

# 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, surveys and digital eForms are available with an Enterprise licence.

# Accessibility

Athena ePortfolio is designed to run on any web browser on a desktop, tablet or smart phone.

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:

🔀 Learning Delivery 🕥 Delivery Monitoring 👘 👔 Funding & Monitoring 🔚 Employment 📄 Notes 🖓							
ficate in ES	OL Skills for Life						
ims & Units	Destination & Progression	Certificates	Enrichment Activity	Sub-Contracted Aims	Evidence	eDocs	

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	Account Settings Surveys				
For each learner.	Account Settings				
User name - learner name	Username:				
Password - temporary, learner will change after login.					
	Password: 🗹 Set Password				
What Are Access Rights?	Confirm Password:				
There are several options available when granting access to Athena ePortfolio which include:					
<ul> <li>Enable / Disable access</li> </ul>	Enable Access:				
Receive Notifications	Enabled				
Allow ePortfolio Upload	Receive Notifications:				
Allow ePortfolio File Delete	Yes				
Allow ePortfolio Evidence Mapping	Allow ePortfolio Upload:				
Allow Access to Course Resources	Yes 🔻				
	Allow ePortfolio File Delete:				
	Yes 🔻				
	Allow ePortfolio Evidence Mapping:				
	Yes				
	Allow Access To Course Resources:				
	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.

Das	hboard Search	Help								
Ses	arch View Dashbo	eard View Candida	te Update Enroln	nent Progress	Add to Export	Export All	Clear Export E	Export	Learner Ac	DESS
Sea	rch Results							Fo	und 2 results	in to
	Name	ULN	NI Number	Employer	Framewo	ork / Course / Pa	ckage		Progression	(
2	John Smith	111111111	AB123456C	Athena Demo	Site Driving G	oods Vehicles -II	_A-Cycle		0% 57%	
2	Soroya Poole	temp206576	NINO	Lakeside Scho	ool Level 3 B	usiness Adminis	strator Standard - ST0	070	<b>7% 0%</b> 65%	/

- 4. Create user name
- 5. Create password
- 6. Make access selections
- 7. Click the Save button.

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

	Access History Dates Activity History						Account Settings		
	August		2	024	≎ →	Description	Activity Date	Username:	
\$ 4 11 25 ighli lick ( arne allen( oonth	M 1 5 6 12 1: 19 2: 26 2: ghted dat on a highl dar to view hs.	r W 3 7 3 14 0 21 7 28 tes cont lighted ( . Use th w future	T 1 8 15 22 29 atin lea date to cor pre	F 2 9 16 23 30 30 armer : view sort vious	<b>s</b> 3 10 17 24 31 activity. the h the			Password: Set Passw Confirm Password: Enable Access: Enabled Receive Notifications: Select Allow ePortfolio Upload: Select Allow ePortfolio File Delete: Select	

#### ePortfolio administration in Athena MIS

Administration of your learners ePortfolio is managed from within their profile in Athena MIS. Here you can enable or disable access, add eDocs feedback and notes, set visibility rights on individual eDocs, open the learner viewer and email the unique URL to the learner.

	📰 General 🛛 🗔 Initial Assessment 🔀 Learning Delivery 🖉 Delivery Monitoring 😻 🔥 Funding & Monitoring 📓 Employment 📄 Notes										
E	Entry Level 3 - Essential Digital Skills for Work										
Pr	Programme Details Component Aims & Units Destination & Progression Certificates Enrichment Activity Sub-Contracted Aims Evidence eDocs Skill Scans										
	Eilter By Category: Chay All										
	inter by category. Only P			1.						1	
	💽 Add eDoc 💮 Edit	Feedl	back 🗍 🗍 Del	ete	🔒 Rights	Gateway	Acti	vity Log	Access Enabled		
	Title	Notes	Category		Signed	Progress	Target Date	Complete Da	Modified By	Modified Date	eDoc Learner URL
F	Induction Feedback Form					Complete 0%			James Addison	Tuesday, Jul. 9,	The URL Link below will give the learner
F	Apprenticeship Enrolment Form					Complete 0%	1		Lynn Yates	Friday, Jun. 28, 3	access to the assigned documents. You can switch access on or off by setting the Visibility
F	Level 4 Skills Scan					Complete 0%	1		Lynn Yates	Friday, Jun. 28, 3	Rights.
s	Learner Course Review Survey					Complete 0%			Lynn Yates	Friday, Jun. 28, 3	Show eDoc Link
ľ	Working in a Team - Study Guide					Complete 0%			Lynn Yates	Friday, Jun. 28, 3	
ľ	Working in a Team L2 - Assessment book					Complete 0%			Lynn Yates	Friday, Jun. 28, 3	Copy eDoc Link
											Email eDoc Link
											Launch eDoc Viewer

If you have created an automated an email to be sent out from within Cohort Manager in Athena MIS, with on-boarding information such as; handbooks, learner agreements, skill scans, forms etc. then you can resend the email from here.

eDoc Learner URL							
The URL Link below will give the learner access to the assigned documents. You can switch access on or off by setting the Visibility Rights. Click the Rights button to set Visibility Rights.							
	Show eDoc Link						
Г							
	Copy eDoc Link						
	Email eDoc Link						
	Launch eDoc Viewer						
L							

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, assignments, surveys, skills scans & diagnostics
- 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.

<	thena	
	ePortfolio Login	
	Demonstration	
	Learner	
	A	
	Login	

Desktop / tablet view

#### 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	Athena Demonstration: Welcome Back Phoebe Kennedy		≡ 🔒				
Dashboard	Quick Links	•					
My Courses		MESSAGE MY ASSESSOR					
My Messages My eDocs My Assignments My Account	Select a Course to view your progress		~				
	Off The Job Training Progress Required Hours To Date  150  150  Your Off The Job Training Hours need updating to meet the required amount.						
	Course Progression L3 Apprenticeship Business Administrator - Certificate - ST0070 Units Complete os Outcomes & Criteria Complete os KSB Criteria Complete	Curse Progression Feedback Course Progression Feedback Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. City Thursday 19th January 2023 15:35					
Demonstration	Course Duration Complete 75%	Course Progression Feedback Really great start Phoebe.					

Desktop / tablet view

#### 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	ha Athena Demo	nstration: Welcome Back Phoebe Kennedy					Courses 🔳	ê
Dashboard	MIS	MY COURSES	EVIDENCE			COURSE RESOURCES		ŕ
My Courses	L3 Apprenticeship Bus	iness Administrator - Certificate - ST0070						~
My Visits & Reviews		COURSES CONTENT			Γίτο	r LOG		
My Messages	L3 Apprenticesh	ip Business Administrator - Certificate - ST0070			PROCRESSION	ENIDENCE.		
± MyeDocs	Extended Cou	rse Tracking & Feedback			PROGRESSION	EVIDENCE		
<ul> <li>My Assignments</li> </ul>		FEEDBACK		PROPERTIES	Fil	LE NAME		1
My Account				📰 🔳 🛣 🖈	Unit1_Phoebe Renedy.docx			
	TYPE	ELEMENT NAME	* *	a .	magic_select_add_tool.mp4			
	<b>b</b>	BTEC Certificate for Business Aufministrators					×,	
	er e	Unit 1 - Business Fundamentals						
		1 Understand how to support change in organisations						
		1.1 Explain how the use of change management principles more efficient and effective	can make the process of change					
		1.2 Explain why change in organisations is necessary						
Demonstra	ion	1.3 Describe how the practice of reviewing working method the workplace	ds can be used to inform change in					
		1.4 Analyza different models used to manage the process	of change in an organization					

Desktop / tablet view

#### **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	Athena Demonst	tration: Welcome Back Phoebe Kennedy					Courses 🗮	ê
Dasbboard		MY COURSES	EVII	DENCE		COURSE RESOURCES		
My Courses	Show All							~
My Visits & Reviews	+ ADD 🥑	MAP 🖹 FEEDBACK 💿 VIEW Dow	nload 🗸 📔 De	elete	L TERMS			, Î
My Messages	PROPERTIES	FILE NAME		File Properties		13 Items In Portfolio	1.63 MB	
My eDocs	🔜 🔳 🗷 🖈	BusinessCardsExpo.jpg		î l				
My Assignments				Created By: Phoebe Kennedy				
O My Account	🔛 🔲 🗷 🖈	Offici_Phoebe Reneuydocx		Created Date:				
		Demo evidence 2.docx		Friday 13th January 202	3 10:35			
				Status:				
	🖹 🔲 🖹 🖈	magic_select_add_tool.mp4	Ś	File Size: 16.64 KB				
	2 - 2	blah-blah-blah.mp3		File Relationship Mapp (H/617/3863) Unit 1 - B	d By Tutor: usiness Fundamentals			
	<u>a</u> = <u>2</u> *	nice-work.mp3		File Relationship Mapp (H/617/3863) Unit 1 - B	d By Learner: usiness Fundamentals			
	<b>E E</b>	Pearson-EDI-QCF-Certificate.jpg						
	Kana ana ana ana ana ana ana ana ana ana	Demo Evidence PDF.pdf						
		SC_06.png						
Demonstration		pk_sketch1.jpg		•				

Desktop / tablet view

#### **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.

🖊 thena	Athena Demo	nstration: Welcome Back Phoebe Kennedy						Courses 📰 🤒
Mis .		MY COURSES		EVIDENCE			COURSE RESOURCES	
My Courses	Below are resour	ces for your course. Double click the resource to vie	9W.					
My Visits & Reviews		COURSE RESOURCES					COURSE EDOCS	
My eDocs	TYPE	FILE NAME		SIZE			FILE TYPE	
My Assignments	BTEC Specialist and Professional qualifications			0 B				
My Account		pearson-btec-13-certificate-and-diploma-for-business-administ	trators.pdf	891.19 KB		pd	и	
Demonstration								



#### **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.

🖊 thena	Athena Demo	onstration: Welcome Back Phoebe Ke	nnedy				Courses 🗮 🔒
Dashboard		MY COURSES		EVIDENCE		co	DURSE RESOURCES
My Courses	Below are resou	irces for your course. Double click the resou	rce to view.				
My Visits & Reviews		COURSE RESOUR	CES			COURSE EDO	cs
My eDocs	FEEDBACK	O VIEW EXPORT Cate	30FY	Enable All			
My Assignments		TITLE	NOTES	CATEGORY		ADDED BY	ADDED DATE
e My Account	<b>**</b>	Working in a Team - Study Guide		Course Resources	Lynn Yates		
Demonstration							

Desktop / tablet view

Delivery of effective cusb	omer service - Level 2		SAVE CLOSE
Page 1			
Page 2			1
Page 3			
Page 4		Describe the principles of customer service Q1.(1.1) Identify the purpose of customer service	
Page S		Type your responses here.	
Page 6			
Page 7			
Page 8			
Page 9			
Page 10		Q2 (1.2) Describe how customer service effects the success of the organisation	
Dage 11			
age 12			
Page 13			
Page 14			
Page 15		Q3 (1.3) Describe different types of customers of an organisation Internal (Give 2 examples)	
	,		
	2		

Desktop / tablet view

#### 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 updated by the training provider, however, the learner can change their password to Athena ePortfolio at anytime.

thena	Athena Demo Site: W	elcome Back Pavel Novak	≡ 🗞 🔒
ePortfolio	М	Y DETAILS	DIGITAL SIGNATURE
My Courses	My Account		SAVE
My Schedule My Messages My eDocs My Account	My Details Unique Learner Number: 8144494098 First Name: Pavel Date Of Birth: 1995-08-18 NI Number: NINO Telephone Number: Address 1: 33 Firld Street	Learner Reference Number:         0074         Last Name:         Novak         Age:         22         Email Address:         Mobile Number:         Address 2:	Login Username: pavel Password: Confirm Password: Passwo
	Address 3: Postcode: HU9 5HE	Town: Postcode Prior To Enrolment: HU95HE	
Rail Company			

Desktop / tablet view

#### **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.

<b>/</b> thena	Athena Demo Site: Welcome Back Pavel Novak	i≡ @ 🖬
ePortfolio	MY DETAILS	DIGITAL SIGNATURE
My Courses	My Digital Signatures	🗘 NEW 🗊 DELETE 🗖 CLEAR 🥥 SAVE
My Messages	Signature 1	× .
🖹 My eDocs		
My Account		
	ANe	Ĺ
	Created Date: 21/03/2021 12:52:21	
Rail Company		

Desktop / tablet view

#### 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 EQA Login   E   Rail Company   Username   Password	
Login sortium*	

Desktop / tablet view

#### 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.

	ePortfolio Employer Login	
	Rail Company	
	Lusername	
	A Password	
	Login	
CERTIFIED		Cleverclog5®

#### **Athena ePortfolio - Learner Access - Mobile Phone View**

Learners can also perform many tasks in their ePortfolio from their mobile phone, although due to the small screen size it's not always the appropriate method for completing eLearning materials.

It is however very easy to monitor course progression, check latest feedback, notifications, visits and reviews and to use the Quick Links to:

- Upload Evidence
- Message a tutor / assessor / coach
- Add and OTJT record.

😑 Athena Demonstration: Welcom 🗮 🔒	😑 Athena Demonstration: Welcom 🗮 🔒
Quick Links	Course Progression C
UPLOAD EVIDENCE	L3 Apprenticeship Business Administrator - Certificate - ST0070
MESSAGE MY ASSESSOR	Units Complete 0%
ADD OTJT RECORD	Outcomes & Criteria Complete 2%
	KSB Criteria Complete
Select a Course to view your progress	Course Duration Complete
L3 Apprenticeship Business Administrator - Certificate - ST0 💙	
	Latest Feedback
Off The Job Training Progress Required Hours To Date	Course Progression Feedback
200 Actual Hours To Date	Really great start Phoebe.
7 Your Off The Job Training Hours need undating to meet the	<ul> <li>From: Lynn Yates</li> <li>Date: Monday 16th January 2023 12:44</li> </ul>
required amount.	
obile phone view	

It's also possible to create and save digital signatures in the Digital Signatures tab.

🗄 Athena Demonstration: Welcom 🗮 🔓	🗮 Athena Demonstration: W.My Account 🔳
Latest Notifications & Messages	MY DETAILS DIGITAL SIGNATURE
Group Tutorial	My Digital Signatures
Good morning everyone, Please note out next group tutorial is on 28-05-2024 via MS Teams, the link is below. This is a mandatory session, however if you cannot attend please contact me as soon as possible. Kindest regards Brian. https:teams.microsoft.comlmeetup- join19%3ameeting_ODNIMzFkMGQtZDE4NS00MT aeOc-49a3-9c99- f690da45ef2e%22%2c%22Oid%22%3a%2264790b ffdc-4940-adaf-37ed281889a3%22%7d	NEW      DELETE      CLEAR      SAVE      Select      V
My Visits & Reviews	Draw your signature in the box below. Create the signature using as much of the available space possible. Description:
Progress Review          Visit With:       Brian Dawson         Visit Date:       Thursday 23rd February 2023         Visit Time:       Days	
le phone view	

#### Notes: