

Using eDofE

Presentation by Ben Simpson

Hampshire County Scout DofE Young Ambassador





eDofE – a participant's view

Once the participant has completed the enrolment form and paid their money, the county adviser sets up a place on EDofE and they get a welcome email.....

ځ Get Messages 🔻 🖋 Write 🔻 🔲 Chat 🛛 🚨 Address Book 🛛 💊 Tag 👻 🔍 Quick Filter	Search <ctrl+k></ctrl+k>		Č√J
From noreply@dofe.org ් Subject Welcome to eDofE		🐟 Reply 🔿 Forward 🔯 Arch	HAMPSHIRE
Your eDofE sign in details are as follows: eDofE username: BenSimpson16 Temporary password: 0000000 (based on your	date of birth DD/MM/YYYY)	nar	from the centre named 'TSA Training' (Licensed Organisation ned 'NOA and Business LO')
eDofE ID number: 1230948 De Wercome to me bake of Europaryn's Award and congratulations of choosing of start your own bole programme: Using eDofE, our online programme management system, you'll be able to demonstrate what you've done for your sections in los You should have received a <i>Welcome Pack</i> which will tell you more about how to get started on eDofE. As well as that, it provides book of memories at the end of your DofE journey. Your DofE Leader has created your eDofE account so you can get started on eDofE, managing and recording your DofE programme	more detail about your Achievement Pack and how uploading lots of	good quality photos will help you to	put together a really great
Your eDofE sign in details are as follows: eDofE username: BenSimpson16 Temporary password: 0000000 (based on your date of birth DD/MM/YYYY) eDofE ID number: 1230948 To get started on eDofE, just follow these easy steps		-	
 Go to <u>www.eDofE.org</u> and enter your username and temporary password detailed above. Remember though; when you of Once you're in eDofE, you need to complete the required fields for your address, email etc. You won't be able to start reco You will be asked to change your temporary password when you sign in for the first time. Choose something you'll remem You're now ready to start! You can begin your DofE programme by choosing your timescales and choices of activities. Spe 	ording your DofE activities until you've filled in these questions. nber.	e!	
NB: The Resource Zone in eDofE has handy user guides to help you navigale through eDofE. Hints and tips	the wrong level of programme (Prenze, Silver, Gold) or been given th		den't opter information for
 get started on eDofE, just follow these easy steps Go to <u>www.eDofE.org</u> and enter your username and temporary password detailed ab Once you're in eDofE, you need to complete the required fields for your address, ema You will be asked to change your temporary password when you sign in for the first t You're now ready to start! You can begin your DofE programme by choosing your time 	il etc. You won't be able to start recording your I ime. Choose something you'll remember.	DofE activities until you've	filled in these questions.
From all at the DofE			

This e-mail is intended only for the person to whom it is addressed. If an addressing or transmission error has misdirected this e-mail, please notify the author by replying to this e-mail. If you are not the intended recipient you must not use, disclose, copy, print or rely on this e-mail. . <u>.</u>



They login using their details



	Ŵ
e	DofE

Welcome to eDofE!

The Duke of Edinburgh's Award is a voluntary, noncompetitive programme of activities for anyone aged 14-24. eDofE enables them to record their intended aims, track their progress and upload evidence of their achievements.

For assistance click here



Username: BenSimpson16 Password: ••••••• • Forgot your password? Sign in			
	Username:	BenSimpson16	
Forgot your password? Sign in	Password:	•••••	۴
	Forgot your pas	ssword?	Sign in

Operating systems

The current version of eDofE can be accessed on browsers running in either Windows or Mac computers. Mobile devices and tablet operating systems can employ native browsers to access the web site.

Browsers and versions

 $e \mbox{DofE}$ has been evolving over the years supporting most of the modern browsers and versions.

Non Supported browser versions

Older browsers including Internet Explorer versions 6 and 7 are not currently supported by the eDofE application. Newly released browser versions may not support all functionality when first launched, but we will update the application where possible to rectify this.

🔎 – 🔒 🖒 📗 edofe.org



Welcome to the DofE!



"I hope that in doing your DofE you will discover fresh interests, make new friends and find satisfaction in giving service to others."

"There are many worthwhile activities from which you can make a choice and I hope that those which you decide to do will give you pleasure and increase your knowledge of the world and yourself."

HRH The Prince Philip, The Duke of Edinburgh KG KT

Welcome! We're delighted that you've chosen to do your DofE and use *e*DofE to record your progress along the way.

You're in for a real adventure as you decide what you want to do for each section. Remember, you can choose activities which are completely new to you or build on something that you're already doing. Whatever you do, make sure you choose activities that you will find fun and interesting – they will make it easier for you to stay involved and bur Award.

ct?

ext page we'll ask you for some basic information about you – it'll only take a minutes to complete. At any stage you can amend or add to your profile info.

s that's done, you can start setting up your DofE programme – selecting your timescales and goals so your Leader can approve what you're going to do.

the way and upload it to eDofE – this can be anything from photos, certificates and thank you letters to Assessor's comments and notes you type into eDofE.

When you've achieved your Award you'll be able to use this evidence to create a great *Achievement Pack* – a lasting memory of all your hard work!

Have fun and we look forward to congratulating you when you achieve your Award!

The DofE Team

Continue

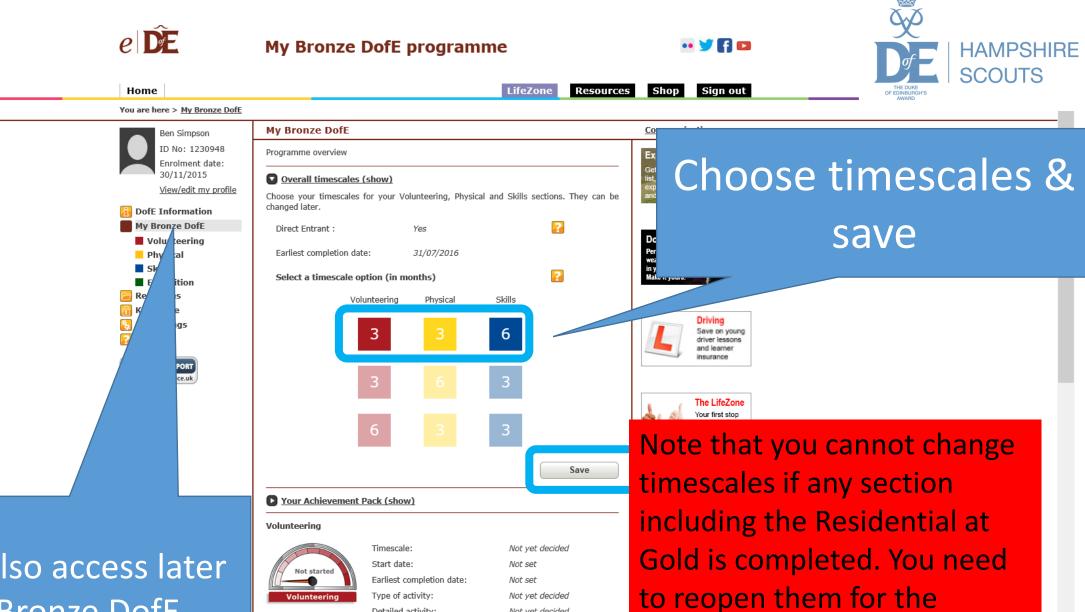
Welcome from Prince Philip

My Basic Information

To get you set up on eDofE w	e need to ask some quick questions.
* = required field	Sign out without saving
Contact details	
Address	
Enter your house number / na	ame and postcode and click 'Find address'.
* House no/name:	
* Postcode:	
	Find address
* Street name:	
Address line 2:	
Address line 3:	
* Town:	
County:	
* Country:	United Kingdom
* Email:	promotional offers, prize draws an 🛜
* Confirm email:	
Phone (landline):	
Phone (mobile):	
Emergency contact	
Who should we contact in an	emergency?
* First name:	2
* Last name:	
* Relationship to you:	(Please select)
* Contact number:	
(If you are under 18 this m parent / guardian?)	nust be someone who is responsible for you - usually yo



Complete mandatory information



Not yet decided

Not yet decided

Edit section

participant to change!

Type of activity:

Detailed activity:

Volunteering

They can also access later via My Bronze DofE

V



e DE

Home

Ben Simpson ID No: 1230948

Enrolment date:

30/11/2015

DofE Information My Bronze DofE

Volunteering

Physical

Expedition

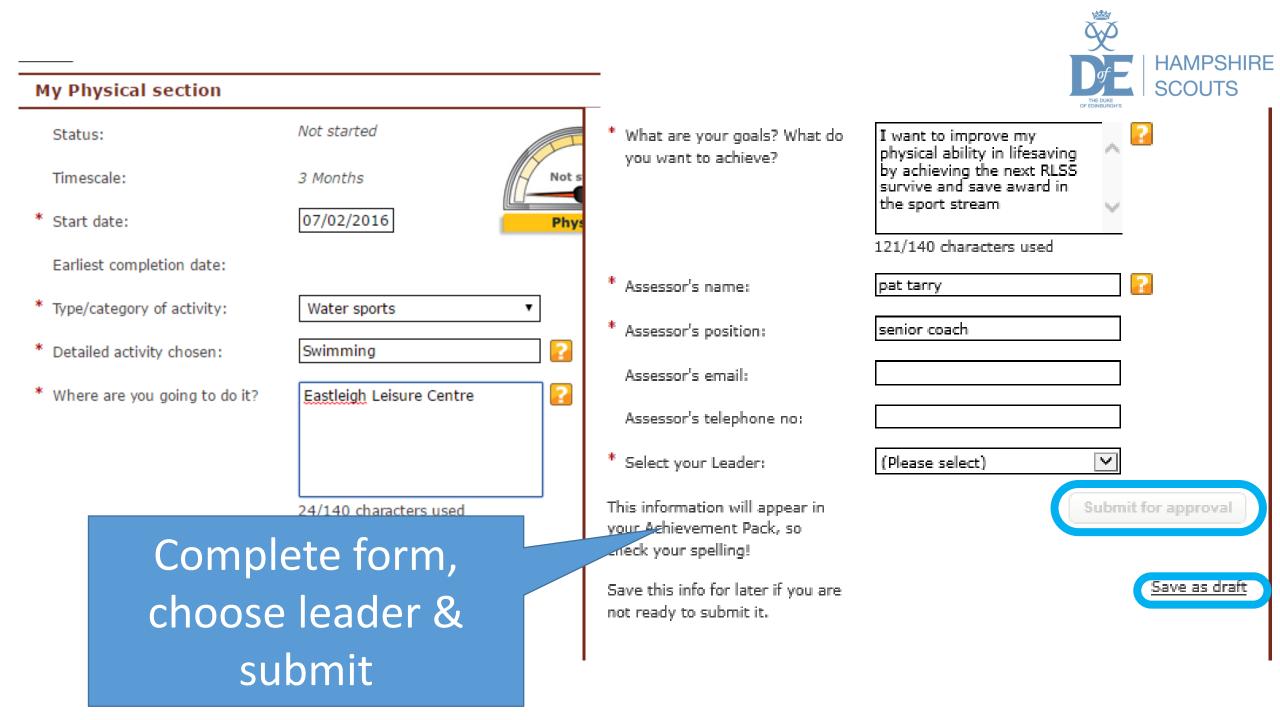
Skills

Resources

🛅 Keep Safe

🔄 My Settings

🛜 Help





DofE Leader



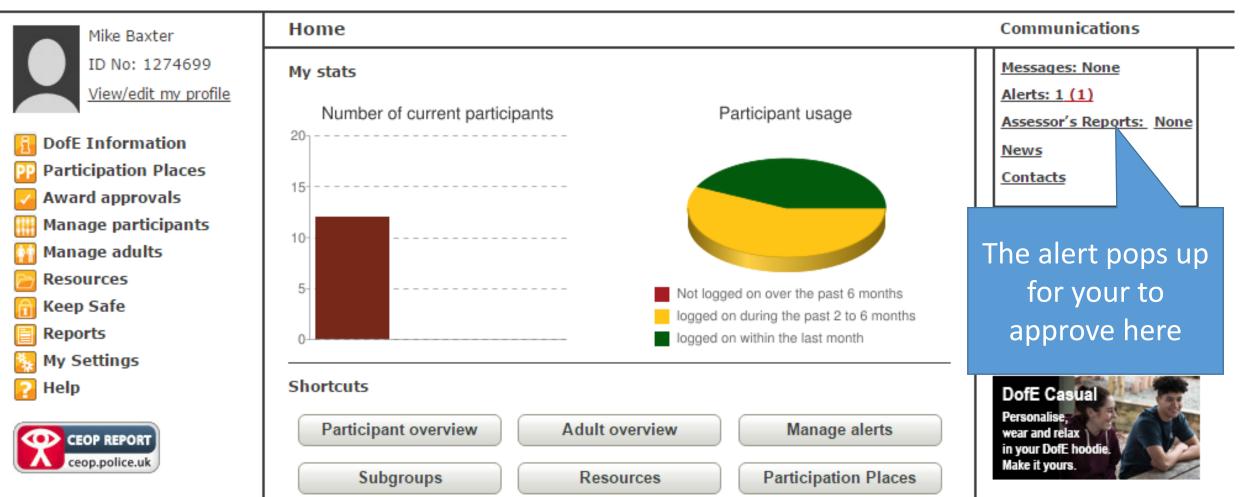
Shop

Resources

Sign out

Home

You are here > Home



LifeZone

Manage alerts	Communication	ons	Š
To action alerts for an individual, click on the A symbol below. use the Select column and 'Approve checked' button. The particip		contents	DE HAMPSHIRE SCOUTS
Кеу			THE DUKE OF EDINBURGH'S AWARD
Programme planner or evidence alert.	Approve che	ecked	
A Section alert. Cannot be approved without viewing.			
	R	esults: 1	
ID First name Last name Group Level Volunteerir	g Physical Skills	Select	
	View Award		Close 🗙
James TooGood Scout South B	A Physical	3 Months Status: Programme plann	er submitted
1274698	07/02/2016 Start Date:	07/02/2016	Assessor's report
	Type:	Water sports	Check and
	Detail:	Swimming	
Click on the alert	Location:	Eastleigh Leisure Centre	approve in happy,
to view what	Goals:	I want to improve my physical ability in lifesay achieving the Bronze survive and save av	otherwise query.
needs approval	Assessor:	pat tarry	
	Position:	senior coach	
	Tel:	∈ mail:	
	Approve	Query	Show or hide evidence
	Comments		

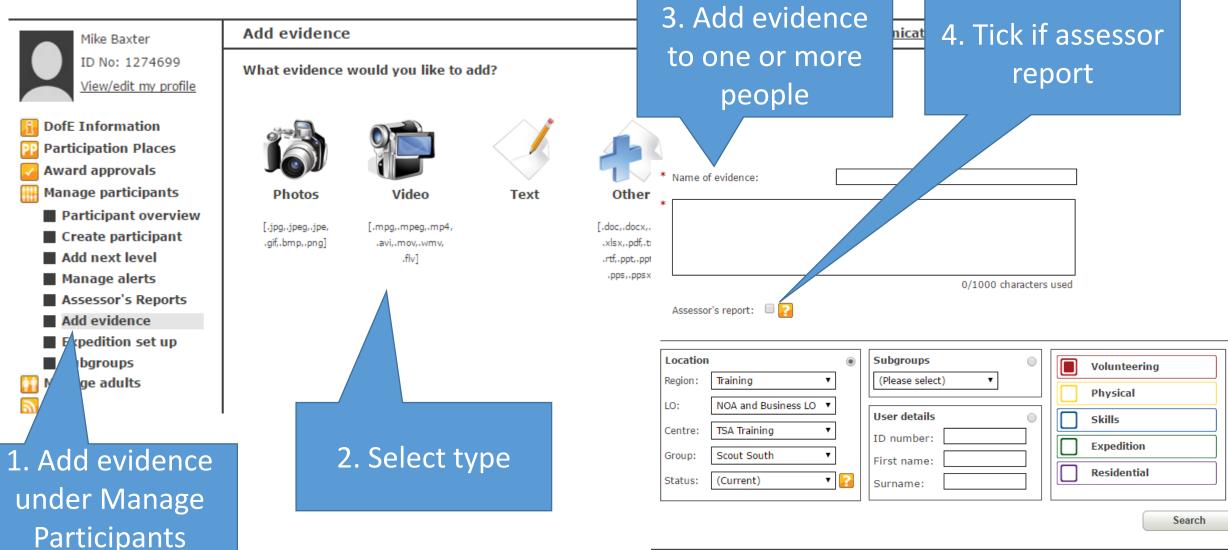
There are no comments on this section.



- ✓ Participant completes programme planner
- ✓ Leader approves programme planner
- Participant or leader can add evidence (photos, videos, documents etc.)
- Minimum evidence is the assessor report
- If participants add evidence it will come to you for approval

Let's see how to do this...

Leaders can add evidence to one or more participants





Participants can also add evidence



James TooGood ID No: 1274698 Enrolment date: 01/09/2015

View/edit my profile

DofE Information
 My Bronze DofE
 Volunteering
 Physical
 Skills
 Add evidence
 View evidence
 Expedition

Add evidence

What evidence would you like to add?



Photos

[.jpg,.jpeg,.jpe, .gif,.bmp,.png]

Add evidence



Video

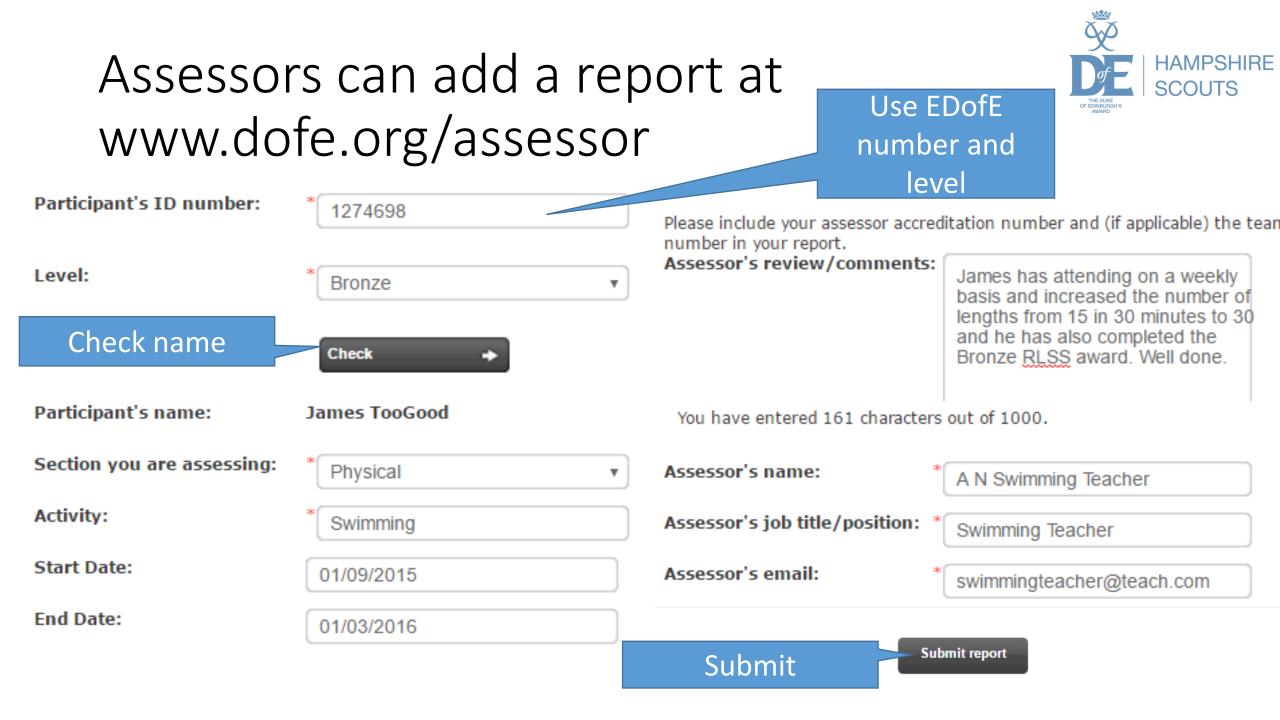
[.mpg,.mpeg,.mp4, .avi,.mov,.wmv, .flv]



Text



[.doc,.docx,.xls, .xlsx,.pdf,.txt, .rtf,.ppt,.pptx, .pps,.ppsx]







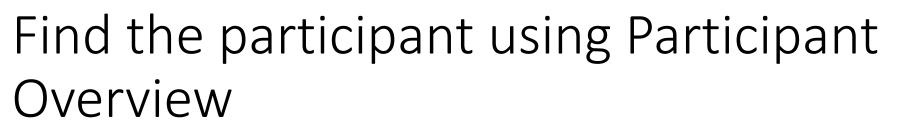
ID	<u>Name</u>	<u>Level</u>	Section details	Assessor Details	Assessment Text	Date submitted	Select all
1 274698	James TooGood	В	Physical Swimming Status: Programme planner approved	A N Swimming Teacher Swimming Teacher swimmingteacher @teach.com	Start date: 01/09/2015 End date: 01/03/2016 James has attending on a weekly basis and increased the number of lengths from 15 in 30 minutes to 30 and he has also completed the Bronze RLSS award. Well done.	07/04/2016	Select the repo

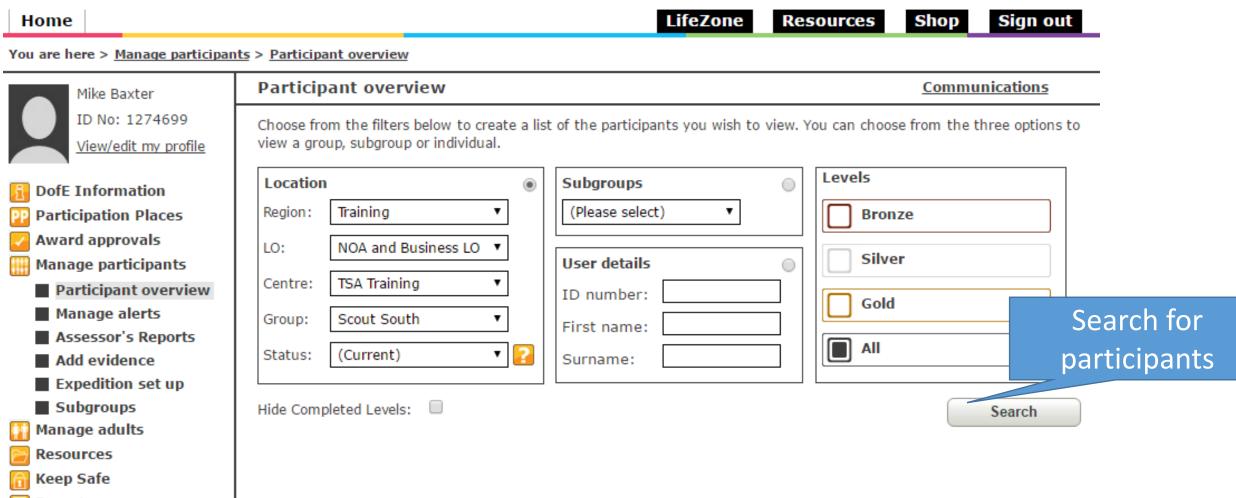
participant



- Participant has completed the relevant time
- An assessor report has been added as a minimum
- Leader can now check and approve the section
 If you have approved the assessor report you need to go in and approve the section.

Let's see how ...

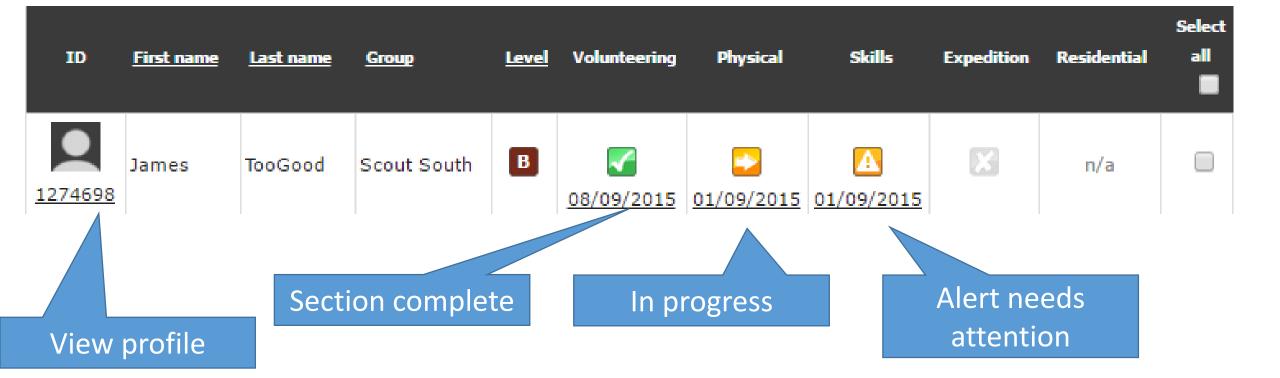




Reports



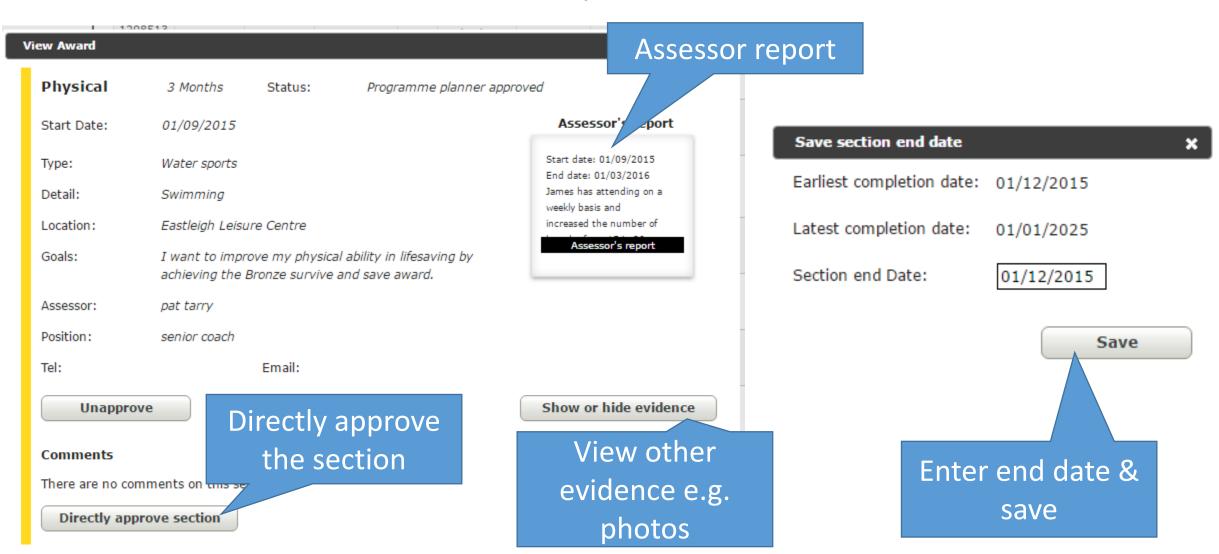
View the participant and click on section to view





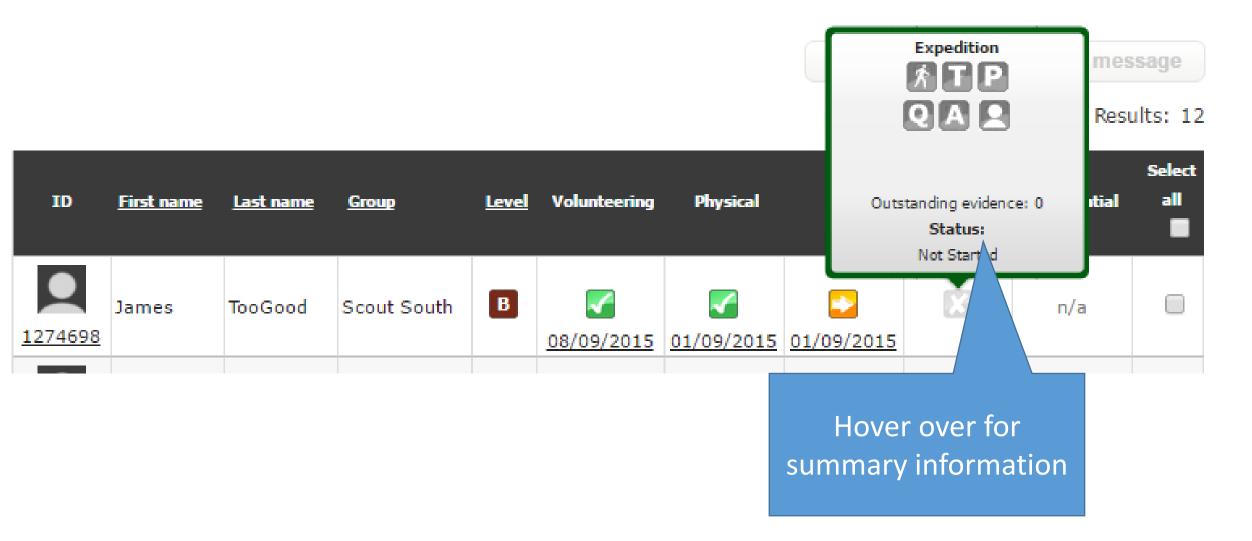


If we click on the physical we have just added an assessor report to....





Now it shows it is approved





Setting up an expedition

Participants or leaders can set up expeditions

- It is easier for leaders to set the expedition up for the whole group
- Participants still need to add their aims and objectives

Let's see how this works...

You are here > Manage participa

Mike Baxter ID No: 1274699 <u>View/edit my profile</u>

- DofE Information
- Participation Places
- 🔽 Award approvals
- 🛗 Manage participants
 - Participant overview
 - Create participant
 - Add next level
 - Manage alerts
 - Assessor's Reports
 - Add evidence
 - Expedition set up
 - Subgroups

Silver



To create a subgroup, first give it a name and click on the add button. This will add it to the above list where you can add members etc.

2. Name group e.g.

* Subgroup name:

Expedition group



Add

Subgroup name		Members		Delete
Expedition group		0	<u>View/edit members</u>	<u>Delete</u>
				Save
1. Manage participants then Subgroups	3. Add	member	S	

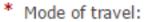
Use expedition setup....

DofE Information Expedition set up Communications Participation Places Here you can approve expedition training and set up basic information on both practice and gualifying expeditions for any Award approvals number of participants for whom you have responsibility. You can also download reports to support the Expedition Manage participants Supervisors and Assessors. Participant overview Levels Subgroups Location ۲ Create participant Training (Please select) Region: v Bronze Add next level NOA and Business LO LO: Manage alerts Silver User details Assessor's Reports TSA Training Centre: ID number: Gold Add evidence Scout South Group: First name: Expedition set up v 🔽 (Current) Status: Surname: Subgroups Search 1. Manage 2. Select subgroup or participants then participant Exped setup

Set mode of travel

Expedition mode of travel (hide)

You can directly start the Expedition section for participants by choosing the level and mode of travel below.





Ш	<u>First name</u>	<u>Last name</u>	Group	Level	Select all	
1269042	Mickey	Mouse	Scout South	В	۲	Not Started
<u>1274698</u>	James	TooGood	Scout South	В	V	Not Started

Mark training completed

Expedition training (hide)

Here you confirm that the participants selected have completed all elements of the Expedition Training Framework. Details can be found in the DofE resource zone. Approving the training will mark all elements as complete on the date selected.

* Completed on:

01/10/2015	
------------	--

Results: 2

ID	<u>First name</u>	<u>Last name</u>	<u>Group</u>	Level	Select all	
<u>1269042</u>	Mickey	Mouse	Scout South	В		Not Started
<u>1274698</u>	James	TooGood	Scout South	В		Not Started

Add practice expedition

Practice expedition (hide)

By adding information here the practice will be automatically approved. You can add route cards via the 'Add evidence' page. Each participant must be eligible to have the start date selected. You will not be able to select an ineligible participant.

*	Wild country?	Yes: 🔘 No: 🖲 🔁		
*	Expedition location:	New Forest		
	Expedition notification no:	HSEXP01	2	
*	Start date:	04/10/2015		
*	Number of days:	2		
	Expedition aim:			2

You can download a report for supervisor or assessor

Expedition reports for Supervisors and Assessors (hide)

Here you can download reports to support Expedition Supervisors and confirm to Expedition Assessors that the participants have completed expedition training, and list the practice expeditions each participant has completed.

<u>ID</u>	<u>First name</u>	<u>Last name</u>	<u>Group</u>	Level	Select all	
1269042	Mickey	Mouse	Scout South	В		
<u>1274698</u>	James	TooGood	Scout South	В		

Results: 2



Add the qualifying expedition

- 🔘 Yes: 💿 No: 🔽 * Wild country? Expedition location: * New Forest HSEXP01Q Expedition notification no: 06/02/2016 ***** Start date: Proposed hours of activity (shows minimum hours - please amend
 - 2

to meet your plans)

Journeying?

Exploring?

W.

*

2 DAY: 6 6 Ŧ. 0 0

Add the presentation information

Expedition presentation (hide)

Add the presentation details here. This will overwrite anything the participant may have entered.

*	Presentation given to (name):	Michael baxter	
*	Role:	Leader •	
*	Date:	09/04/2016	
*	Presentation style:	Movie	

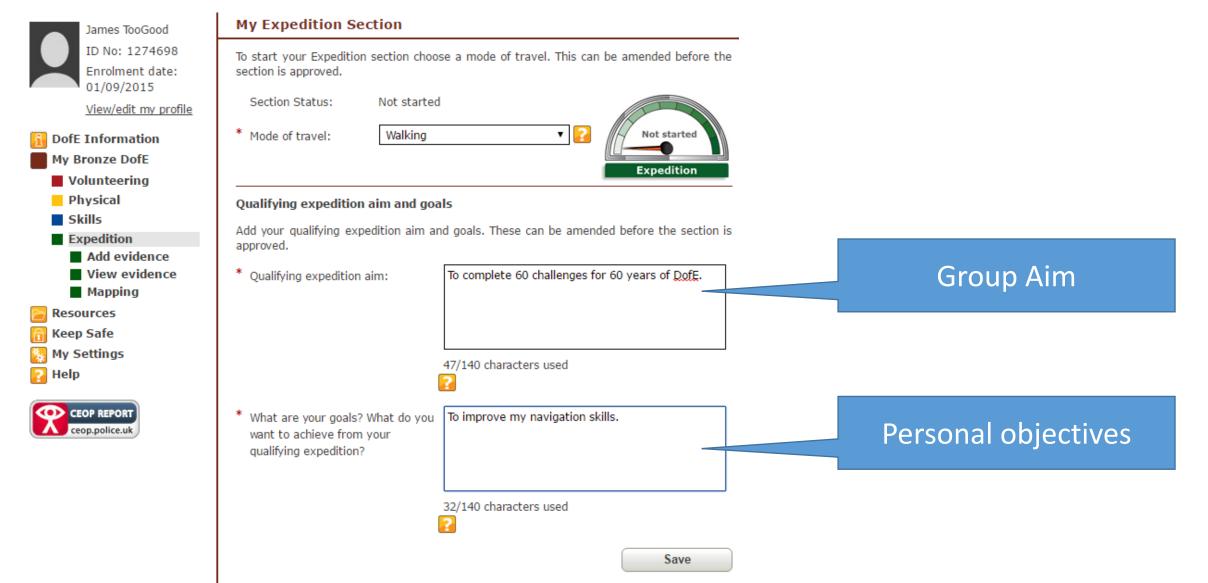
View Award				Close 🗙
Expedition		Status:	Not started	🕅 I P Q A 🖭 M 🛛 🖓
Mode of travel:	Walking	Training:	Approved	Assess Aim and goals incomplete
Practice expedition	ons: 1 (Click	here to view)		James comp d the
Maps created:	0			expedition at et the 20 conditions. T eather
Qualifying Expe	edition			was good. The pject
Team:		Location:	New Forest	Assess
Start date:	06/02/2016	Days:	2	
Journeying:	6,6	Exploring:	0,0	Show or idence
Aim:				
Objective:				
Expedition Notification Number:	HSEXP01Q	Qualifying status:	Draft	
Presented to:	Michael baxter	Role:	Leader	Qualifying ex
Date:	09/04/2016	Style:	Movie	shows incor
6				Participant n

Comments

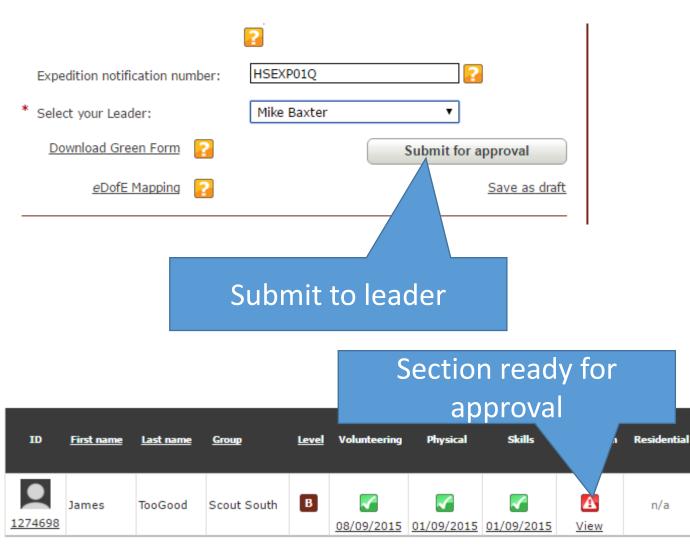
There are no comments on this section.

Qualifying expedition shows incomplete. Participant needs to complete aims & goals.

Participant completes aims & objectives

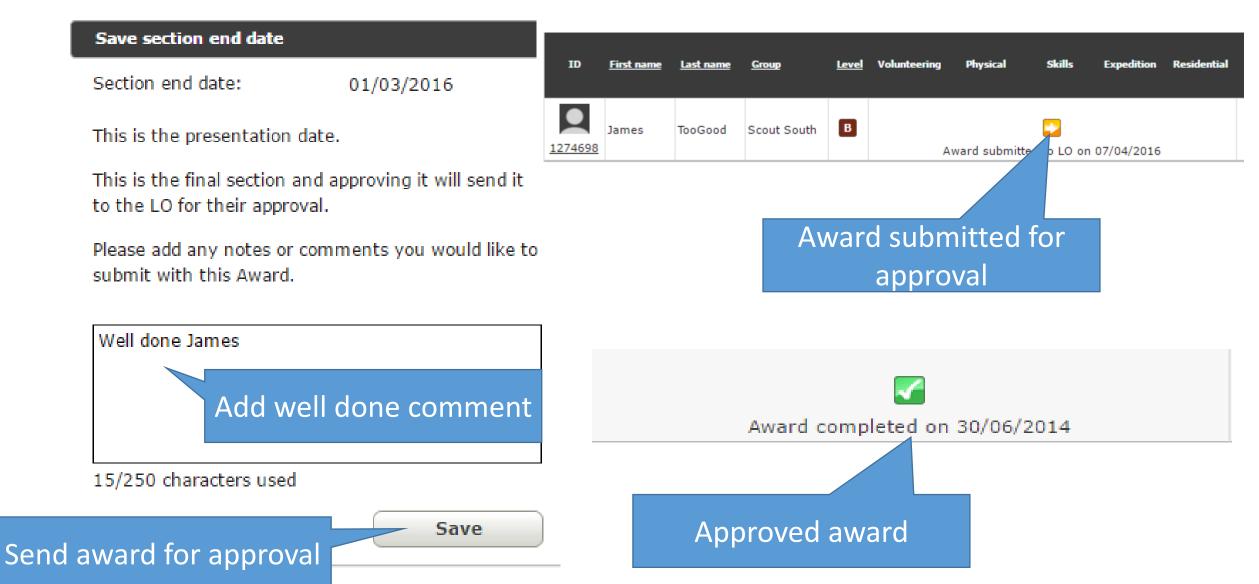


They then need to submit the qualifying expedition for approval



View Award				
Expedition		Status:	Section submitted	🕅 T P Q A
Mode of travel:	Walking	Training:	Approved	Assessor's re
Practice expeditio	ns: 1 (Click	<u>here</u> to view)		James completed the
Maps created:	0			expedition and met th conditions. The weath
Qualifying Expe	dition			was good. Their proje was about the wildlife
Team:		Location:	New Forest	Assessor's repo
Start date:	06/02/2016	Days:	2	
Journeying:	6,6	Exploring:	0,0	Show or hide
Aim :	To complete 60	challenges for	60 years of DofE.	
Objective:	To improve my	navigation skill	ls.	
Expedition Notification Number:	HSEXP01Q	Qualifying status:	Approved	
Presented to:	Michael baxter	Role:	Approv	e section
Date:	01/03/2016	Style:		e section
Comments			7	
There are no com	ments on this sec	tion.		
Query Sect	ion App	rove Section ,		

When the last section is approved....



View approved awards and download lists

Mike Baxter ID No: 1274699 <u>View/edit my profile</u>

DofE Information
Participation Places

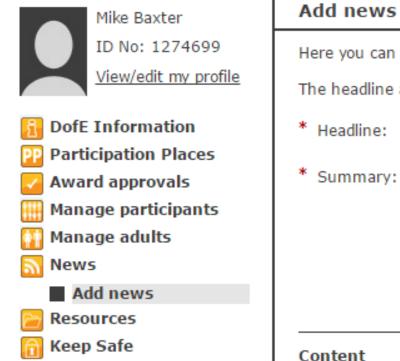
Award approvals

Leader approved

Approved Awards

What ca	an you do in this section?
Summar	approved y report of the status of Awards which have been approved by the Leader. Export reate certificates or presentation invitations.
Approve	ed Awards
Summar invitation	y report of approved Awards. Export data to create certificates or presentation

Add news for participants to see



Reports

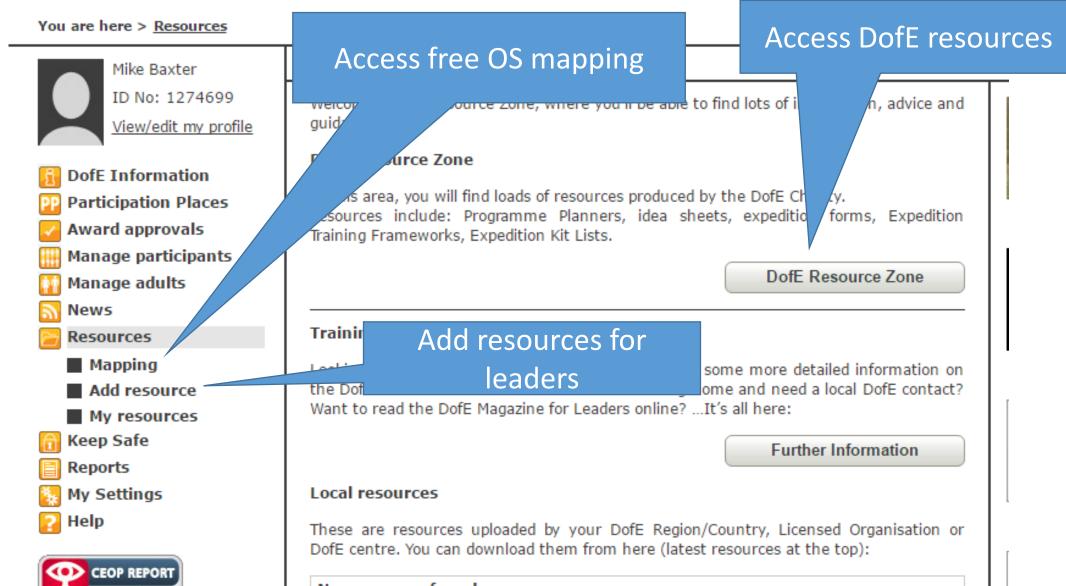
Help

My Settings

CEOP REPORT ceop.police.uk Here you can add a news story, select who can see it and when it will appear.
The headline and summary will appear on the home page of those receiving the news.
* Headline:
* Summary:
0/160 characters used
Content
Type or copy and paste the detailed news story here.



Resources



Reports



Mike Baxter ID No: 1274699 <u>View/edit my profile</u>

DofE Information
 Participation Places
 Award approvals
 Manage participants
 Manage adults
 News
 Resources
 Keep Safe
 Reports

Report	S	Communic
Select	Report name	Report details
0	User information	Participant information for selected group including ID, Address, D.O.B
•	Participant usage	A report of the last sign in of participants.
0	Participant move report	A list of participants moved in or out of the selected area.

My settings

Settinas



Mike Baxter ID No: 1274699 View/edit my profile

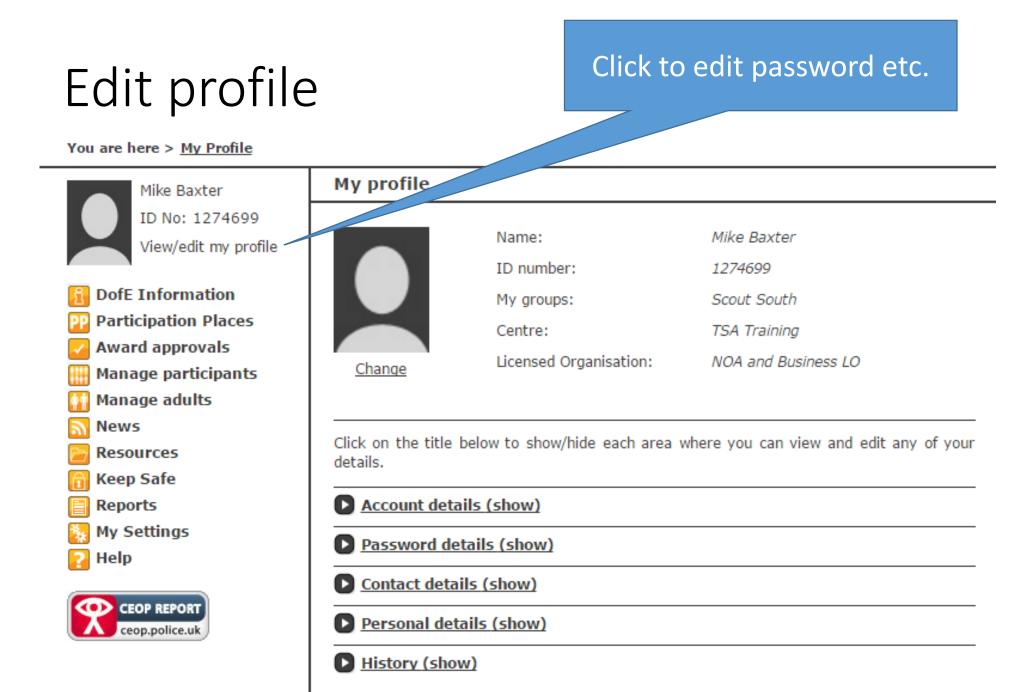
- **DofE Information Participation Places** PP Award approvals 1 Manage participants Manage adults
- ¢١
- 2 News
- Resources
- Keep Safe A
- Reports
- My Settings 張
- 🛜 Help



C

Customise quick links

		_
Homepage		
You can customise your home pag top or the bottom	ge by changing the position of the news to eithe	r the
News at top		
Shortcut1:	Participant overview	
Shortcut2:	Adult overview	
Shortcut3:	Manage alerts	
Shortcut4:	Subgroups 🔻	
Shortcut5:	Resources •	
Shortcut6:	Participation Places 	
Stats graph1:	Current participants bar chart •	
Stats graph2:	Participant usage pie chart 🔹	



Lost passwords

- 1. Look up username
- 2. Check email correct

Name:	James TooGood	Send message
ID number:	1274698	Add level
Group:	Scout South Change	Archive user
Centre:	TSA Training	
Licensed Organisation:	NOA and Business LO	
Region:	Training	
Leaders:	Jess Kelly, Gavin Philpott, Mike Baxter	
Last sign in:	07/04/2016	
Status:	Active	

Awards

Award level	date	Earliest completion date	Volunteering	Physical	Skills	Expedition	Residen
Bronze	01/09/2015	01/03/2016					
				Award submitte	ed to LO on 0	7/04/2016	

Click on the title below to view and edit this participant's details.

Account details (hide)

Username:

JamesTooGood2

Email address

Username

Contact details (show)

Personal details (show)

Use forgotten password link

