

Athena ePortfolio Information for Training Providers



Contents

About Athena ePortfolio	3
How Will My Organisation Benefit?	3
Accessibility	3
Athena ePortfolio - for Training Providers	4
Who Grants Permission and Access Rights?	5
What Does Permission Consist of?	5
What Are Access Rights?	5
Giving a Learner Permission	6
ePortfolio administration in Athena MIS	7
Athena ePortfolio - Learner Access	8
Athena ePortfolio - Home	9
Athena ePortfolio - My Courses	9
My Courses - Evidence	10
My Courses - Course Resources	10
My Courses - eLearning	11
My Account - My Details	12
My Account - Digital Signature	12
Athena ePortfolio - EQA Access	13
Athena ePortfolio - Employer Access	13
Athena ePortfolio - Learner Access - Mobile Phone View	14
Notes:	16

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.

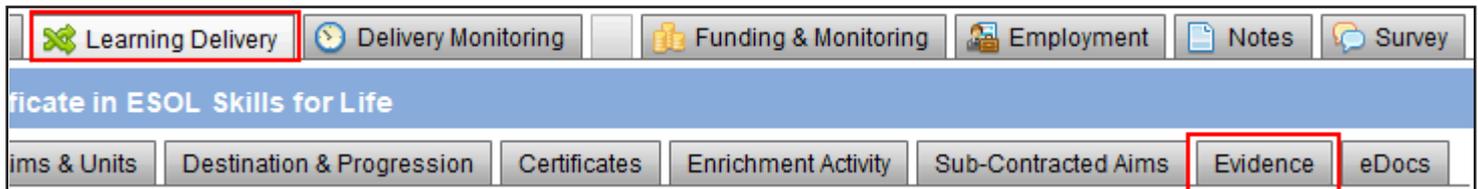
info@cleverclogsmultimedia.com

Tel: 01482 230018

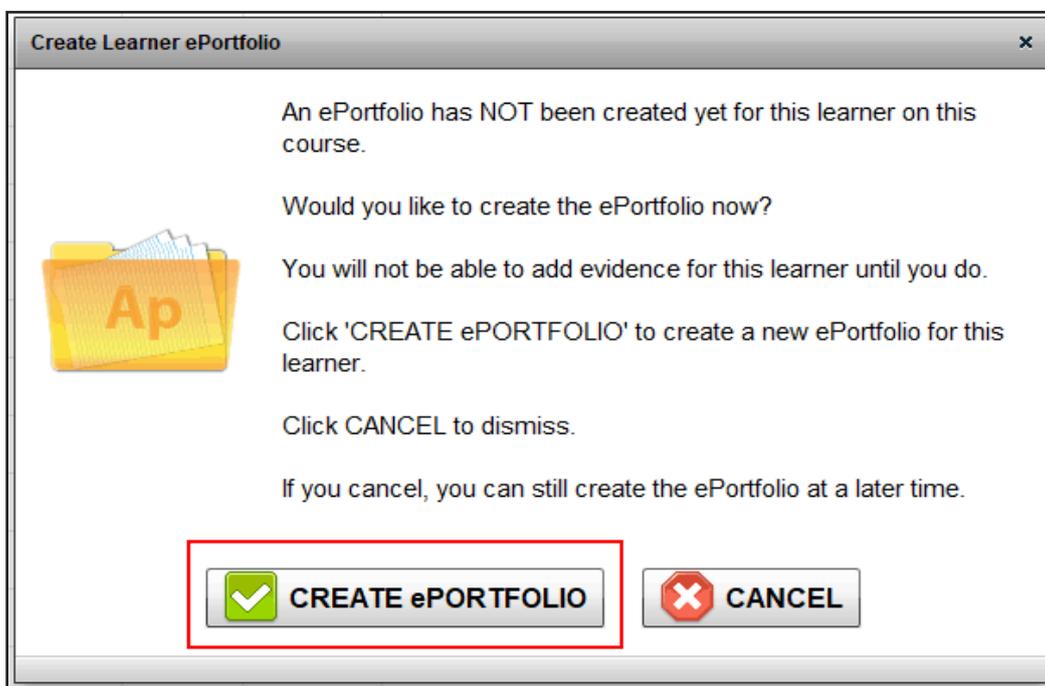
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Athena ePortfolio - for Training Providers

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:



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.

- **User name** - learner name
- **Password** - temporary, learner will change after login.

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 in Athena ePortfolio. It includes the following elements:

- Account Settings** (selected tab) and **Surveys** (inactive tab)
- Username:** [Text input field]
- Password:** [Text input field] with a **Set Password** checkbox
- Confirm Password:** [Text input field]
- 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**
- Allow Access To Course Resources:** [Dropdown menu] 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 dashboard with a search bar at the top. Below it, there are several icons for dashboard functions. The 'Learner Access' icon, which shows a key, is highlighted with a red box. Below the dashboard is a 'Search Results' section with a table of learner information.

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
7. Click the Save button.

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

The screenshot shows the 'Learner Access Rights' window. It has three main sections: 'Access History Dates' with a calendar for August 2024, 'Activity History' with a table, and 'Account Settings'. 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: [Enabled] (dropdown)
- Receive Notifications: [Select] (dropdown)
- Allow ePortfolio Upload: [Select] (dropdown)
- Allow ePortfolio File Delete: [Select] (dropdown)
- Allow ePortfolio Evidence Mapping: [Select] (dropdown)
- Allow Access To Course Resources: [Select] (dropdown)

At the bottom right of the window is a **Save** button, also highlighted with a red box.

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.

The screenshot shows the Athena MIS interface for a learner's profile. The 'Learning Delivery' tab is selected and highlighted with a red box. Below it, the 'Evidence' tab is also highlighted with a red box. In the 'Learner eDocs' section, the 'Access Enabled' checkbox is checked and highlighted with a red box. The main table lists various eDocs with columns for Title, Notes, Category, Signed, Progress, Target Date, Complete Date, Modified By, and Modified Date. The right-hand panel shows the 'eDoc Learner URL' section with instructions and three buttons: 'Copy eDoc Link...', 'Email eDoc Link', and 'Launch eDoc Viewer'.

Title	Notes	Category	Signed	Progress	Target Date	Complete Da...	Modified By	Modified Date
Induction Feedback Form				Complete 0%			James Addison	Tuesday, Jul. 9,
Apprenticeship Enrolment Form				Complete 0%			Lynn Yates	Friday, Jun. 28,
Level 4 Skills Scan				Complete 0%			Lynn Yates	Friday, Jun. 28,
Learner Course Review Survey				Complete 0%			Lynn Yates	Friday, Jun. 28,
Working in a Team - Study Guide				Complete 0%			Lynn Yates	Friday, Jun. 28,
Working in a Team L2 - Assessment book				Complete 0%			Lynn Yates	Friday, Jun. 28,

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.

This is a close-up of the 'eDoc Learner URL' panel. It contains the following text: '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.' Below this text is a 'Show eDoc Link' button. At the bottom, three buttons are highlighted with a red box: 'Copy eDoc Link...', 'Email eDoc Link', and 'Launch eDoc Viewer'.

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

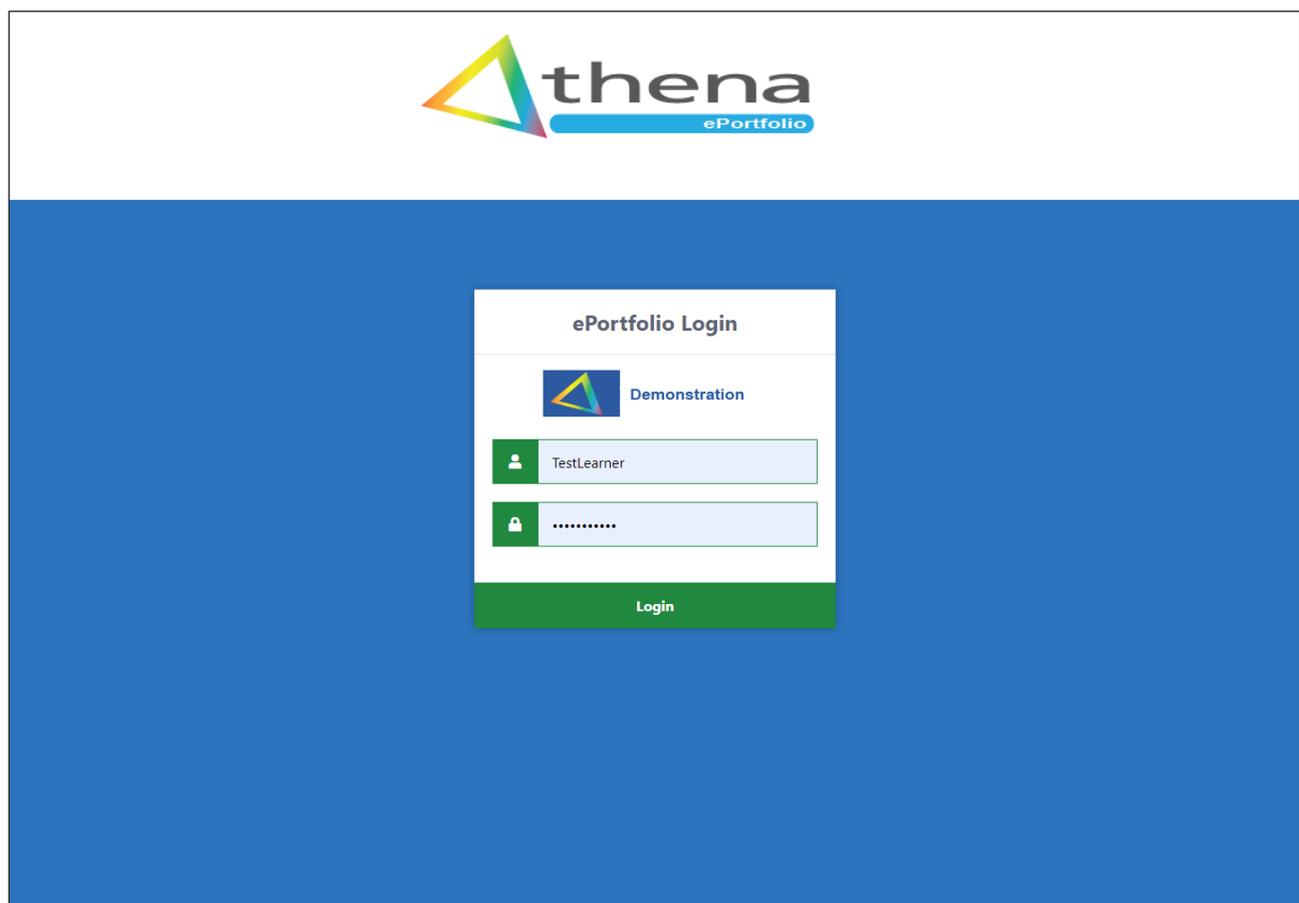
Athena ePortfolio is a web based application for learners to:

- **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.



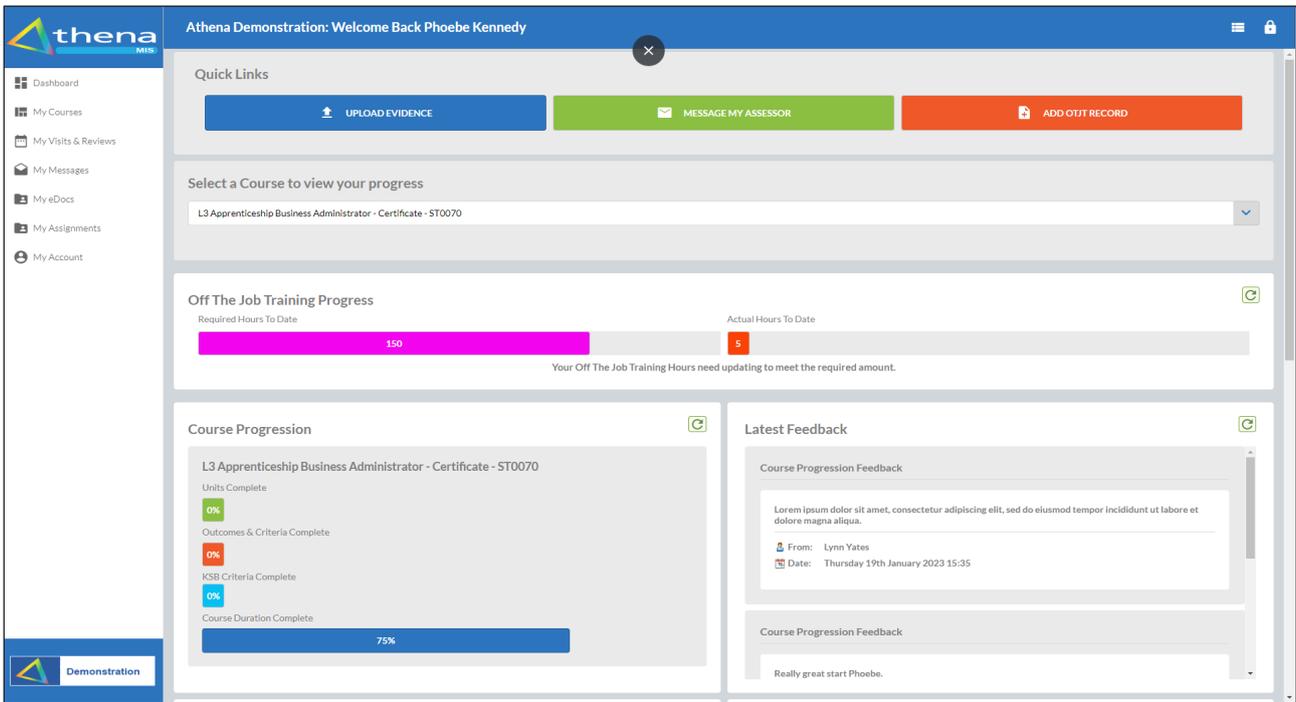
Desktop / tablet view

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 URLs are available from an Athena MIS users 'My Profile'.

Athena ePortfolio - Home

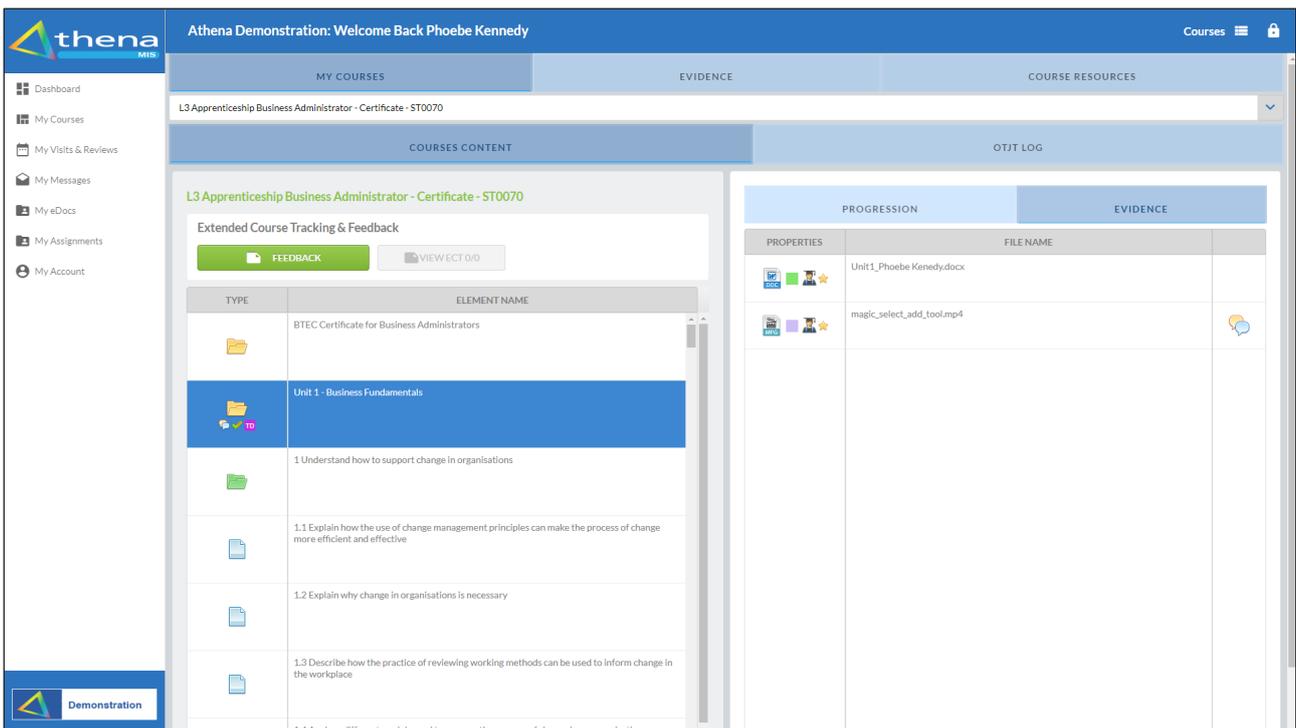
The home page shows course progression and schedule at a glance with access from the Menu on the left top all other areas.



Desktop / tablet view

Athena ePortfolio - My Courses

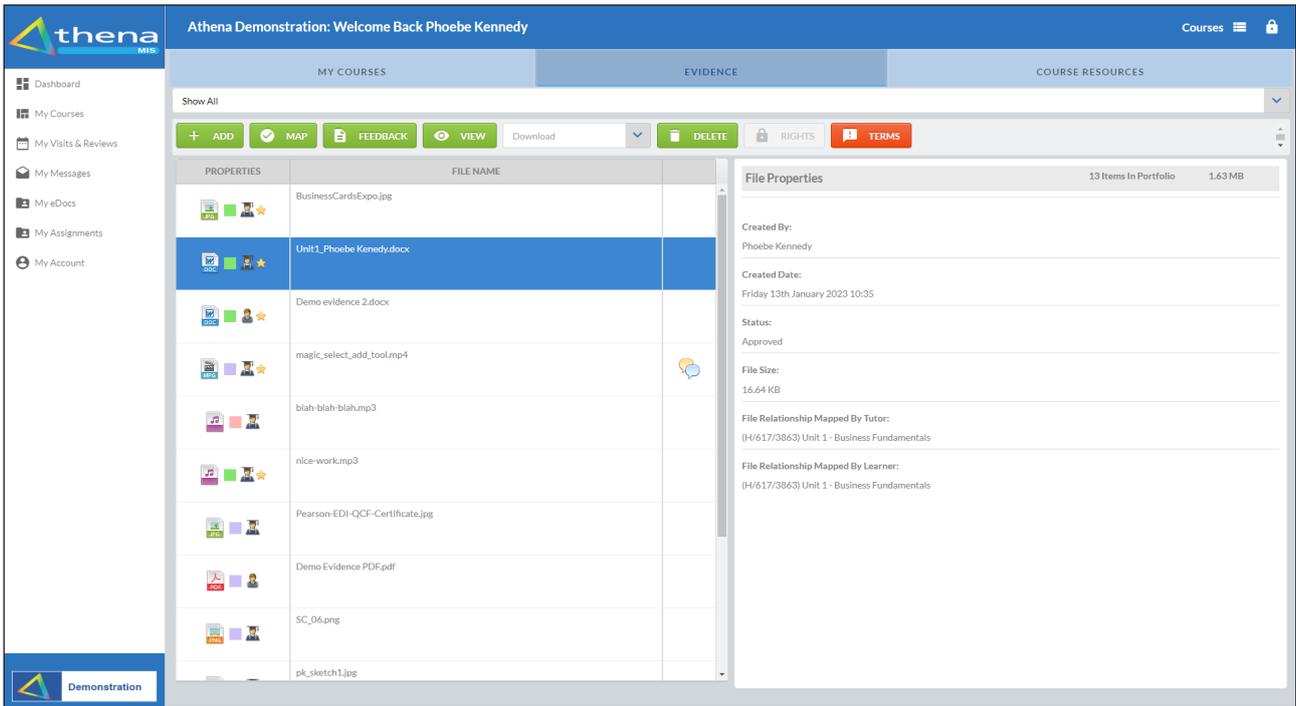
In My Courses a learner can switch between multiple courses, upload and map evidence, view course resources, work on any assigned eLearning workbooks and log any Off The Job Training activity.



Desktop / tablet view

My Courses - Evidence

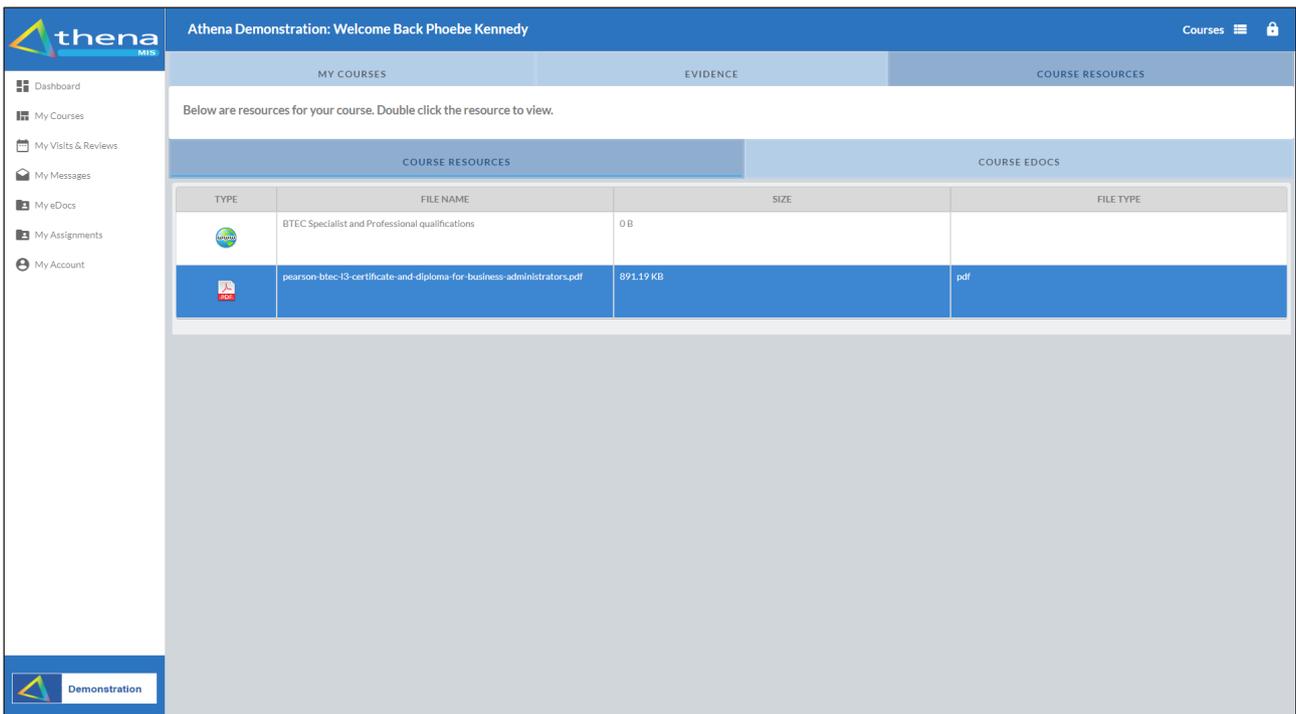
The Evidence tab is where a learner can upload, view and map evidence against any of their courses and view any feedback from a tutor / assessor.



Desktop / tablet view

My Courses - Course Resources

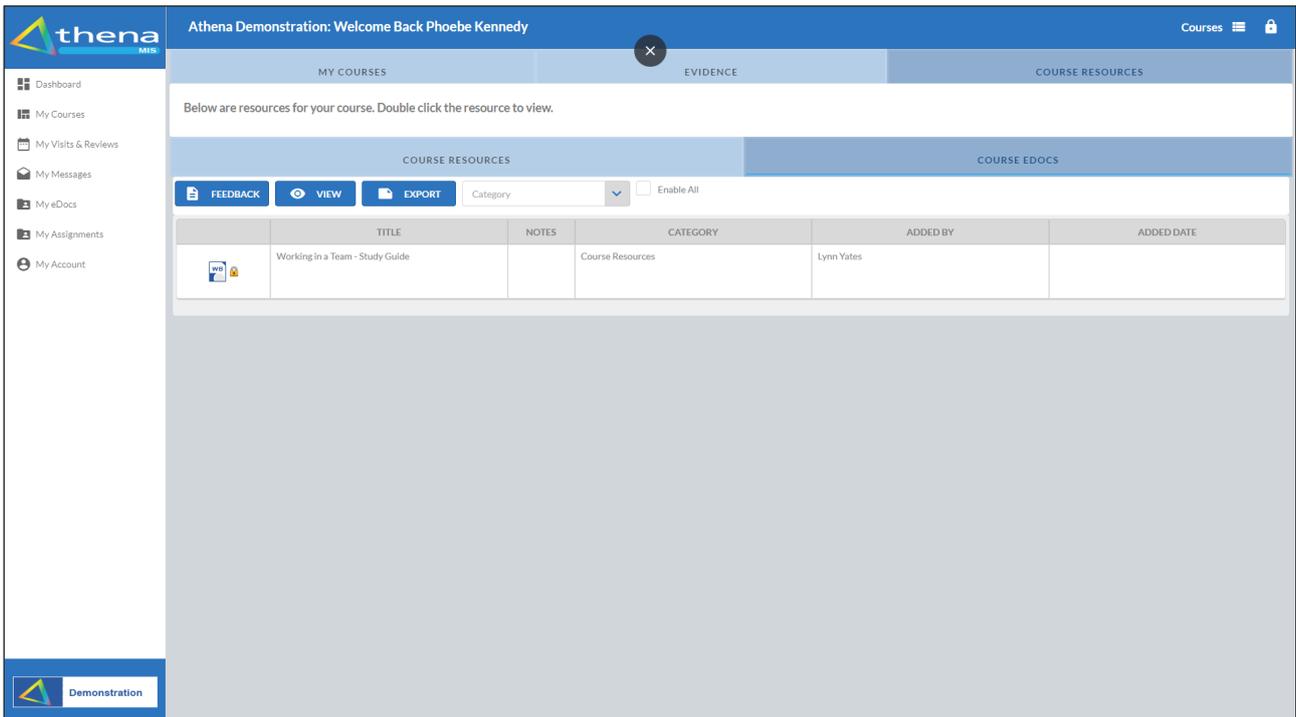
Any assigned course resources are available here. The visibility rights for course resources are set in Athena MIS so you can 'drip feed' information as they progress rather than overwhelming a learner with too much information.



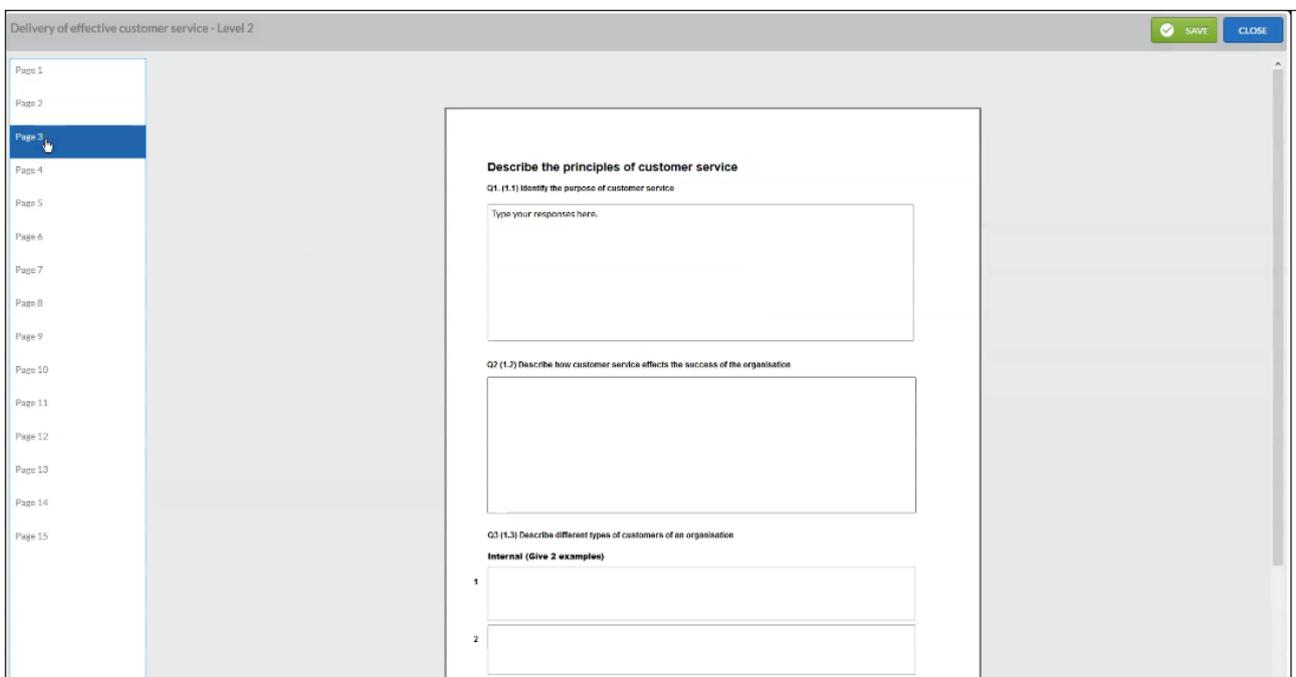
Desktop / tablet view

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.



Desktop / tablet view



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

Desktop / tablet view

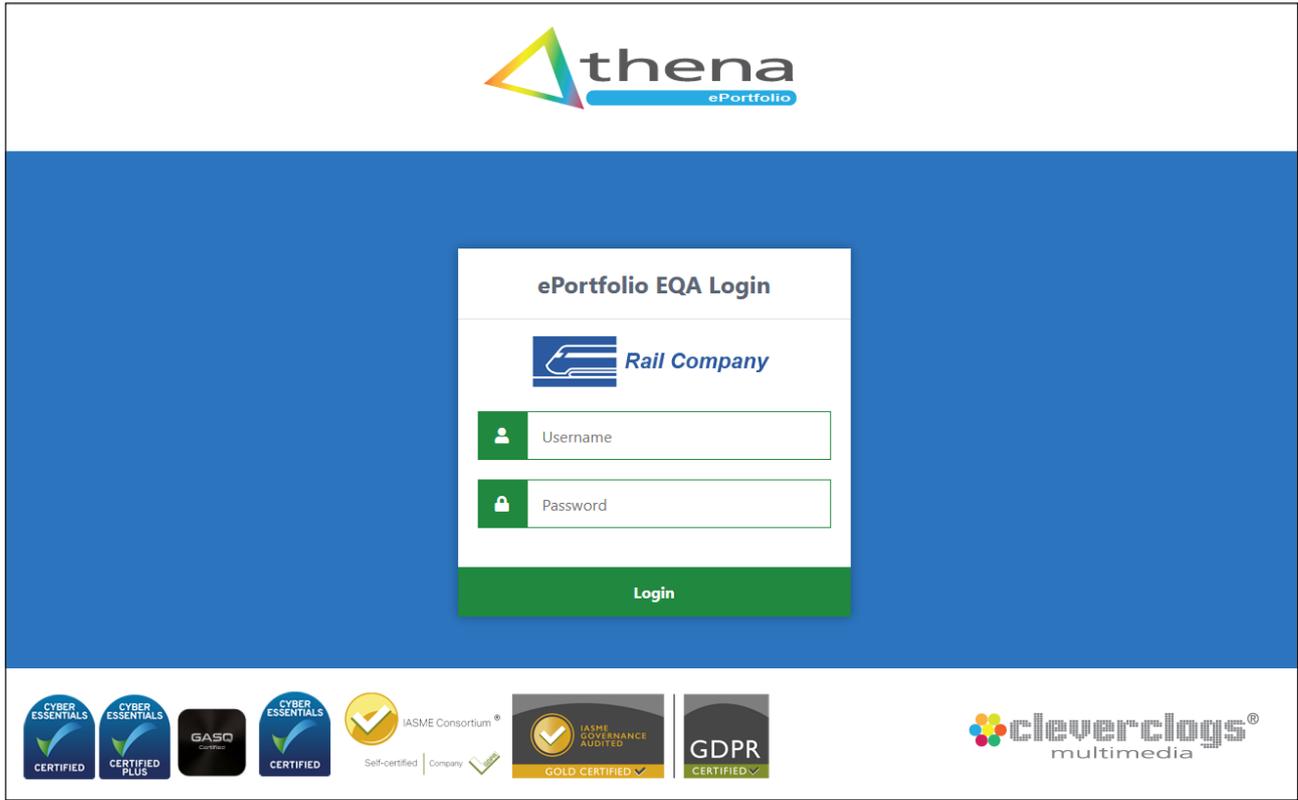
My Account - Digital Signature

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.

Desktop / tablet view

Athena ePortfolio - EQA Access

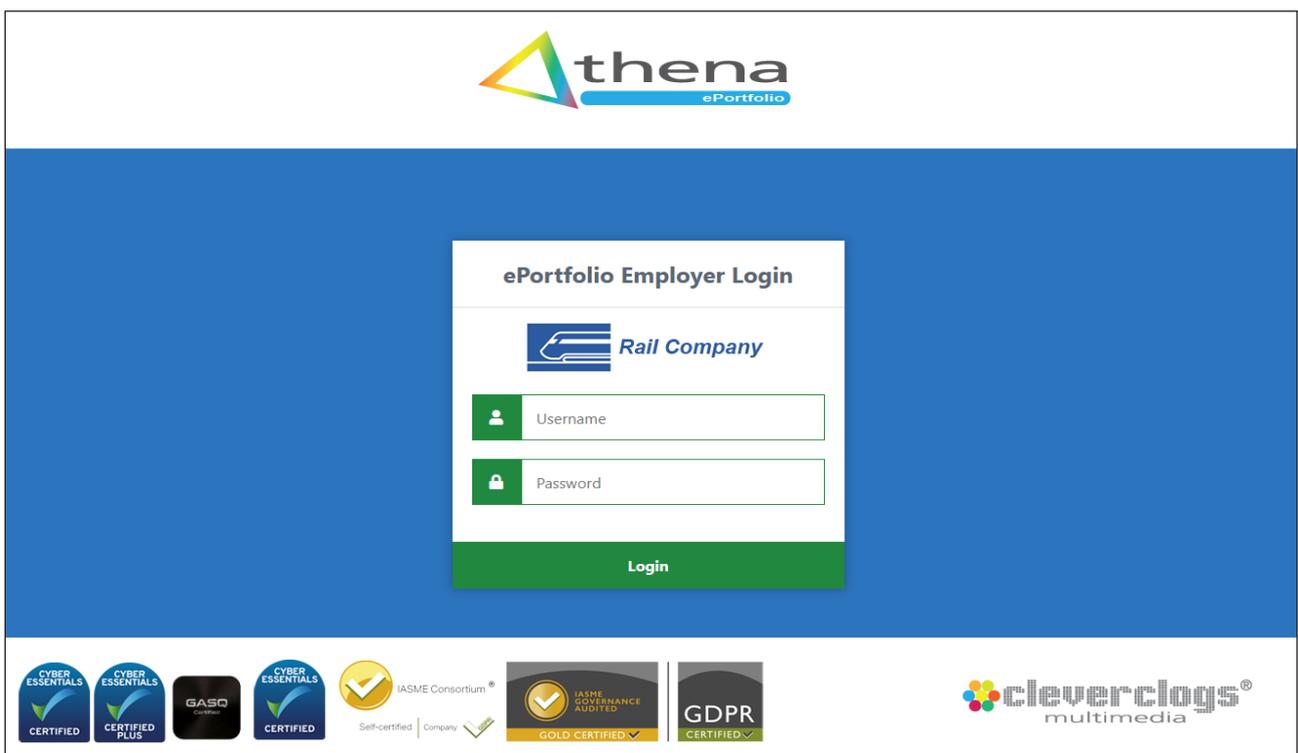
The EQA access accounts and functionality to assign learners are handled in Athena MIS. You will be given a unique URL for your EQA's to access Athena ePortfolio.



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.



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:

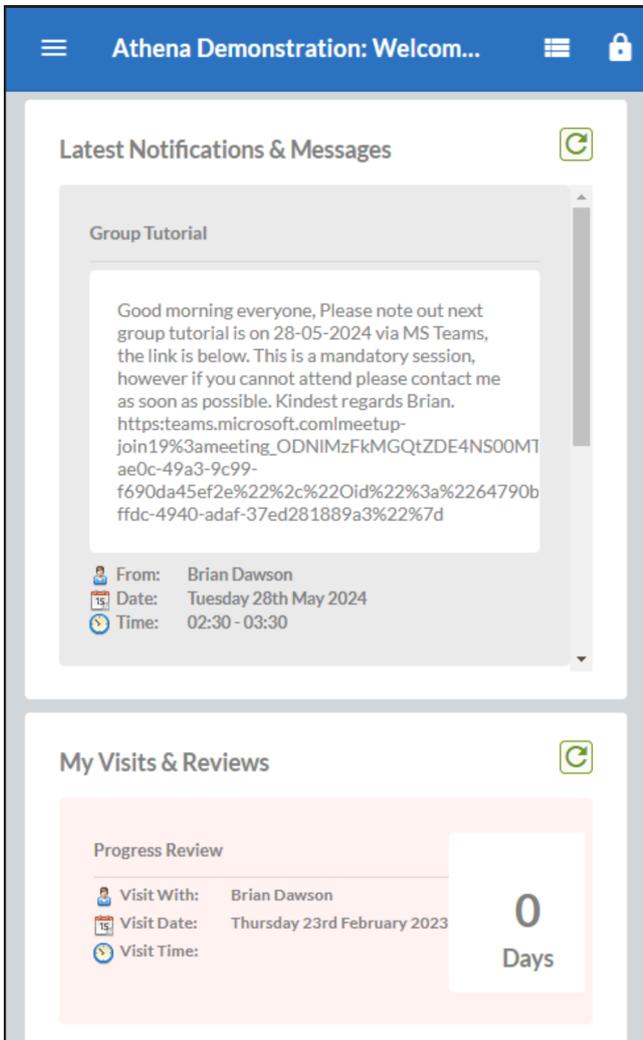
- Upload Evidence
- Message a tutor / assessor / coach
- Add and OTJT record.

The screenshot shows the mobile interface with a blue header containing a menu icon, the text "Athena Demonstration: Welcom...", and a lock icon. Below the header is a "Quick Links" section with three buttons: "UPLOAD EVIDENCE" (blue), "MESSAGE MY ASSESSOR" (green), and "ADD OTJT RECORD" (orange). Underneath is a "Select a Course to view your progress" section with a dropdown menu showing "L3 Apprenticeship Business Administrator - Certificate - ST0". The bottom section is "Off The Job Training Progress", which includes a progress bar for "Required Hours To Date" (200) and "Actual Hours To Date" (7), along with a message: "Your Off The Job Training Hours need updating to meet the required amount."

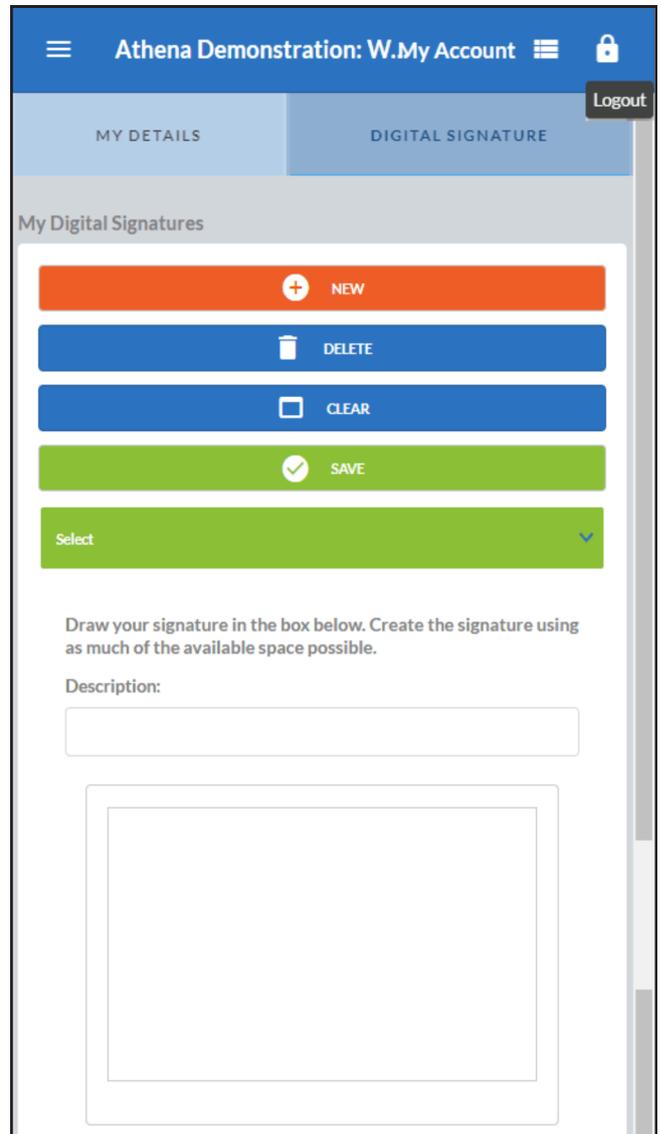
Mobile phone view

The screenshot shows the mobile interface with a blue header containing a menu icon, the text "Athena Demonstration: Welcom...", and a lock icon. Below the header is a "Course Progression" section for "L3 Apprenticeship Business Administrator - Certificate - ST0070". It displays progress bars for "Units Complete" (0%), "Outcomes & Criteria Complete" (2%), "KSB Criteria Complete" (0%), and "Course Duration Complete" (100%). The bottom section is "Latest Feedback", which shows a "Course Progression Feedback" card with the message "Really great start Phoebe." from "Lynn Yates" on "Monday 16th January 2023 12:44".

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



Mobile phone view



Notes: