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:

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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:
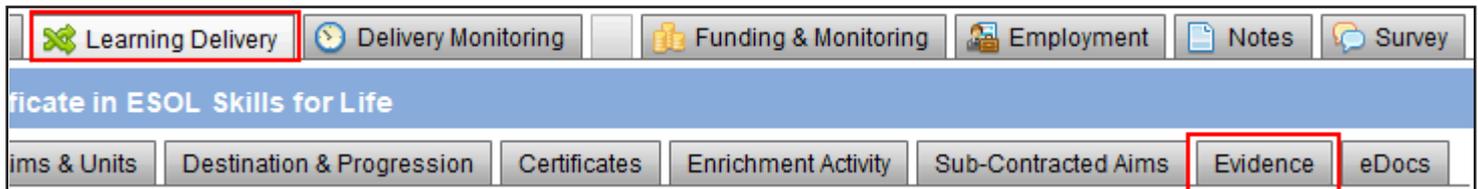
When the Evidence tab is selected within a learner profile Athena MIS checks to see if an ePortfolio exists, if not you'll be prompted to create one, all it takes is a single click of the Create ePortfolio button!
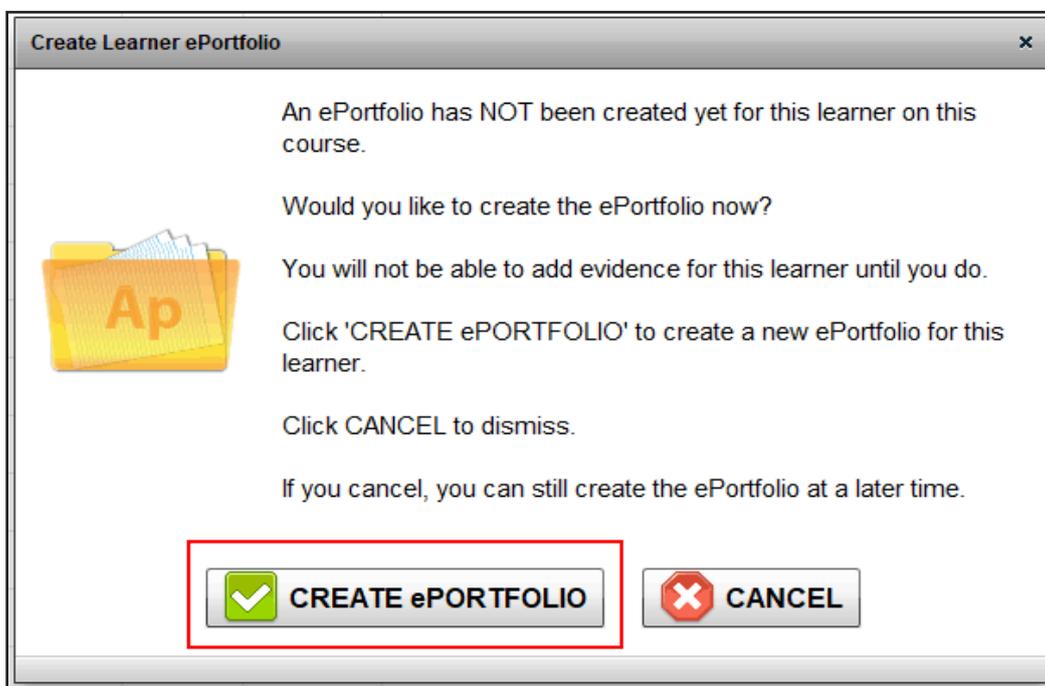
Once created learner evidence and associated documentation can be uploaded directly into the learner profile by members of staff.

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**

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.

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.

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.

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.

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.
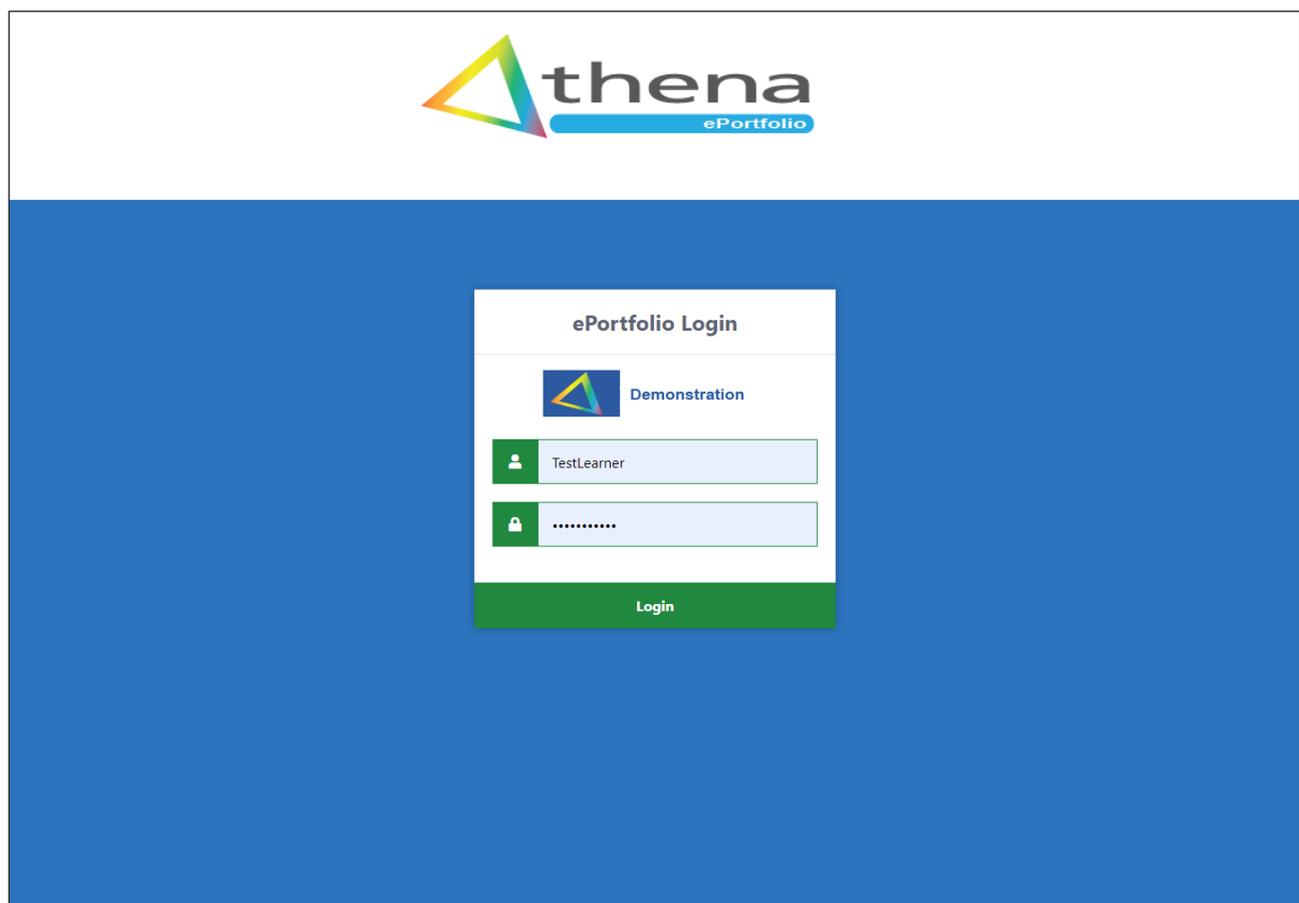
Desktop / tablet view

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 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.
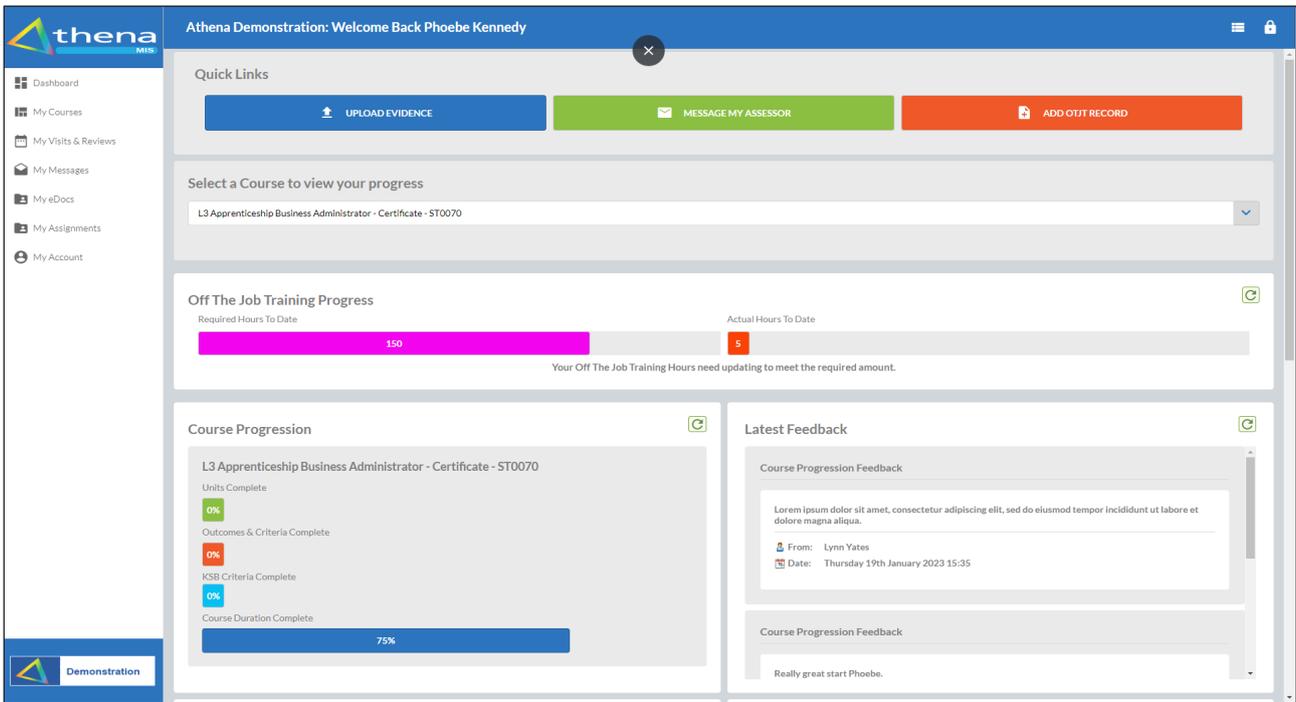
Desktop / tablet view

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.
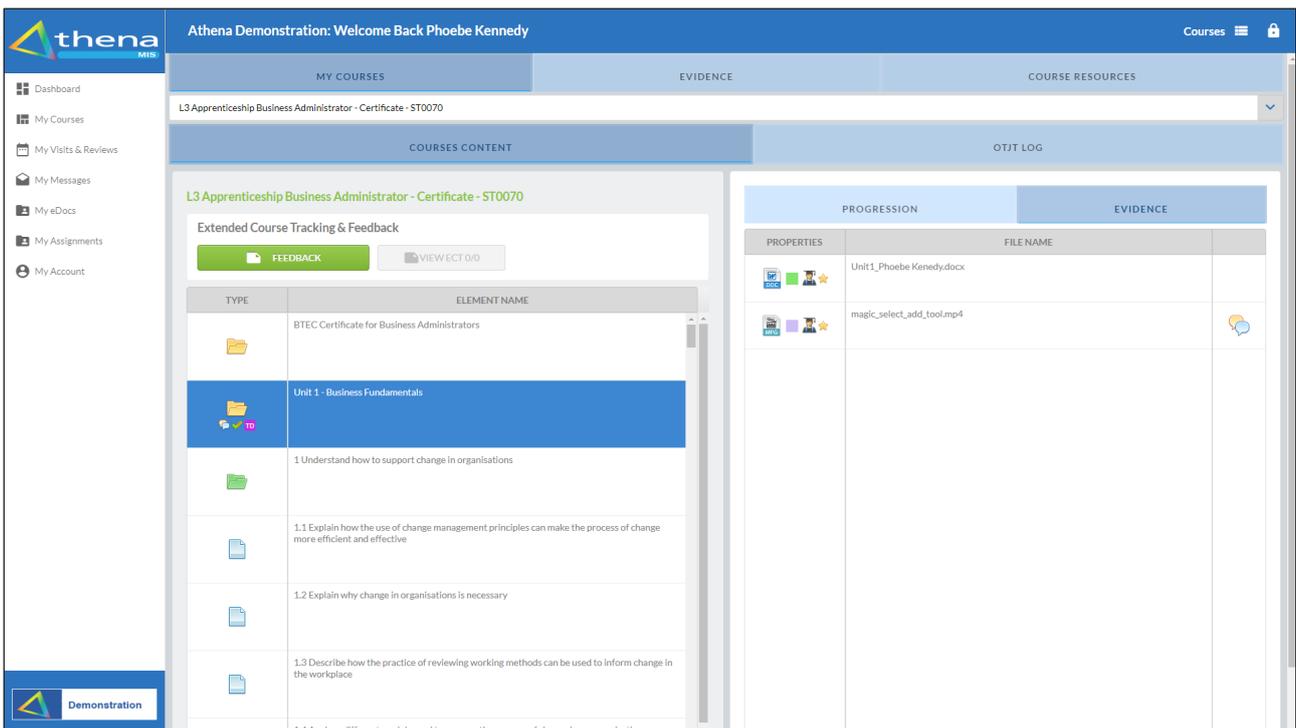
Desktop / tablet view

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.
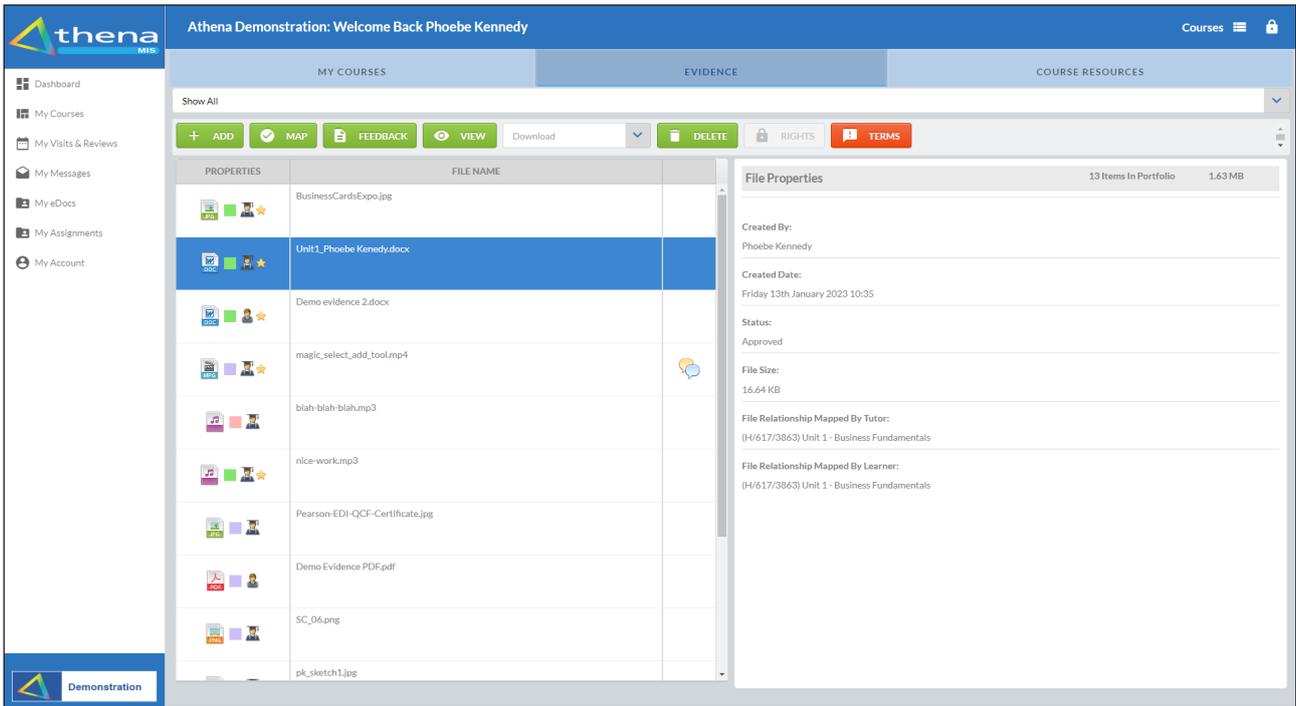
Desktop / tablet view

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.
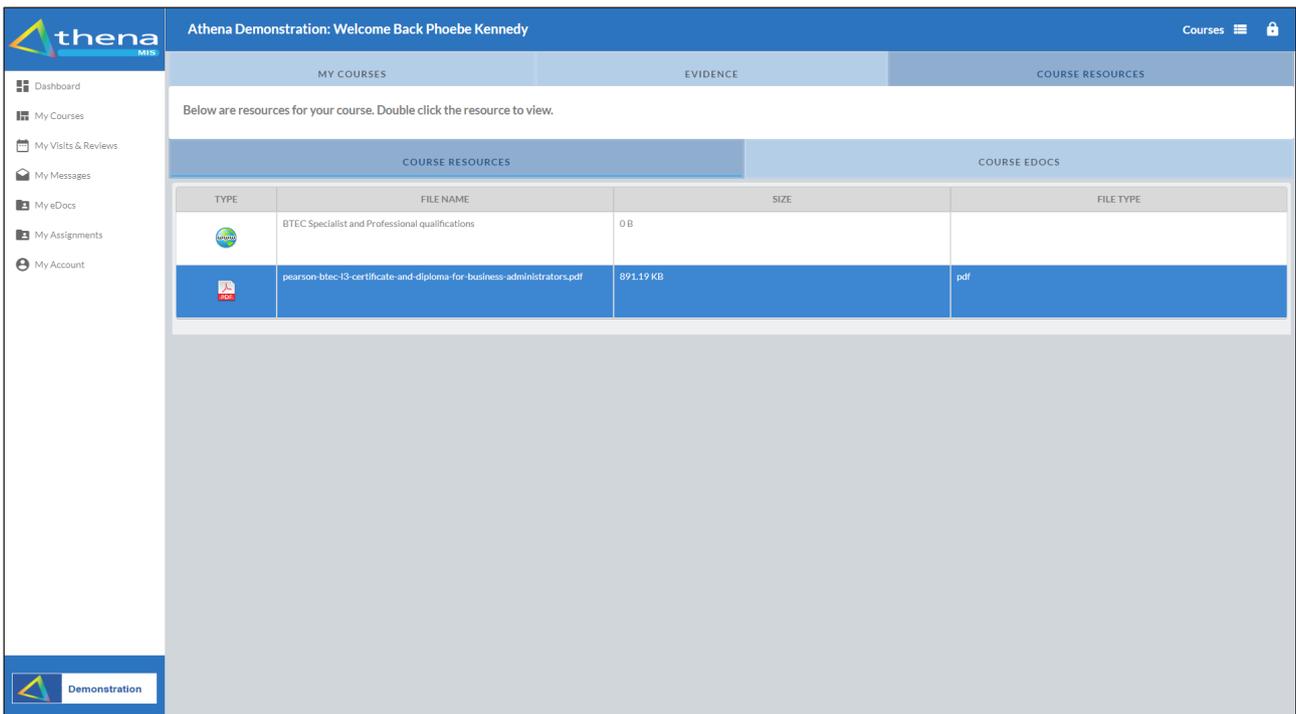
Desktop / tablet view

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.
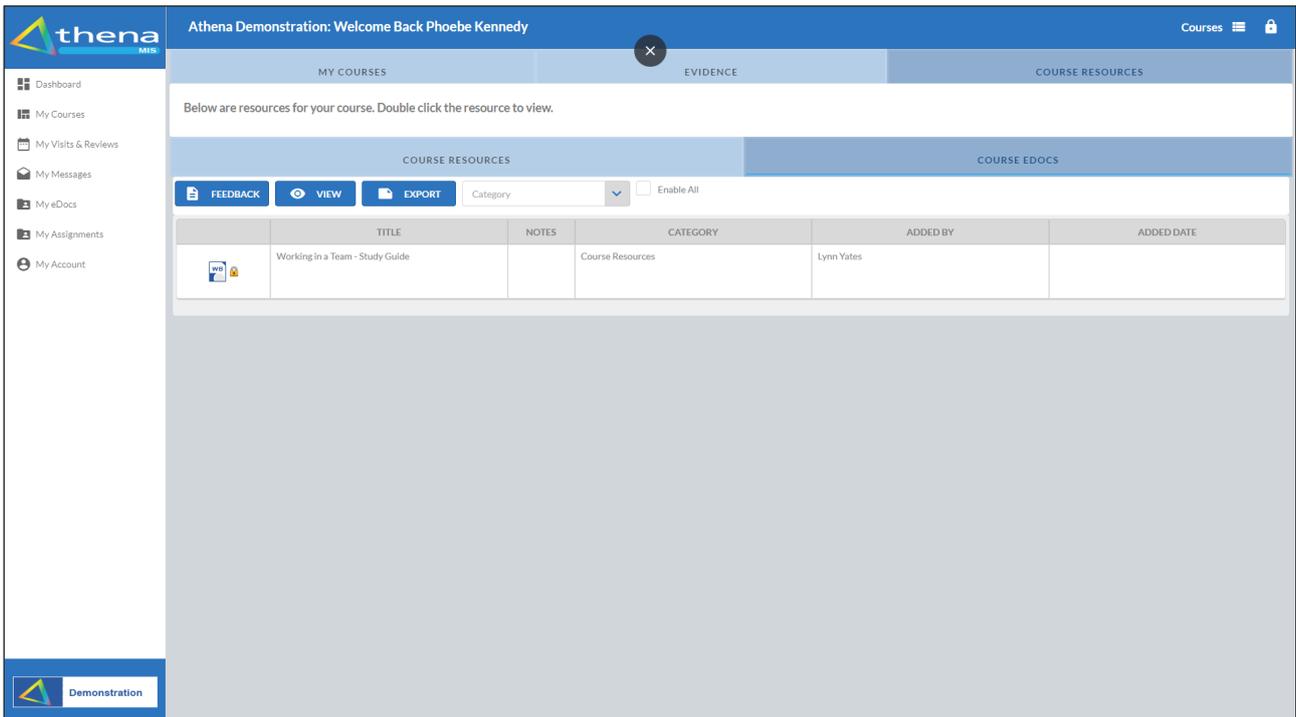
Desktop / tablet view
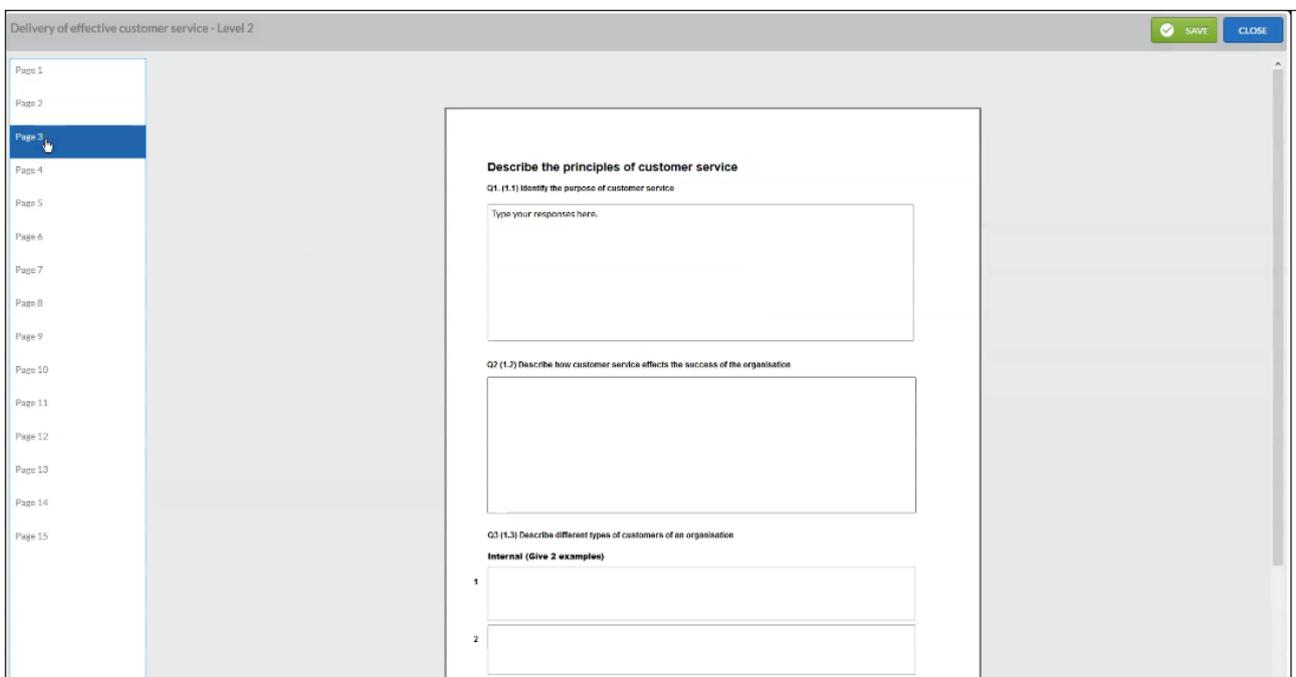
Desktop / tablet view

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 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.
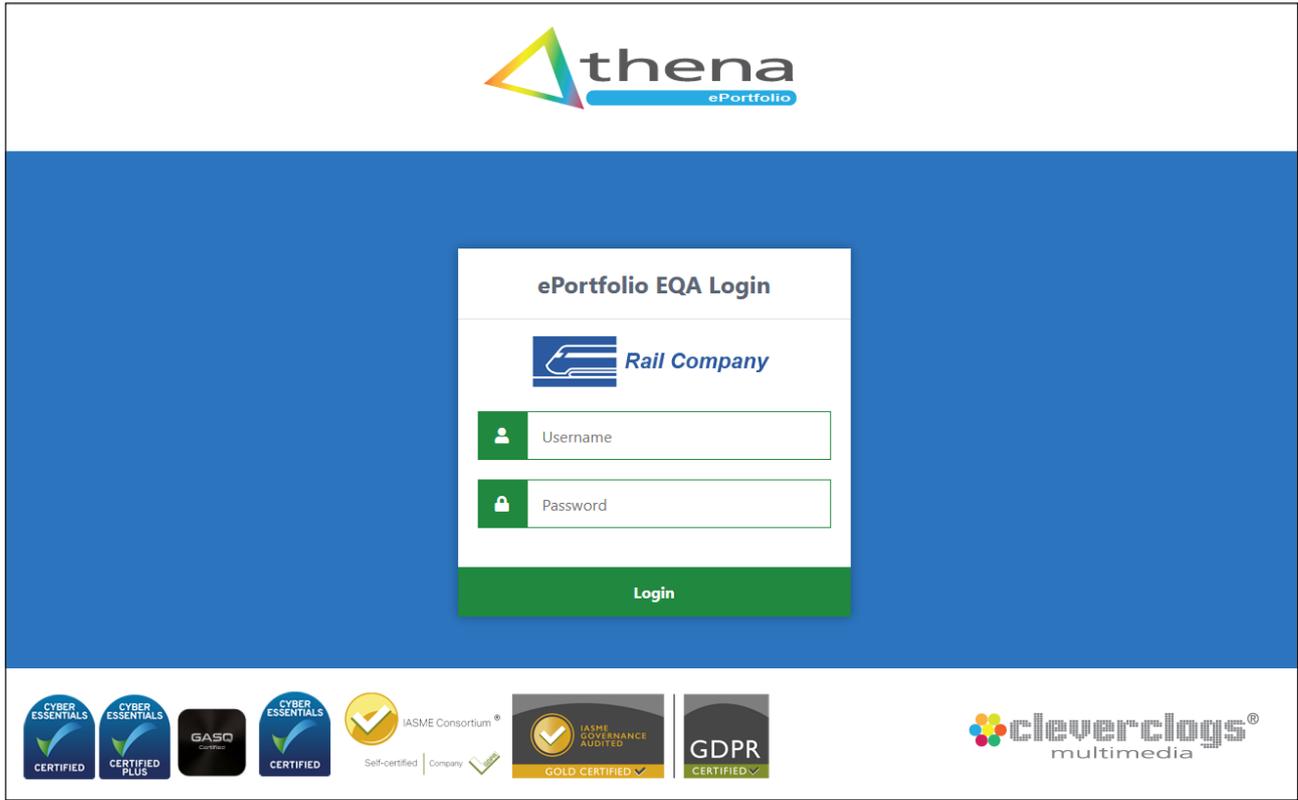
Desktop / tablet view

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.
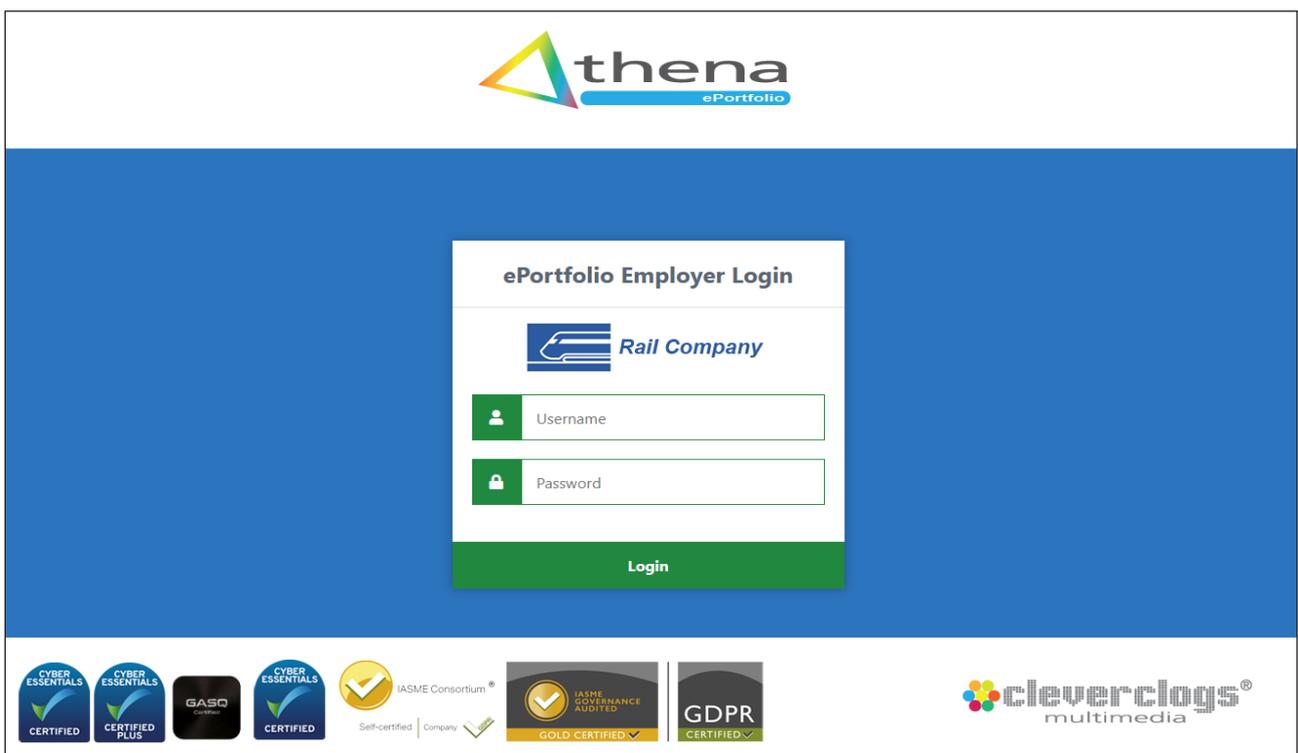
Athena ePortfolio - Learner Access - Mobile Phone View

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.

Mobile phone view

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

Mobile phone view

Notes:

Notes: