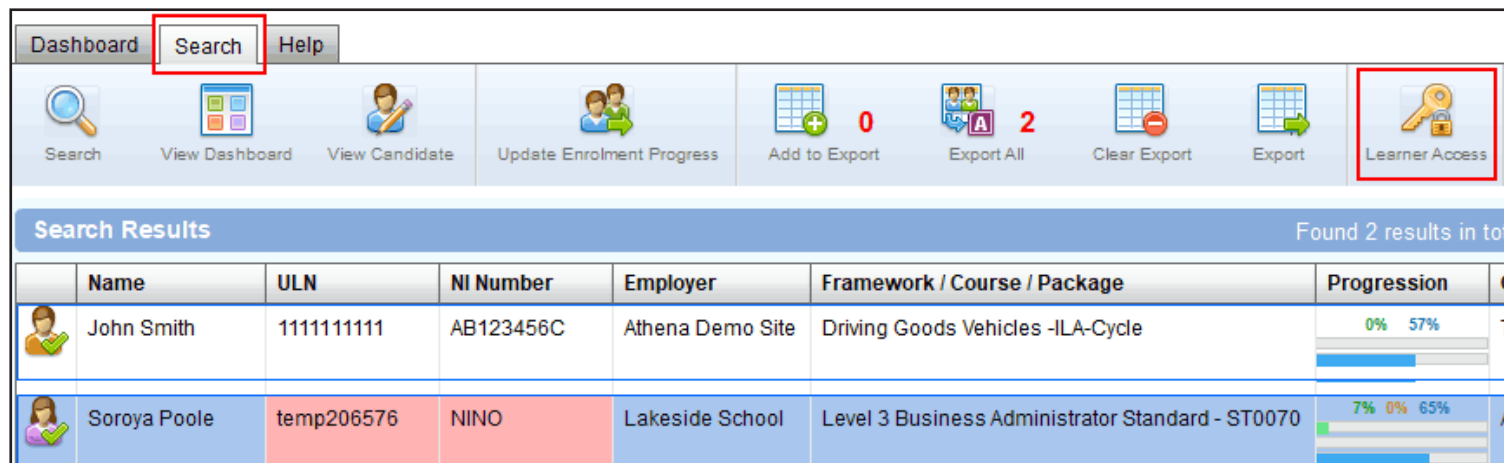
The screenshot shows the 'Account Settings' form with two tabs: 'Account Settings' (active) and 'Surveys'. The form includes the following fields and options:

- 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:

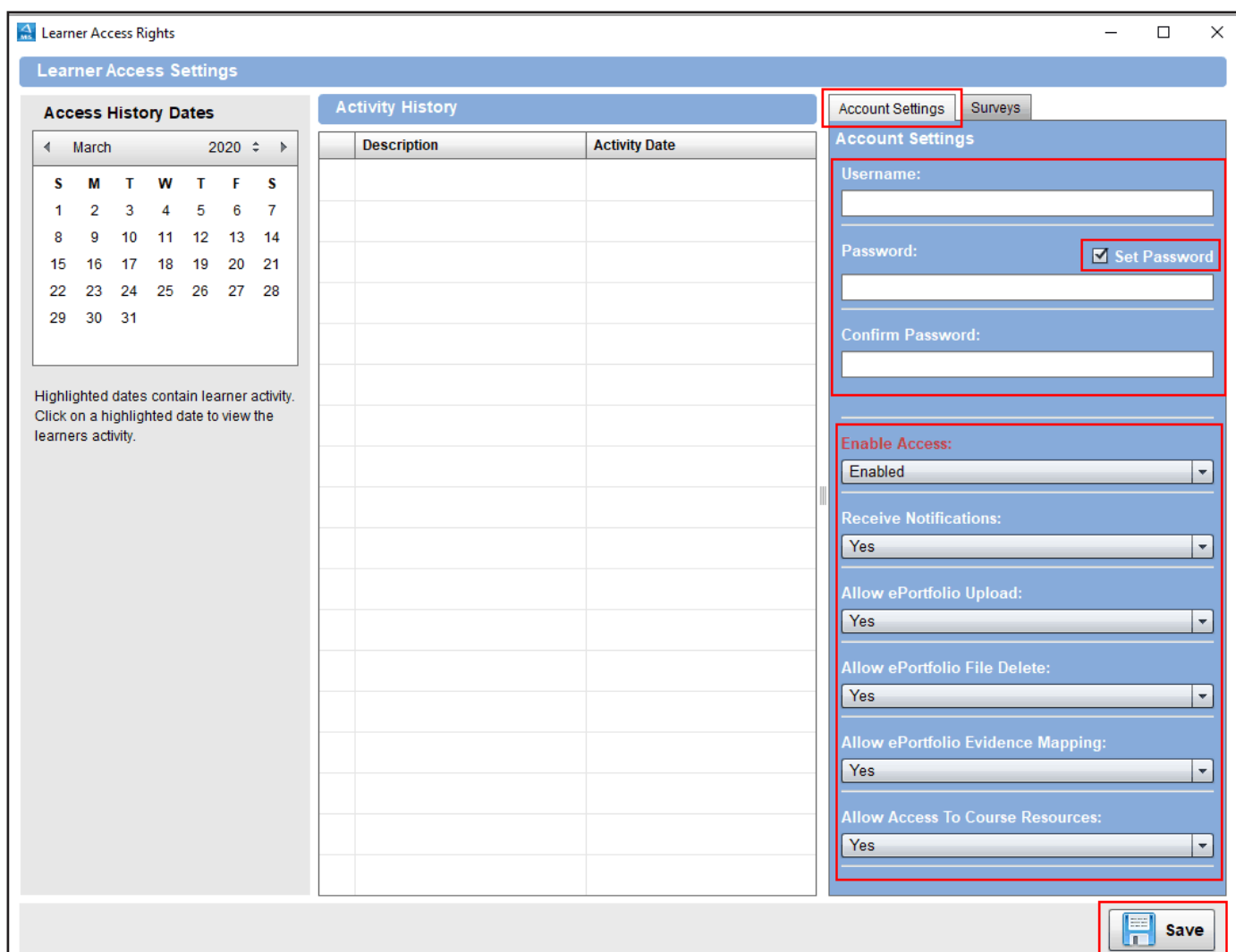
1. Search for a learner
2. Select learner in the list
3. Click the Learner Access button.



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 columns: Name, ULN, NI Number, Employer, Framework / Course / Package, and Progression. Two results are shown: John Smith and Soroya Poole. The 'Learner Access' button is highlighted with a red box.

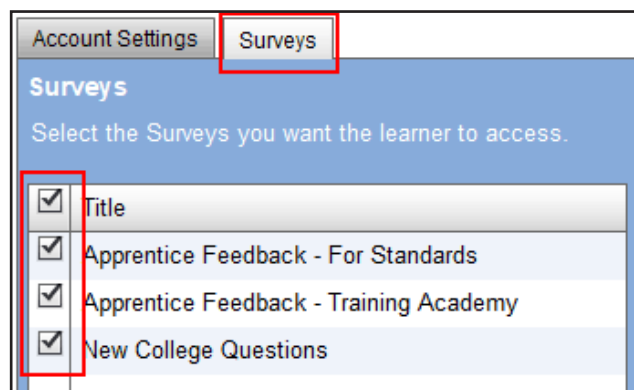
Name	ULN	NI Number	Employer	Framework / Course / Package	Progression
John Smith	1111111111	AB123456C	Athena Demo Site	Driving Goods Vehicles -ILA-Cycle	0% 57%
Soroya Poole	temp206576	NINO	Lakeside School	Level 3 Business Administrator Standard - ST0070	7% 0% 65%

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



The screenshot shows the 'Learner Access Rights' window. It has a 'Learner Access Settings' header. On the left, there is an 'Access History Dates' calendar for March 2020. In the center, there is an 'Activity History' table with columns 'Description' and 'Activity Date'. On the right, there is an 'Account Settings' tab. The 'Account Settings' form includes fields for 'Username', 'Password' (with a 'Set Password' checkbox), and 'Confirm Password'. Below these are several 'Enable Access' settings: 'Enabled' (dropdown), 'Receive Notifications' (Yes), 'Allow ePortfolio Upload' (Yes), 'Allow ePortfolio File Delete' (Yes), 'Allow ePortfolio Evidence Mapping' (Yes), and 'Allow Access To Course Resources' (Yes). A 'Save' button is at the bottom right.

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:

Funding Year:

Apprenticeship

2019 to 2020

Assessor:

Sally Woodhouse

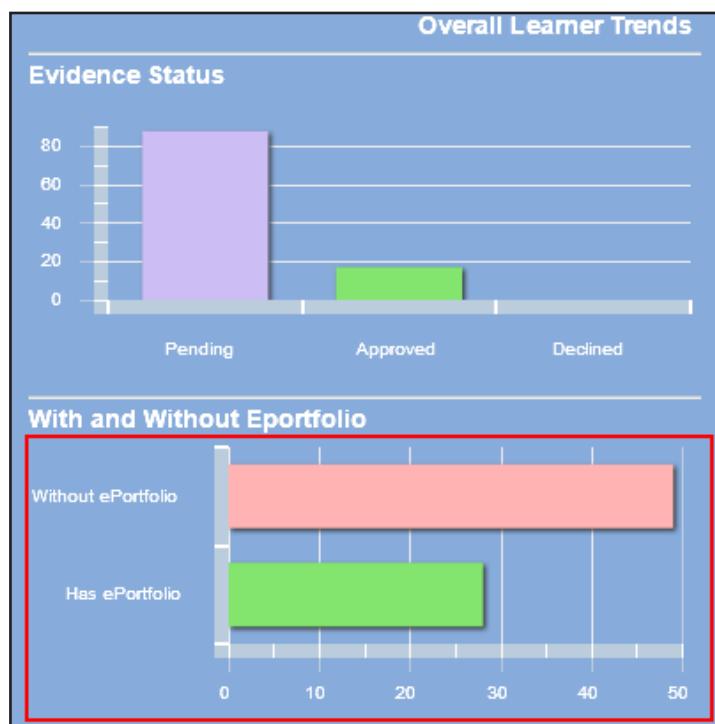
Course:

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

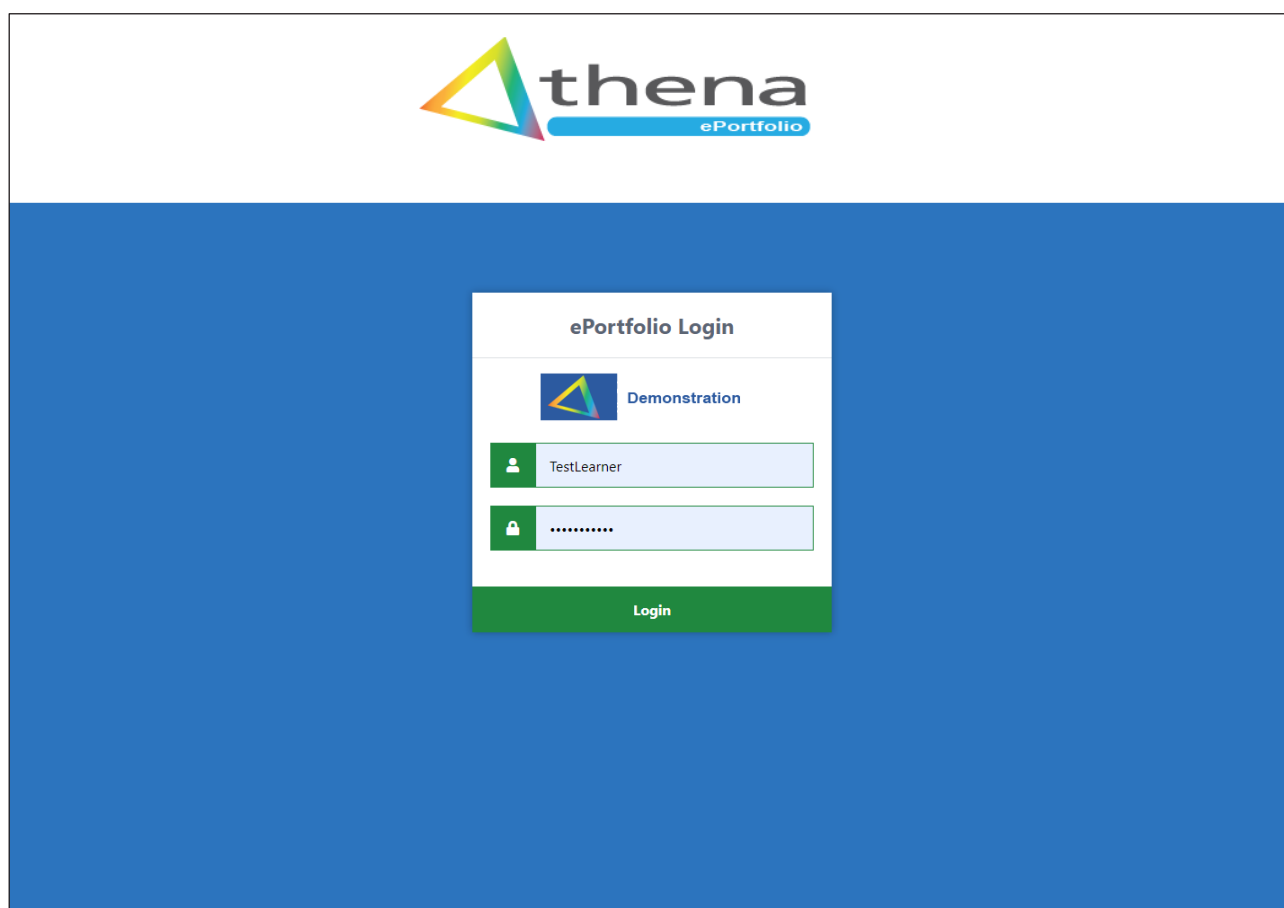
Athena ePortfolio is a web based application for learners to:

- **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.

The screenshot shows the Athena ePortfolio Home page. The header includes the 'thena' logo and a welcome message: 'Athena Demonstration: Welcome Back Phoebe Kennedy'. A sidebar on the left contains navigation links: Dashboard, My Courses, My Visits & Reviews, My Messages, My eDocs, My Assignments, and My Account. The main content area features 'Quick Links' with buttons for 'UPLOAD EVIDENCE', 'MESSAGE MY ASSESSOR', and 'ADD OTJT RECORD'. Below this is a 'Select a Course to view your progress' dropdown menu showing 'L3 Apprenticeship Business Administrator - Certificate - ST0070'. The 'Off The Job Training Progress' section shows a bar chart with 'Required Hours To Date' at 150 and 'Actual Hours To Date' at 5, with a note: 'Your Off The Job Training Hours need updating to meet the required amount.' The 'Course Progression' section for the selected course shows progress for 'Units Complete' (0%), 'Outcomes & Criteria Complete' (0%), 'KSB Criteria Complete' (0%), and 'Course Duration Complete' (75%). The 'Latest Feedback' section displays a feedback message from Lynn Yates dated Thursday 19th January 2023 15:35, stating 'Really great start Phoebe.'

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.

The screenshot shows the Athena ePortfolio 'My Courses' page. The header includes the 'thena' logo and a welcome message: 'Athena Demonstration: Welcome Back Phoebe Kennedy'. A sidebar on the left contains navigation links: Dashboard, My Courses, My Visits & Reviews, My Messages, My eDocs, My Assignments, and My Account. The main content area has tabs for 'MY COURSES', 'EVIDENCE', and 'COURSE RESOURCES'. The 'MY COURSES' tab is active, showing a dropdown menu for 'L3 Apprenticeship Business Administrator - Certificate - ST0070'. Below this is a 'COURSES CONTENT' section with a table listing course elements. The table has columns for 'TYPE' and 'ELEMENT NAME'. The elements listed are: 'BTEC Certificate for Business Administrators', 'Unit 1 - Business Fundamentals', '1 Understand how to support change in organisations', '1.1 Explain how the use of change management principles can make the process of change more efficient and effective', '1.2 Explain why change in organisations is necessary', '1.3 Describe how the practice of reviewing working methods can be used to inform change in the workplace', and '1.4 Analyse different models used to manage the process of change in an organisation'. To the right of the table is an 'OTJT LOG' section with a table for 'PROGRESSION' and 'EVIDENCE'. The 'PROGRESSION' table has columns for 'PROPERTIES' and 'FILE NAME'. The 'EVIDENCE' table has columns for 'PROPERTIES' and 'FILE NAME'. The 'PROGRESSION' table lists 'Unit1_Phoebe Kennedy.docx' and 'magic_select_add_tool.mp4'. The 'EVIDENCE' table lists 'Unit1_Phoebe Kennedy.docx' and 'magic_select_add_tool.mp4'.

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 Demonstration: Welcome Back Phoebe Kennedy

MY COURSES | **EVIDENCE** | COURSE RESOURCES

Show All

+ ADD | MAP | FEEDBACK | VIEW | Download | DELETE | RIGHTS | TERMS

PROPERTIES	FILE NAME
	BusinessCardsExpo.jpg
	Unit1_Phoebe Kennedy.docx
	Demo evidence 2.docx
	maglc_select_add_tool.mp4
	blah-blah-blah.mp3
	nice-work.mp3
	Pearson-EDI-QCF-Certificate.jpg
	Demo Evidence PDF.pdf
	SC_06.png
	pk_sketch1.jpg

File Properties 13 Items In Portfolio 1.63 MB

Created By: Phoebe Kennedy

Created Date: Friday 13th January 2023 10:35

Status: Approved

File Size: 16.64 KB

File Relationship Mapped By Tutor: (H/617/3863) Unit 1 - Business Fundamentals

File Relationship Mapped By Learner: (H/617/3863) Unit 1 - Business Fundamentals

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 Demonstration: Welcome Back Phoebe Kennedy

MY COURSES | EVIDENCE | **COURSE RESOURCES**

Below are resources for your course. Double click the resource to view.

COURSE RESOURCES		COURSE EDOCS	
TYPE	FILE NAME	SIZE	FILE TYPE
	BTEC Specialist and Professional qualifications	0 B	
	pearson-btec-i3-certificate-and-diploma-for-business-administrators.pdf	891.19 KB	pdf

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.

Athena Demonstration: Welcome Back Phoebe Kennedy

MY COURSES | EVIDENCE | COURSE RESOURCES

Below are resources for your course. Double click the resource to view.

COURSE RESOURCES | COURSE EDOCS

FEEDBACK | VIEW | EXPORT | Category:

	TITLE	NOTES	CATEGORY	ADDED BY	ADDED DATE
	Working in a Team - Study Guide		Course Resources	Lynn Yates	

Demonstration

Delivery of effective customer service - Level 2

Page 1 | Page 2 | **Page 3** | Page 4 | Page 5 | Page 6 | Page 7 | Page 8 | Page 9 | Page 10 | Page 11 | Page 12 | Page 13 | Page 14 | Page 15

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

SAVE CLOSE

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.

The screenshot shows the 'My Account' page with a sidebar menu on the left containing: 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 has two tabs: 'MY DETAILS' (active) and 'DIGITAL SIGNATURE'. The 'My Account' section is divided into two columns. The left column, 'My Details', contains a form with the following fields: 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), and Postcode Prior To Enrolment (HU9 5HE). The right column, 'Login', contains a form with Username (pavel), Password (with a 'Set Password' checkbox), and Confirm Password fields. A password format note at the bottom right states: 'Password Format: Upper Case, Lower Case and Numbers (A-Z a-z 0-9)'. A green 'SAVE' button is located at the top right of the 'My Account' section. The footer features the 'Rail Company' logo.

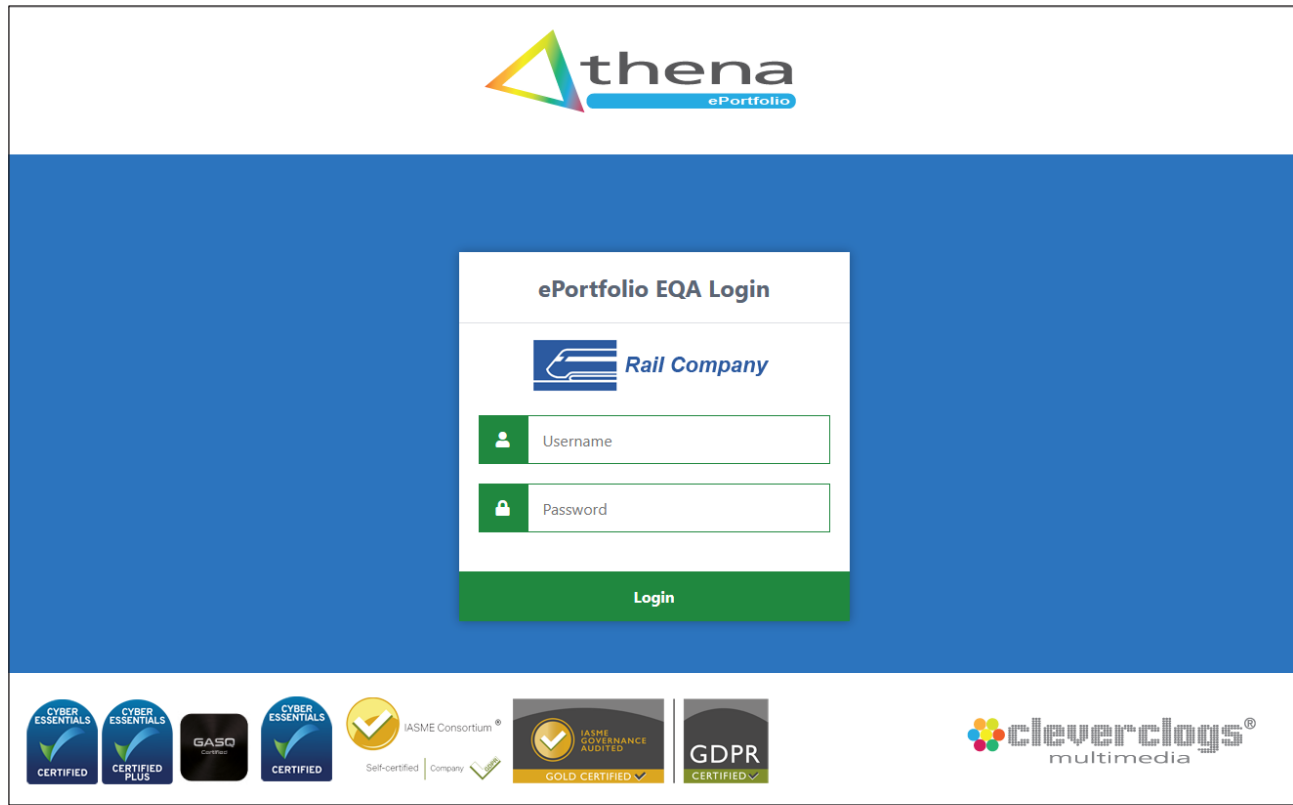
My Account - Digital Signature

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.

The screenshot shows the 'My Digital Signatures' page. The sidebar menu is the same as in the previous screenshot. The main content area has the same header and tabs, but the 'DIGITAL SIGNATURE' tab is active. The 'My Digital Signatures' section has a toolbar with buttons: '+ NEW' (red), 'DELETE' (green), 'CLEAR' (grey), and 'SAVE' (grey). Below the toolbar is a list of signatures, with 'Signature 1' selected. The signature itself is a handwritten 'Pavel' in black ink. At the bottom, it says 'Created Date: 21/03/2021 12:52:21'. The footer features the 'Rail Company' logo.


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.



thena
ePortfolio

ePortfolio EQA Login

 Rail Company

Username

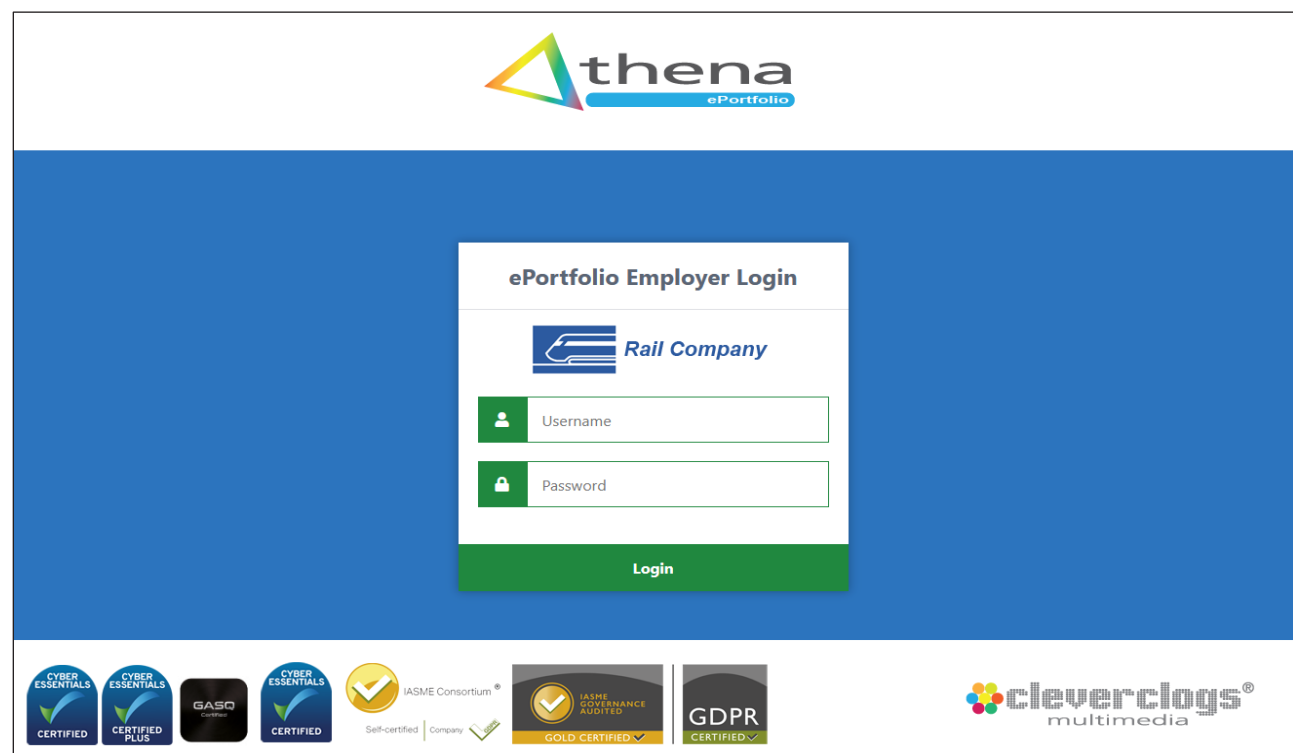
Password

Login

CYBER ESSENTIALS CERTIFIED, CYBER ESSENTIALS CERTIFIED PLUS, ISO 9001 CERTIFIED, IASME Consortium Self-certified Company, IASME GOVERNANCE AUDITED GOLD CERTIFIED, GDPR CERTIFIED, cleverclogs® multimedia


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.



thena
ePortfolio

ePortfolio Employer Login

 Rail Company

Username

Password

Login

CYBER ESSENTIALS CERTIFIED, CYBER ESSENTIALS CERTIFIED PLUS, ISO 9001 CERTIFIED, IASME Consortium Self-certified Company, IASME GOVERNANCE AUDITED GOLD CERTIFIED, GDPR CERTIFIED, cleverclogs® multimedia

Notes: