

E-Portfolio – Campus Pack

Uploading Evidence to Support the SENCo Standards

Blackboard 9.1

Learning Services • Learning Technology Development

Edge Hill University

Introduction

This guide covers how you can upload your relevant evidence corresponding to each SENCo standard on your e-portfolio.

*** NOTE: Process currently used for SENCo National Award**

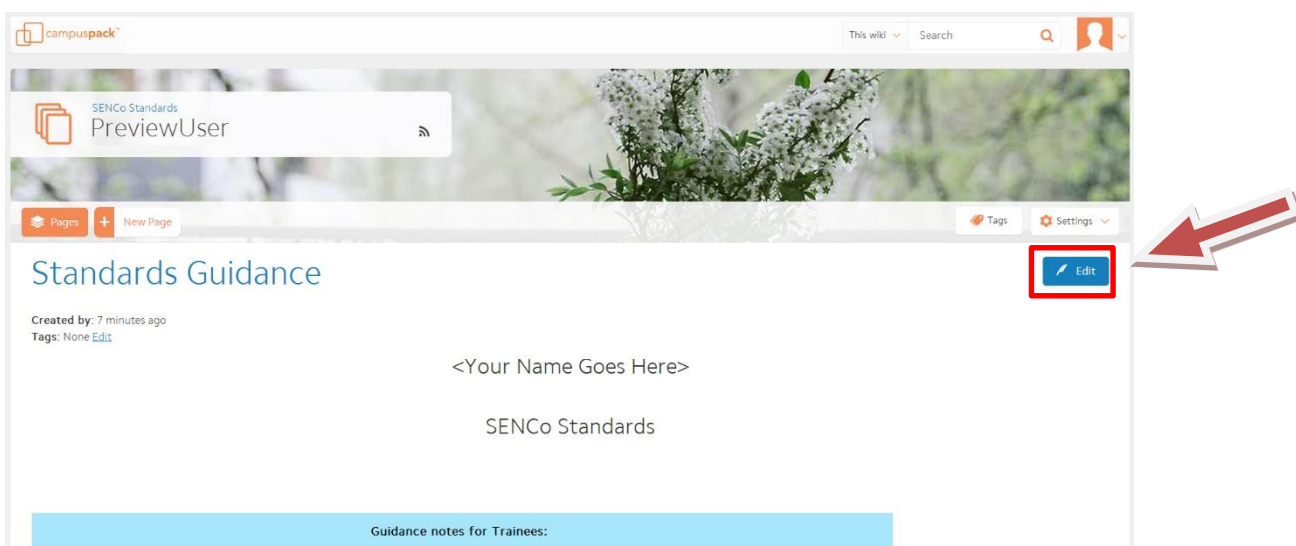
Uploading your Evidence

The online portfolio submission can be accessed by clicking on e-Portfolio from the Module Assessment Menu Area.



Select “**View**”.

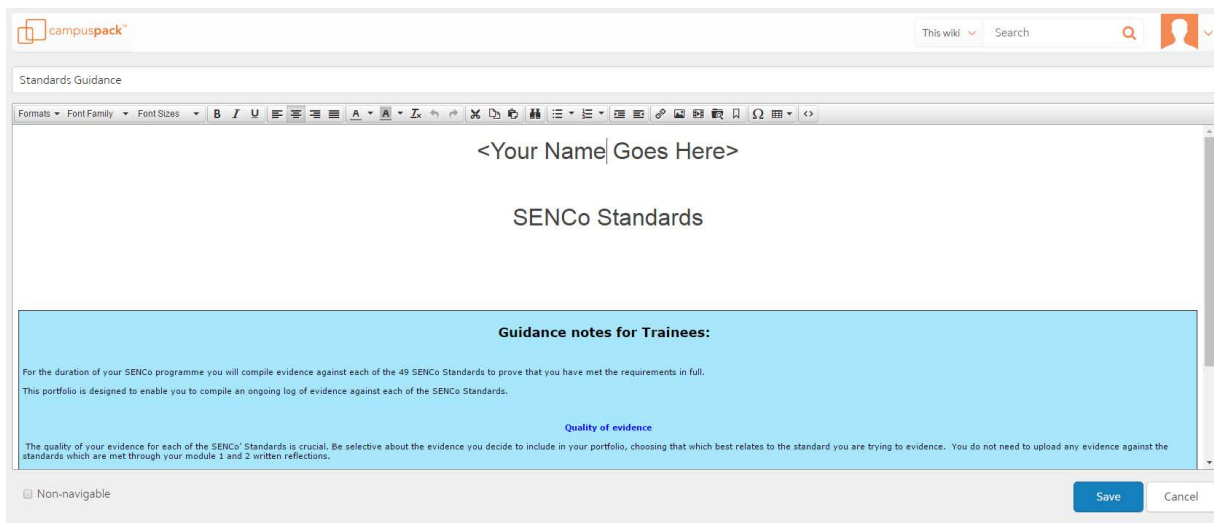
This will take you to the Guidance page.



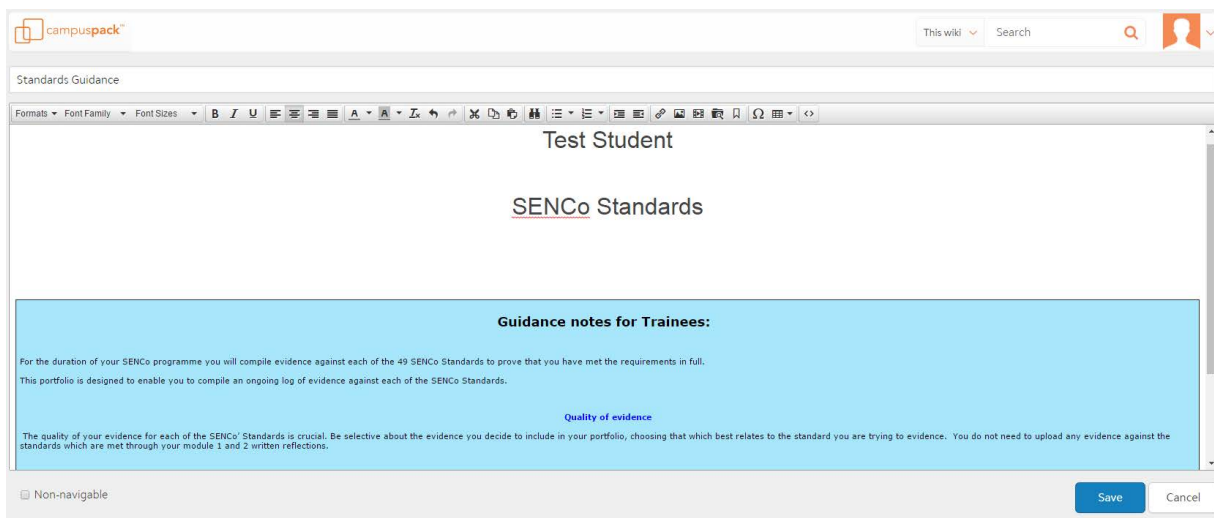
You can edit the Guidance page and enter your name where it says <YOUR NAME GOES HERE>.

This can be done by selecting “**Edit**” located at the top right.

Once you have selected Edit this will give you the option to delete <YOUR NAME GOES HERE> and enter your name as shown below.



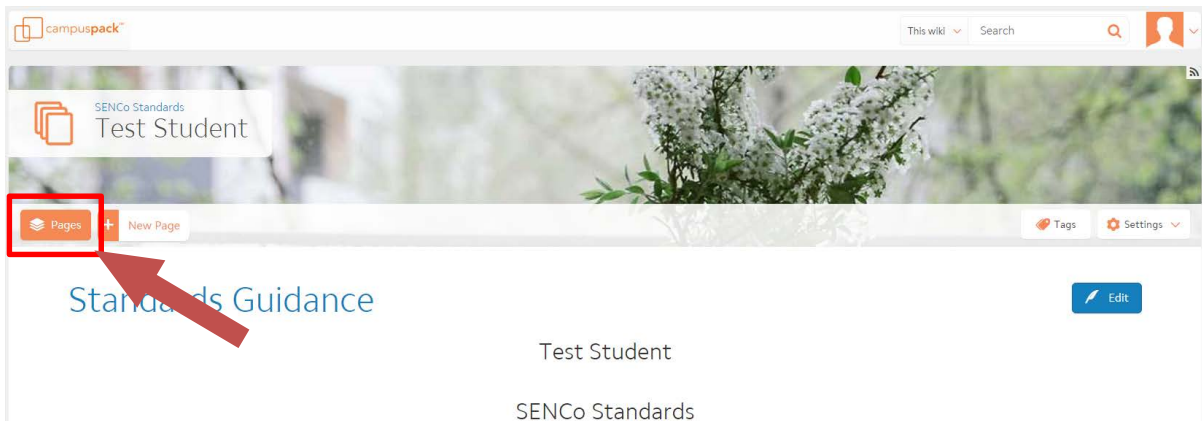
Once deleted and you have entered your name your guidance sheet will look like below.



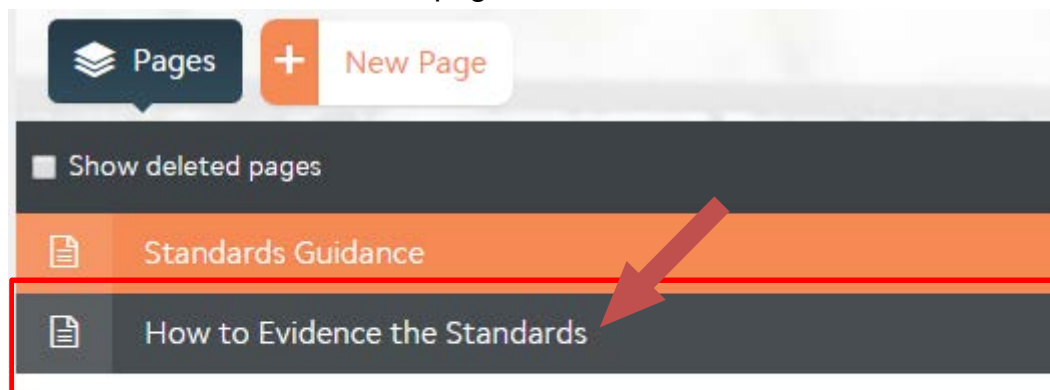
Once your name has been entered select Save located at the bottom.



To access the SENCO Standards page click on the “**Pages**” button top left hand side of the page.

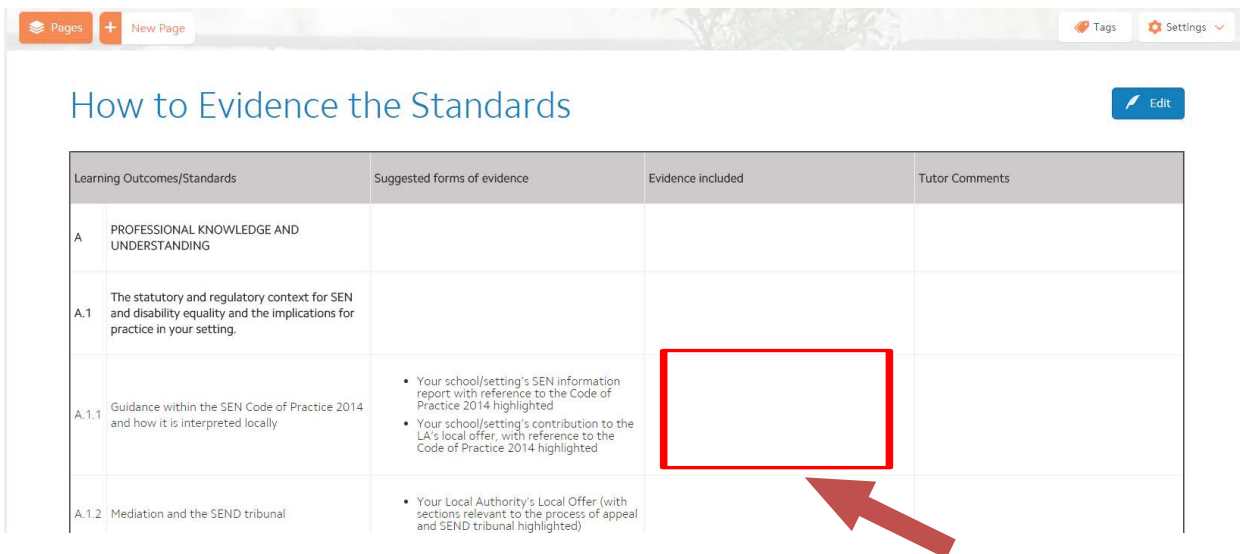


This will open up a menu listing all the pages on your e-portfolio. Click on the “**How to Evidence the Standards**” page.



Standards Guidance

This will take you to the SENCo Standards page template as shown below.



Learning Outcomes/Standards	Suggested forms of evidence	Evidence included	Tutor Comments
A PROFESSIONAL KNOWLEDGE AND UNDERSTANDING			
A.1 The statutory and regulatory context for SEN and disability equality and the implications for practice in your setting.			
A.1.1 Guidance within the SEN Code of Practice 2014 and how it is interpreted locally	<ul style="list-style-type: none">Your school/setting's SEN information report with reference to the Code of Practice 2014 highlightedYour school/setting's contribution to the LA's local offer, with reference to the Code of Practice 2014 highlighted		
A.1.2 Mediation and the SEND tribunal	<ul style="list-style-type: none">Your Local Authority's Local Offer (with sections relevant to the process of appeal and SEND tribunal highlighted)		

Where the evidence for standard A.1.1 needs to be uploaded.

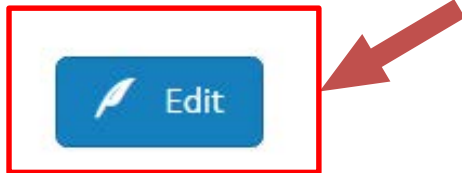
You will see a list of all the SENCo standards.

Your supporting files need to be uploaded in the “**Evidence included**” column for each standard as shown above.

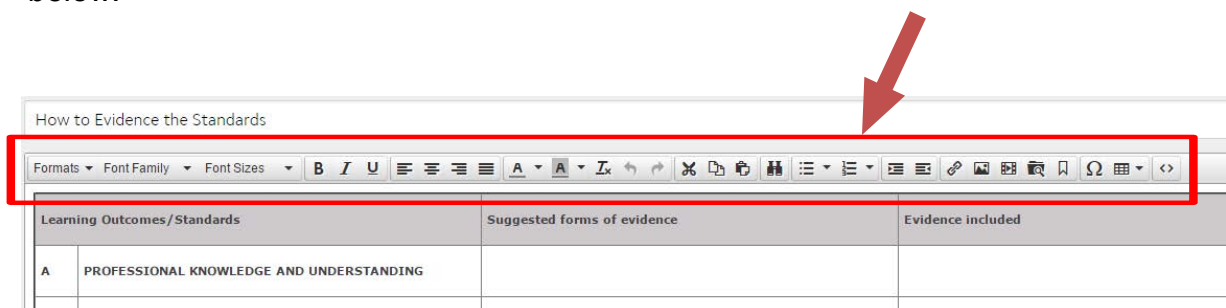
There is also a section for written feedback from your tutor for each standard.

To help you get started with your evidence some standards may also have writing frames for you that you can use to collect your evidence. These are the blue links labelled “Portfolio Task”.

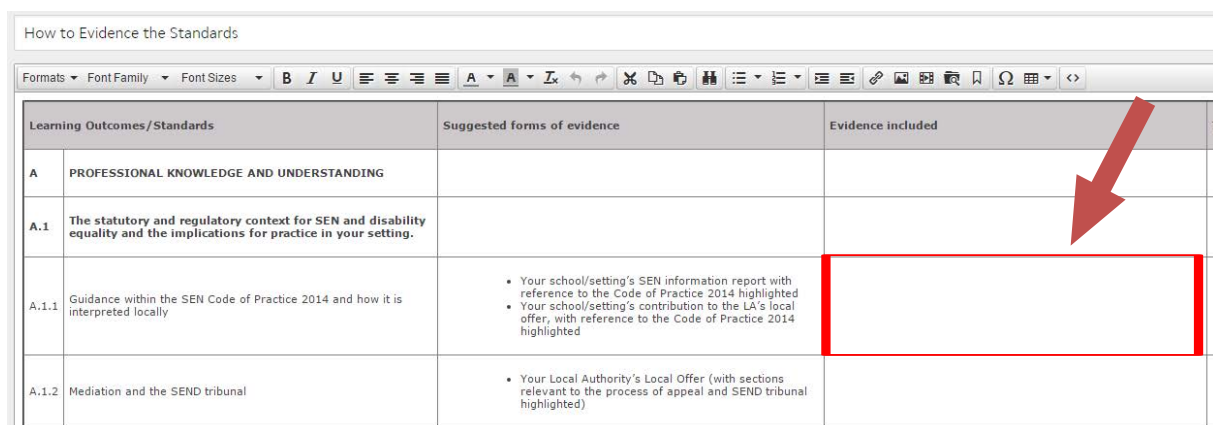
Once you are ready to upload a file to support one of the standards select **Edit**.



Once you have selected Edit you will now see the formatting toolbar as shown below.



Click in the box in the “**Evidence included**” column, corresponding to the standard where you would like to upload your file.

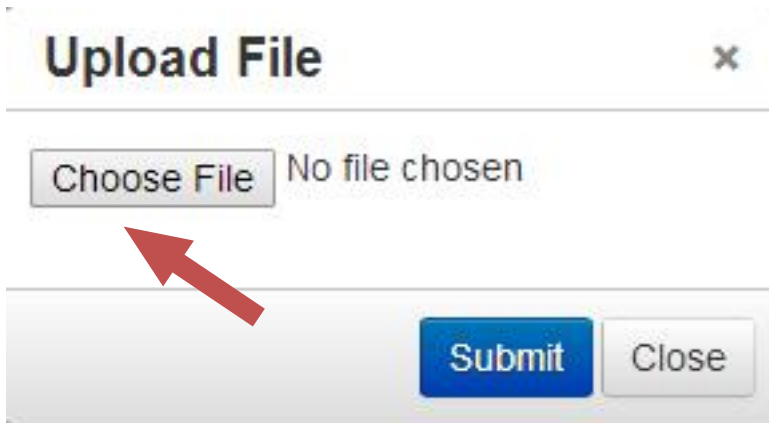


In the example above I wish to upload my evidence for standard A.1.1.

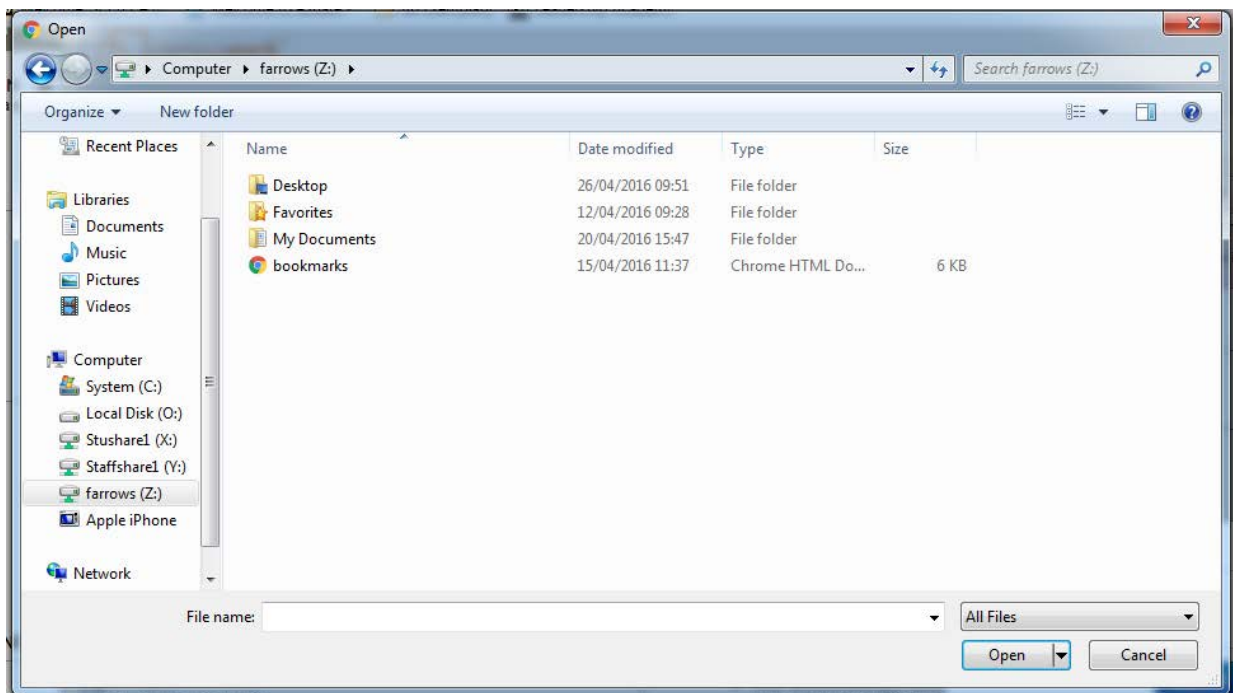
Once you have selected your box select the following icon shown below on the formatting toolbar to upload your file.



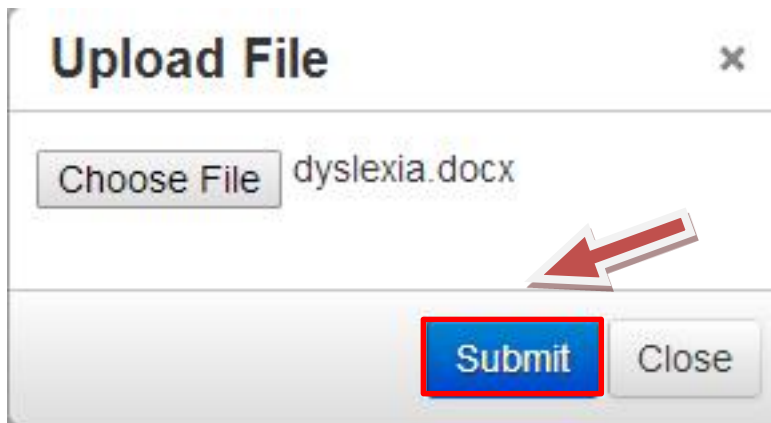
Upload File Icon



Select Choose File.



Navigate to where your file is saved.



Once you have selected your file this will be seen in your upload file box.

Select **Submit**.

How to Evidence the Standards		
Formats ▾ Font Family ▾ Font Sizes ▾ B I U [text alignment icons] A ▾ A ▾ [undo/redo icons] [copy/paste icons] [list icons] [link icon] [table icon] [help icon] Ω [dropdown] <>		
Learning Outcomes/Standards	Suggested forms of evidence	Evidence included
A	PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	
A.1	The statutory and regulatory context for SEN and disability equality and the implications for practice in your setting.	
A.1.1	Guidance within the SEN Code of Practice 2014 and how it is interpreted locally	<ul style="list-style-type: none">Your school/setting's SEN information report with reference to the Code of Practice 2014 highlightedYour school/setting's contribution to the LA's local offer, with reference to the Code of Practice 2014 highlighted dyslexia.docx

Don't forget to Save – if you don't the changes you made will not be saved.

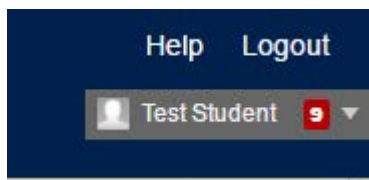


You will now have successfully uploaded the evidence file corresponding to standard A.1.1. If you wish to upload multiple files follow the above procedure again.

Other Sources of Help and support for Students

- **The 'Help' function within Learning Edge**

Click the 'Help' link at the top-right of the Learning Edge page to access help for students.



- **Learning Services Helpdesk**

Contact the Learning Services Helpdesk if you need further assistance or have any further queries.

Visit a helpdesk in person: at the Learning Resource Centre (LRC) and the Learning innovation Centre (LINC) - Ormskirk, Learning Resource Centre (LRC) - Woodlands or the Learning & Information Resource Centre (LIRC) – Aintree.

Telephone: 01695 584286

Email: lsdesk@edgehill.ac.uk

Version: [2]
Date: 26/04/16

If you require this information in an alternative format, please contact Learning Technology Development, on 01695 650754 or email ltsupport@edgehill.ac.uk