

eDofE Participant User Guide

Open up your Internet browser and go to www.eDofE.org/login.aspx

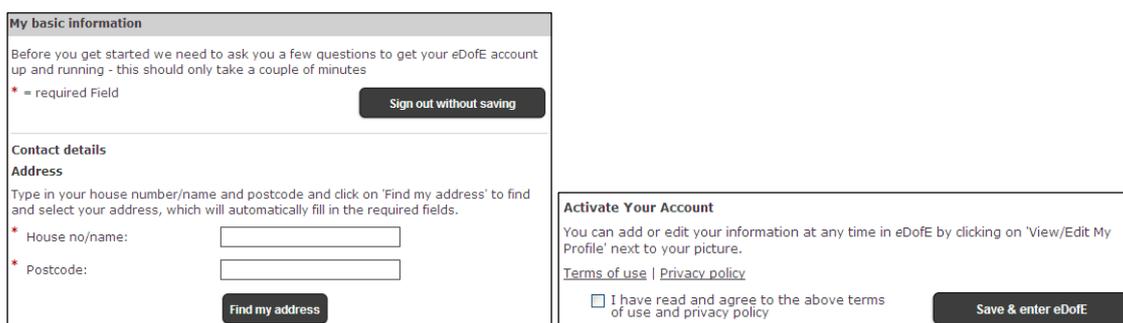
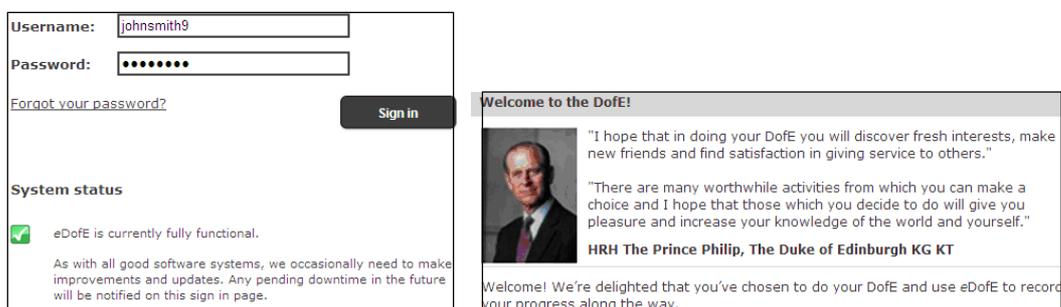
Fill in your username and password and click 'Sign In'

All users have to complete the listed mandatory fields marked with *

Your username will usually be your full name e.g.: FREDBLOGGS. If there is more than one person that is already registered on DofE with the same name, then you would already have been given an alternative username e.g.: FREDBLOGGS2.

Remember, the password you first receive is your date of birth e.g.: ddmmyyyy = 01011991.

If you have forgotten either your username or password please come to the DofE office (in the main Admin office) on Wednesdays between 10am and 1pm, or email me via eDofE or in school at cam-dofe@cambournevc.org.



Areas which you will find useful

- View/edit my profile – to update your personal details/password/username and upload your profile picture and thumbnail
- My 'Level' name – to access the DofE programme which you are working on
- Speedometers – To see the status of your sections
- Evidence images – a list of your latest evidence from your most recent DofE level

Changing username, password and security answer

For data protection requirements it's important you know how to change your username and password, remember to make a note of them somewhere safe.

1. Click on 'View/edit my profile'
2. Click on the 'Password details'. It must include letters, numbers, be more than six characters and have at least one capital letter. **Note:** This is case sensitive so be careful! Please ensure you make a note of your user ID and password
3. Click on 'Account details' to edit your username and enter your security answer

Security rules of eDofE access

1. **Your login to eDofE is timed.** Remember to sign out from eDofE if you move away from the computer. This is for security purposes and there is a timing out rule. If you do not perform any actions in eDofE after 30 minutes, then the system will automatically log you out.
2. **Security question.** If you have forgotten your password and you have previously entered an answer to the security question, you have three attempts to enter the correct password. Failure means you cannot access your account for up to 24 hours.

Select your sectional timescales

You decide on how long you want to do each section for. You should have discussed your DofE programme with your DofE Leader:

1. Click your DofE programme level (e.g. **Bronze**, Silver or Gold)
2. Click on 'Overall timescales'
3. Choose the duration for each section by selecting from the drop down menus and press save and now select your activities

Information!

Welcome to your eDofE, to get started on your award please select your timescales [here](#).
Don't forget to upload a new profile picture too!

Overall timescales (hide)

Here you need to choose your timescales for your Volunteering, Physical and Skills sections. Select them from the drop down boxes below. Don't worry if you're not 100% sure at the moment - you can always change them later.

Direct Entrant: Yes

Volunteering: (Please Select) ?

Physical: (Please Select) ?

Skills: (Please Select) ?

Earliest completion date: 01/01/2011

Save & update account

Your home page

As soon as you completed your timescales, you will have access to your home page.

- 1) To add/edit your picture, change your username, password or personal details – click on 'View/edit my profile'
- 2) To start your sections - click on your level name ('My Bronze DofE') and select the relevant section. Also you can click on the 'speedometer' to go straight to the section
- 3) On the top right – when a leader asks a questions or an action is made online then you will get a 'Message'. Click on it to view the messages
- 4) Speedometers and 'My evidence' – to see your progress and view your uploaded work

eDofE My Gold DofE programme

Home Shop Sign out

You are here > Home

Not Real12
ID:165706
Enrolment date:
01/01/2015
[View/edit my profile](#)

DofE information
My Gold DofE
Resources
Keep safe
Help

Home

My sections and progress

Doing section
Volunteering

Not started
Physical

Not started
Skills

Not started
Expedition

Not started
Residential

My evidence

Latest news

Welcome to the eDofE! I hope that in doing your DofE you will discover fresh interests, make new friends and find satisfaction in giving service to others. [read more](#)

Communications

Messages: 3 (3)
News: 132
Contacts: None

The DofE Achievement Pack
Remember to upload lots of good quality evidence!

See range
berghaus
With the high-tech functionality of GORE-TEX

Vango
Tent Sale

DofE information

My Gold DofE

- Volunteering
- Physical
- Skills
- Expedition
- Residential

Resources

Keep safe

Help

Starting sections

Now you have to choose an activity for each section and research what interests you and whether you can find suitable opportunities in your area. Once you are satisfied with your choice and have discussed it with your DofE Leader, you can record the activity in your eDofE account. The Volunteering, Skills, Physical sections have two areas: programme plan and evidence.

1. Click your DofE level (Bronze)
2. Select the section
3. Fill in the start date

I've entered the wrong date, how do I change it? – You can edit this until your Leader approves your plan or you undo the submission to them. After it's been approved then ask your Leader who can change it.

Backdate a section: You can only backdate one section for up to three months if it is before your enrolment date and you meet the age requirement. If you have actually started your level before the eDofE enrolment date (for example you were waiting for the sign in details) then ask your leader to edit your enrolment date

My Volunteering section

Status:	Not Started	
Timescale:	12 Months	
* Start date:	<input type="text" value="17/01/2010"/>	
Earliest completion date:	17/04/2013	
* Type/category of activity:	<input type="text" value="Coaching teaching and leadership"/>	
* Detailed activity chosen:	<input type="text" value="Army Cadet Force"/>	?
* Where are you going to do it?	<input type="text" value="At my local ACF group"/>	?
	<small>21/140 characters used</small>	
* What are your goals? What do you want to achieve?	<input type="text" value="Help my fellow cadets learn how to camp , learn new skills etc"/>	?
	<small>62/140 characters used</small>	
* Who is going to assess you (Name)?	<input type="text" value="Thomas Franklin"/>	?
* What position do they hold?	<input type="text" value="Training Manager"/>	?
Assessor's email:	<input type="text" value="Tf@fakeemailaddress.com"/>	?
Assessor's telephone no:	<input type="text" value="01753 727400"/>	?
* Select your preferred Leader to submit the section details to:	<input type="text" value="Tech Leader"/>	

4. Choose the type/category that best reflects your activity by selecting from the drop down menu
5. You can type into the 'detailed activity chosen' box or select from the predefined drop down menu
6. Complete each question by typing into boxes
7. Click on 'Save & update'. Once you are happy with your answers click **'Submit details for approval'** (otherwise the information will stay as a draft and can't be approved by the Leader). Your Leader will be alerted as to your choice of activity. They will approve or reject your choices
8. You will now need to collect evidence from all of your activities (e.g. pictures /reports /personal activity log /statements from your Supervisor etc.). Upload them into eDofE and request approval from your Leader

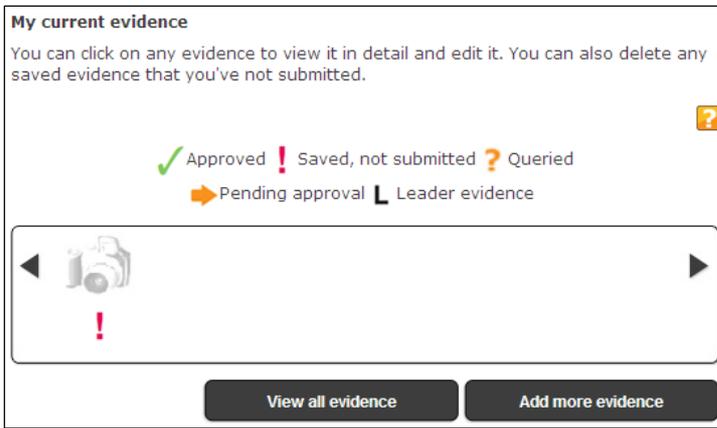
Change your objectives: If you want to modify your objectives **do not** click 'Submit details for approval. Only click it once you are satisfied with your final objectives. Only your Leader can un-approve your aims so you can make further changes to it.

I have submitted my objectives by mistake: Click 'Undo submit' and you can edit your work again unless your leader has already approved them.

How to complete the section

After the minimum time duration has passed, you must get two areas approved by your Leader before the section can be finally completed. These are:

- 1) Programme plan
- 2) One 'Assessor report' evidence



Adding evidence

You can upload evidence now by clicking 'Add more evidence' and follow the instructions.

Leaders can upload evidence and choose your Assessor Report

Your DofE leader can upload evidence and select the Assessor report into your own account. This is help for team based activities where several participants are involved.

Assessor Report

You must have a chosen 'Assessor's report' in each section before it can be approved. This must be written by the adult who has agreed to assess you at the beginning and cannot be a peer or family member.

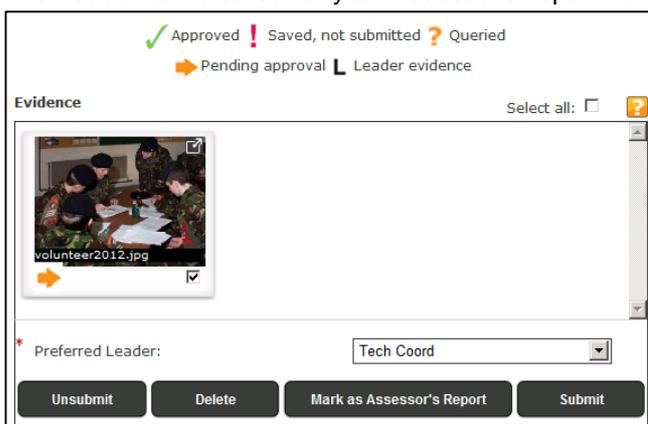
It can be in any format, or inputted directly by their Assessor via www.edofe.org/assessor they will need your eDofE number that you will find on your profile.

The report must include the type of activity, confirm the start and end dates, assessor name and position and email address/phone number and a brief description of what you did, the progress and achievements you made.

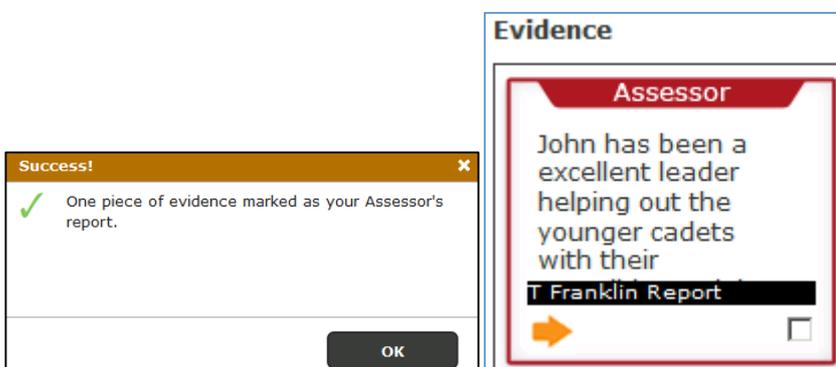
Or you can ask the assessor to complete the assessor page in your booklet and upload it onto your eDofE. If the assessor report comes via email or a letter, please upload the original so we can see the sender details. Please don't copy and paste the contents

If you have uploaded it you need to select the Assessor's report from your 'View evidence' page, click on the bottom right hand corner of the evidence and then click on the 'Mark as Assessor's Report' button. If an Assessor has submitted it directly it will automatically be marked as an Assessor's report.

Your leader can also select your Assessor's report from your evidence if you speak to them.



When you view your evidence, you can select the Assessor's report by clicking the tick box on the bottom right of the image/text/file and then click 'Mark as Assessor's Report'.



It will show you a success text and the selected evidence will be highlighted in red and given a title of 'Assessor'

That's it, as you only need to do this once for each section.

How to record evidence

You should be collecting evidence of what you did / achieved throughout your DofE programme as this will show your Leader what you have been achieving. Any image evidence you collect will also be a great addition for your *Achievement Pack*. You can record evidence and get it approved by your DofE Leader through your eDofE account.

If possible, convert any non-electronic evidence that you have, such as written statements and printed pictures to an electronic format by scanning. You can also upload MP4 video images.

1. Click your DofE programme level (e.g. Bronze, Silver or Gold)
2. Click on the relevant section name
3. Click on 'Add evidence'



Add evidence

If you upload any evidence then all of it must be resolved before your section can be completed. They either have to be 'Approved' or 'Deleted'. Click on one of the choices:

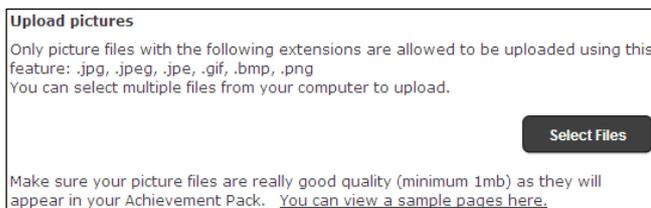
Images (Camera) – to upload stored images from your computer / camera / phone. We recommend you only upload JPG images as these will appear in your Achievement Pack. PDFs are not recommended as only JPG images can be used for your Achievement Pack.

Video (Camera) – Video footage from a camera/phone. Recommend version is MP4.

Text – You can manually type in your evidence, for example a personal log/diary.

Other – for example MP3 Audio recording.

Files uploaded by your leader – your leader can send you images/videos into your sectional evidence instead of you uploading anything.

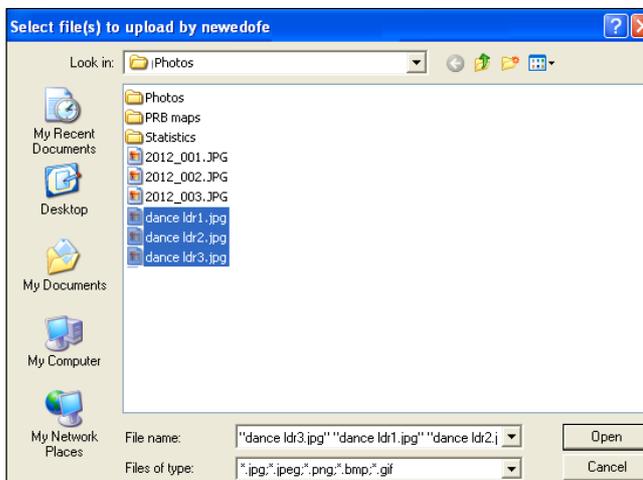


If you click on an option

We will use the 'Image' option as an example. Click on 'Select files' to find the images.

Highlight the images and click 'Open'.

Dependent on the image resolution and quantity they will now begin to upload into your eDofE account.



Upload pictures

Only picture files with the following extensions are allowed to be uploaded using this feature: .jpg, .jpeg, .jpe, .gif, .bmp, .png
You can select multiple files from your computer to upload.

Select Files

Photo title

Edit File **Remove File**

Photo title

Edit File **Remove File**

Photo title

Edit File **Remove File**

Make sure your picture files are really good quality (minimum 1mb) as they will appear in your Achievement Pack. [You can view a sample pages here.](#)

Upload pictures

You will see the images successfully uploaded and it gives you the opportunity to edit the image title and edit the image size (by cropping it).

If you are satisfied with the images, scroll to the bottom of the screen, select the leader who should check your work and press either:

1. 'Save only' which allows you to edit or submit to your leader later on.
2. 'Save and submit evidence', the work will be sent to your chosen leader.

If you are submitting your evidence for approval, Please choose which of your Leaders to send it to:

* Preferred Leader:

Save only **Save and submit evidence**

Selecting either option will bring you to the 'view evidence' screen. The system will inform you where that evidence is within the system so you can check what you need to action.

View evidence

My Volunteering evidence

Below are the individual items you have uploaded to eDofE, you can edit, submit and delete evidence.

Evidence Select all: ?

! Edit

▶

▶

* Preferred Leader:

Unsubmit **Delete** **Submit**

✓ Approved ! Saved, not submitted ? Queried
▶ Pending approval L Leader evidence

For example: two of the images with the 'arrow' symbol have been submitted to the leader and is awaiting their approval.

One of the images with the '!' symbol means you are not yet satisfied it should be sent to your leader. You can edit this as it hasn't been submitted.

You can also delete images by selecting the image and clicking 'Delete'.

You will also receive a message if your leader approves your work

* Preferred Leader:

Unsubmit **Delete** **Mark as Assessor's Report** **Submit**

Success!

✓ One piece of evidence marked as your Assessor's report.

OK

Assessor's Report:

You must have a chosen 'Assessor's report' in each section before it can be approved. This can be in any format, or inputted directly by their Assessor via the website. If you have uploaded it you need to select the Assessor's report from your 'View evidence' page, click on the bottom right hand corner of the evidence and then click on the 'Mark as Assessor's Report' button. If an Assessor has submitted it directly it will automatically be marked as an Assessor's report.

Your leader can also select your Assessor's report from your evidence if you speak to them.

Evidence

Assessor

John has been a excellent leader helping out the younger cadets with their

T Franklin Report

▶

Get approval of a section

You must inform or send an alert to your Leader to allow them confirm a section. Until they do this then you cannot achieve your Award.

Before you can achieve your Award, all of your sections must be confirmed by your Leader. The system will permit you to submit the section for completion when these rules are met:

- a. The minimum timescales for a section has passed
 - b. These areas in your sections have all been approved: programme plan / evidence / expedition training / expedition plans. Items which are not approved can stop you submitting the section for approval
 - c. You have a tagged 'Assessors report' evidence for each section
1. If you believe you have met the conditions then select the section you want completed. For example we will select the Physical section

not real34
ID:165738
Enrolment date:
01/01/2010

[View/edit my profile](#)

- DofE information
- My Silver DofE
- Volunteering
- Physical
 - Add evidence
 - View evidence
- Skills
- Expedition

2. The option to submit your section for approval will appear. Select *Peggy Noble* as the preferred Leader and click 'Submit section for approval'. It will be greyed out if you haven't met the rules (see below). Then confirm that you wish to do this.

Submit section

* Preferred Leader:

Are you sure?

Are you sure you want to submit this section for approval by your leader?

3. When you press yes, an alert will be sent to your Leader who will formally approve it as completed. The system will also tell you if you have already submitted the section

Submit section

You cannot submit this section because:

Already Submitted on 21/04/2011 2:41:11 PM.

You can still upload more evidence but you still need to get your Leader to approve it before you can achieve your Award.

Speedometers

The speedometer represents three stages of a section (The previous design pre 2011 was called progress bars which showed percentages).

Not started – you haven't entered the section dates and objectives

Doing section – you have saved your section dates and objectives

Completed – your section has been approved by your Leader. If all the sections are completed then your leader can now submit your DofE level for approval



The meters should only be used as an 'indicator' of their activity progress. They will not move based on how much information they upload into their section. Clicking on the speedometer will open up that section.

Messaging – sending & receiving

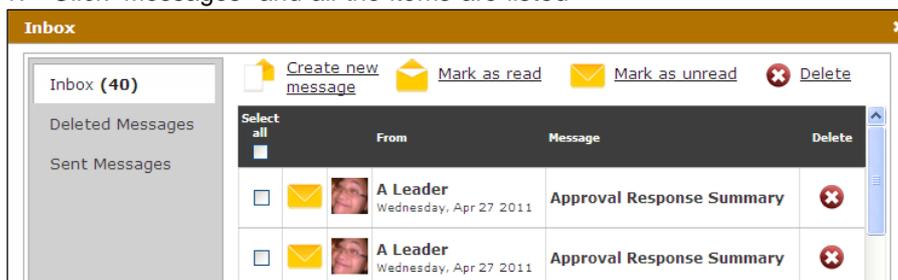
eDofE includes a messaging system allowing you to communicate with your Leader(s) and other participants in your Centre and vice versa. Remember the messages are not sent to the person own email address, they can only read them from their eDofE account so please log on and check regularly.

Sending messages:

1. Click 'Messages'
2. Click 'Create new message'
3. Choose the person who will receive the message. You can find them by typing their names into the box
4. Enter a subject
5. Enter the message and click 'Send'– the message will be sent to your recipient

Receiving messages: This can be accessed in a number of ways:

1. Click 'Messages' and all the items are listed



Add Aims and Objectives

For the Expedition section, it is important that you add your Aims and Objectives before the start of the training sessions and the practice expedition. Ideally at the same time as you add your personal details at the initial logon.

These are personal to you and should reflect what your personal goal is that you would like to achieve on the assessed expedition for example: If you wish to study the wildlife your Aim would be

To study the different types of flora and fauna in the Chiltern Area.

Your Objective would be to describe how you are going to achieve this

To take photos of the flowers and animals that I see

Presentation

This is something that you need to upload after you have finished the Voluntary, Physical, Skill sections and completed the assessed expedition.

It can be in any format you choose for example: PowerPoint, word document, photographs and text, video, blog etc.

It can also be a joint effort with the other members of your group but you each need to upload a copy on to your personal eDofE accounts with something personal to you added.

Finally

Don't forget if you are unsure about anything at all, please email me at cam-dofe@cambournevc.org or come to the DofE office in the main Admin office on Wednesdays between 10am and 1pm.