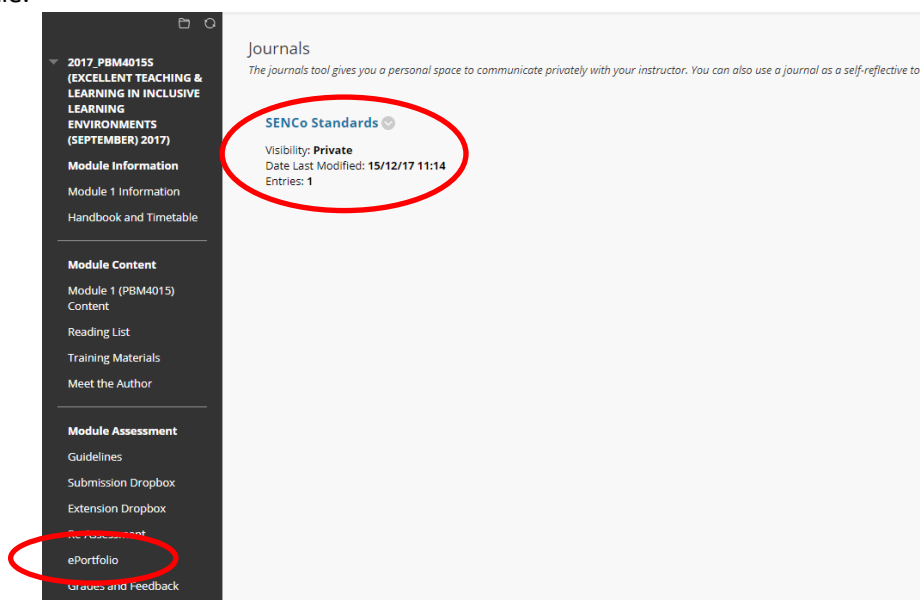
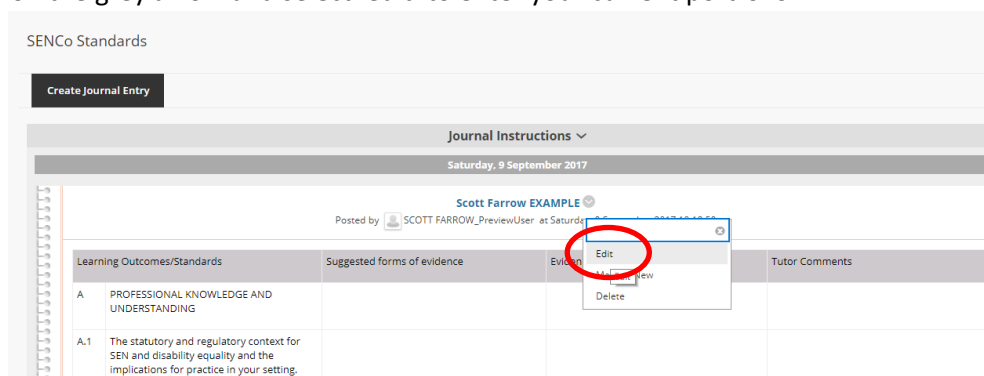


## Copying your portfolio from Module 1 to Module 2

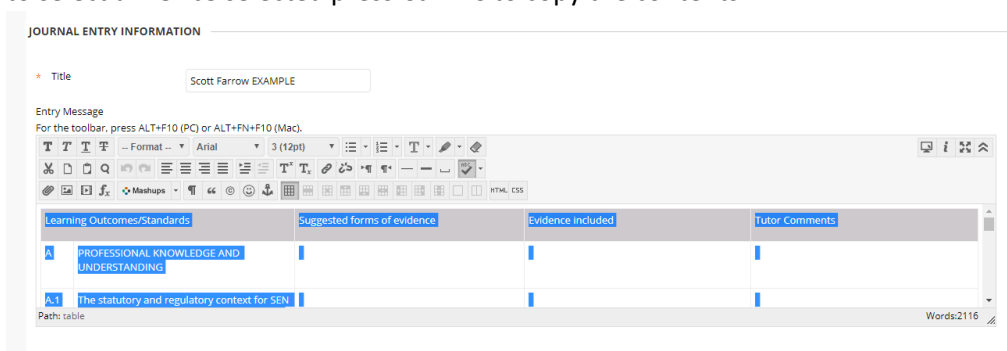
1. Select 'ePortfolio' from the MODULE 1 course menu then select SENCo Standards by clicking the title.



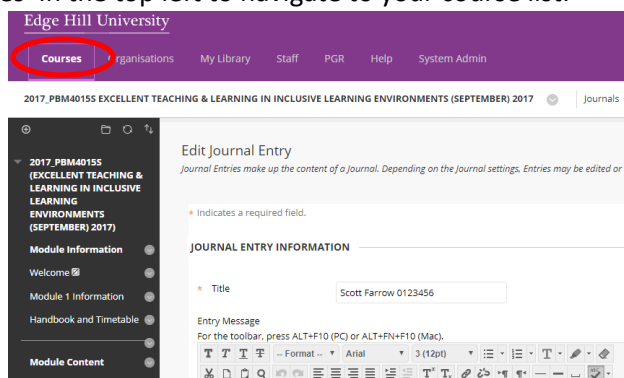
2. Click on the grey arrow and select 'edit' to enter your current portfolio.



3. Click in the 'entry message' box, anywhere in the table. Then on your keyboard press Ctrl + A to select all. Once selected press Ctrl + C to copy the contents.



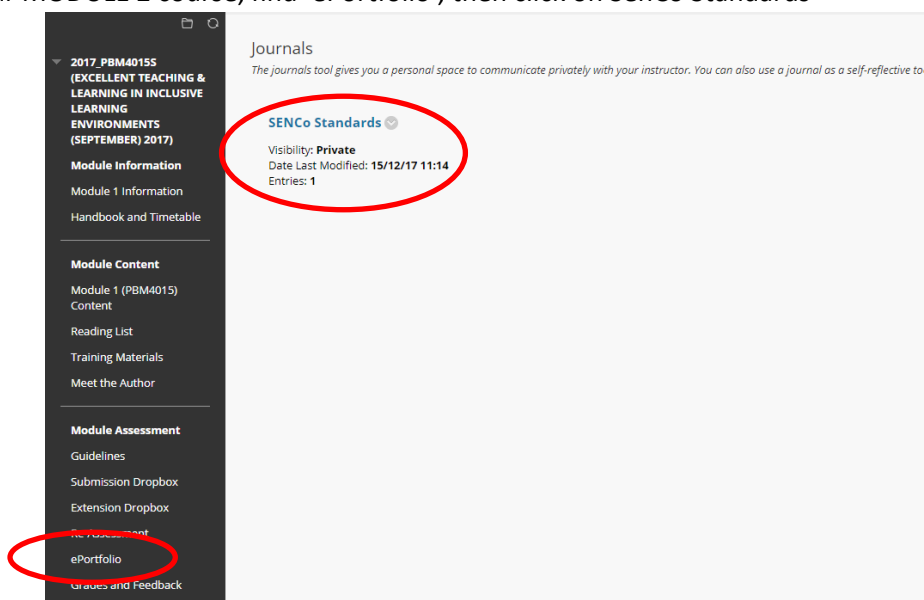
- Now click on 'Courses' in the top left to navigate to your course list.



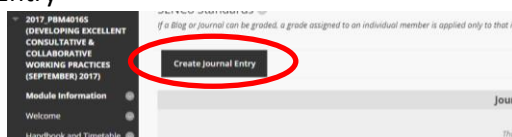
- From your course list, click on module 2:

[2017\\_PBM40165: DEVELOPING EXCELLENT CONSULTATIVE & COLLABORATIVE WORKING PRACTICES \(SEPTEMBER\) 2017](#)

- In your MODULE 2 course, find 'ePortfolio', then click on SenCo Standards



- Click on 'Create Journal Entry'



- Title your ePortfolio with your name and student ID, as you did for Module 1.

Then click into the 'Entry Message' box and press Ctrl + V to paste in the content copied from Module 1.

Press 'Post Entry' to save the template.

Create Journal Entry

Journal Entries make up the content of a journal. Depending on the journal settings, entries can be edited or deleted by their authors, journal entries can be saved as a draft to edit or delete at a later time. [More Help](#)

• Indicates a required field.

**JOURNAL ENTRY INFORMATION**

Title: Scott Farrow 0123456

Entry Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Learning Outcomes/Standards | Suggested forms of evidence | Evidence included | Tutor Comments

Learning Outcomes/Standards	Suggested forms of evidence	Evidence included	Tutor Comments
A PROFESSIONAL KNOWLEDGE AND UNDERSTANDING			standard met
A.1 The statutory and regulatory context for SEN and Paph: table			

**JOURNAL ENTRY FILES**

Click **Post** to finish. Click **Cancel** to quit without saving changes.

Cancel Save Entry Draft **Post Entry**

- You can continue to update your portfolio in the Module 2 course area.