



up2now – my ongoing learning portfolio

School Coordinator user guide

Overview

The up2now website allows students to create an online portfolio of their *Results*, *Awards* and *Achievements*. Students can add a personal description, upload supporting evidence (documents, images and websites), and organise what they have done into customised portfolios that can be shared with prospective employers or education providers. Students can add to their portfolios via four sections:

- *Results* include school reports or a student's Record of School Achievement (RoSA) – their transcript as an *eRecord* from *Students Online* and optional literacy and numeracy tests.
- *Awards* include publicly recognised, formal accreditation provided by an organisation upon successful completion, such as the Duke of Edinburgh's Award or St John Ambulance First Aid certificate.
- *Achievements* may not necessarily come with any official certificate, but are just as important to acknowledge and share. To help students organise their achievements some areas have been added: *Academic, Performance, Work Skills and Career Development, Leadership, Volunteering/Service, Sustained Participation, and Creative Development*. Examples of achievements are provided for each area.
- *Student Portfolios* include an overview where students can provide a summary of their portfolio and a personal description. Students can also select a *theme* for each portfolio. Multiple portfolios can be created with a customised overview and selected list of *Results*, *Awards* and *Achievements*. Each portfolio has a unique website address that can be shared and reset to a new address at any time.

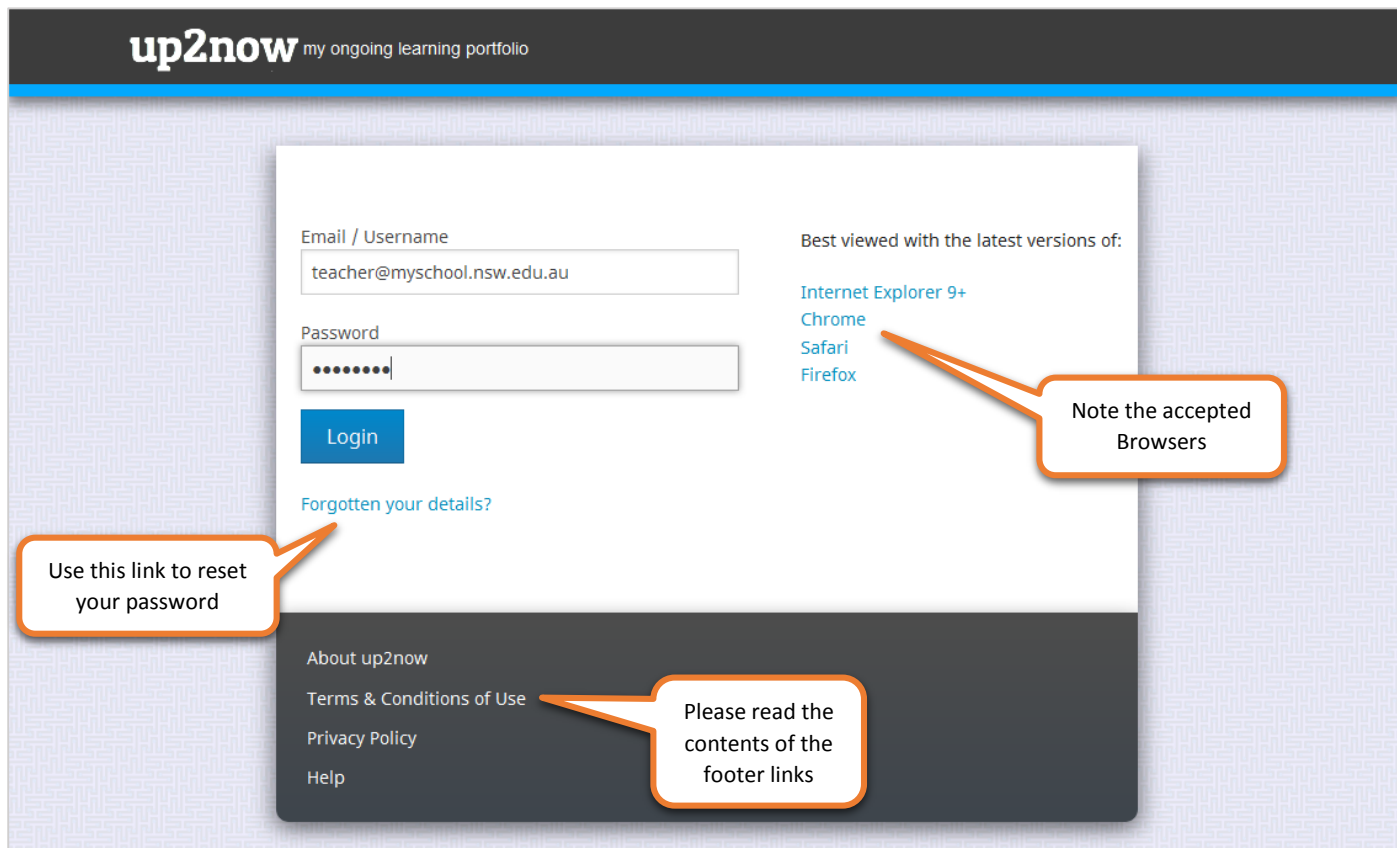
Students can generate a PDF document of their full portfolio as a backup of their up2now entries or to produce a more traditional print portfolio.

As a School Coordinator, you will be able to view statistics of your students' participation, view their full portfolio, edit student account details, reset passwords and *Add or Deactivate/Activate* student accounts if required. If you are the primary contact School Coordinator for up2now within your school you also have the ability to add/edit/delete other School Coordinators and re-assign the primary contact role.

Login and access

The up2now website can be found at <http://www.up2now.net.au>.

The login screen will appear.



Your School Coordinator username and password will be emailed to you. If you forget your username/password use the **Forgotten your details** link to have a new password emailed to you.

Footer links

From anywhere within the up2now website you can access the information links in the page footer. Please take the time to read over each section – **About, Terms, Privacy** and **Help**.

Dashboard tab

The *Dashboard* is the gateway to viewing student activities. You will be able to monitor statistics of the overall participation of students in your school as well as the statistics for *Results, Awards* and *Achievements*.

From the *Dashboard* page you can access the **Students** tab, **School Coordinator** tab, **Edit Profile** page and **How to** support page.

The screenshot shows the up2now dashboard for Richard Doel-Backaway at Imaginary High School. The dashboard includes a navigation menu with 'Dashboard', 'Students', and 'School Coordinators' tabs. A 'How to...' button is visible in the top right. The main content area features a table of statistics, a pie chart showing participation rates (78% Not Participating, 22% Participating), and a footer with links for 'About up2now', 'Terms & Conditions of Use', 'Privacy Policy', and 'Help'.

Students 155
Participation 121
Total Results 240
Results / Student 1.9
Total Awards 365
Awards / Student 3.0
Total Achievements 484
Achievements / Student 4.0
Total Items 1089
Total Items / Student 9.0

● 78% - Not Participating
 ● 22% - Participating

Callouts:

- Students tab** to view individual student usage, their public profile and *Deactivate/Activate* accounts
- School Coordinators tab** to *Add, Edit and Delete* School Coordinator accounts and re-assign the *Primary* role
- How to page** for access to support materials
- Edit Profile page** to upload a profile picture and change your personal details
- Usage Statistics** to help track student engagement and activity

Students tab

The *Students* tab is where you can monitor and control individual students. You can monitor student activity, *View* their public portfolio (including all uploaded content), *Edit* account details, *Reset* passwords, *Add* new students and *Deactivate/Activate* accounts.

To add new students you have two options:

1. Use the *Add Student* link to manually enter the details for one student at a time.
2. Bulk upload a class, year or large group of students by completing the downloadable CSV template and emailing it to contact@up2now.net.au.

Currently you are able to *Deactivate* a student but not delete them. If you need to delete a student please email their details to contact@up2now.net.au.

To help find students you can search by student last name or sort the list of students by clicking on the column headings.

The screenshot shows the 'Students' tab for 'Imaginary High School'. The interface includes a navigation bar with 'Dashboard', 'Students', and 'School Coordinators'. The main content area displays a table of students with columns for 'Last Name', 'First Name', 'Results', 'Awards', 'Achievements', and 'Actions'. The 'Actions' column contains links for 'View', 'Edit', 'Reset', and 'Deactivate'. A callout points to the 'Actions' column, stating: 'View student public portfolios, Edit account details, Reset passwords, and Deactivate/Activate accounts'. Another callout points to the 'Last Name' column heading, stating: 'Sort the student list by clicking on the column headings'. A third callout points to the 'Add Student' link, stating: 'Add a new student'. A fourth callout points to the 'Last Name' search box, stating: 'Search for students by last name'. A fifth callout points to the 'View' link in the 'Actions' column, stating: 'Monitor student usage statistics'. A sixth callout points to the 'Add Student' link, stating: 'Use this CSV template to add bulk groups of students'. The interface also includes a 'How to...' link, a 'Filter Students' button, and a 'Page 1 of 1, showing 1 to 4 of 4 records' indicator.

Last Name	First Name	Results	Awards	Achievements	Actions
Early	3	5	View Edit Reset Deactivate
Fence	Noah	2	3	5	View Edit Reset Deactivate
Turner	Page	0	1	2	View Edit Reset Deactivate
Walter	Bill	3	4	3	View Edit Reset Deactivate

Page 1 of 1, showing 1 to 4 of 4 records

<< previous 1 next >>

Adding a Student

The *Add Student* link on the *Students* tab allows you to add new students on at a time. When you complete their details and click on *Save Student* an invitation email is automatically sent to the student. A temporary password will also appear at the top of the screen that you can give to the student to let them log in immediately.

You can also create *Test* accounts to provide to School Coordinators so that they can create sample student portfolios and guide students through the use of the site.

The screenshot shows the 'Add Student' form in the up2now interface. At the top, a green notification bar states 'Student Created. With password 9k843E'. The form fields are as follows:

- First Name:** Brighton
- Last Name:** Early
- School Year:** 10
- Email:** brighton.early@myschool.nsw.edu.au
- Date of birth:** 10 July 2005
- Test account:** Test account

Callouts provide the following information:

- Temporary password so students can login immediately:** Points to the notification bar.
- The email address you provide becomes the student's username:** Points to the email field.
- Test accounts are useful for experimenting with the up2now website and creating sample portfolios:** Points to the 'Test account' checkbox.

Buttons at the bottom include 'Cancel' and 'Save Student'. An 'Actions' panel on the right contains a 'List Students' link.

School Coordinators tab

Each school participating in up2now requires a primary contact School Coordinator. All communication from BOSTES to the school is directed to the primary contact School Coordinator. Schools are only able to have one primary contact School Coordinator but are able to have multiple School Coordinators.

If you are the primary contact School Coordinator you will have access to the *School Coordinators* tab where you can *Add School Coordinators*, *Delete* or *Edit* School Coordinator accounts, and re-assign the *Primary* contact School Coordinator role.

Adding a new School Coordinator will automatically email them up2now login details.

The screenshot shows the 'School Coordinators' tab in the up2now interface. At the top, there is a navigation bar with 'up2now my ongoing learning portfolio' on the left and a user profile 'Richard Doel-Mackaway | Edit Profile | Logout' on the right. Below the navigation bar, there are tabs for 'Dashboard', 'Students', and 'School Coordinators'. A green button labeled '? How to...' is visible in the top right corner.

The main content area is titled 'School Coordinators' and contains a table with the following data:

First Name	Last Name	Actions
John	Smith	Edit Delete Primary
Richard	Doel-Mackaway	Edit
Mary	Jones	Edit Delete Primary

Below the table, it says 'Page 1 of 1, showing 1 to 3 of 3 records' and includes navigation buttons '<< previous' and 'next >>'. To the right of the table, there is an 'Actions' panel with a '+ Add School Coordinator' button and an 'Info' section with text: 'This page is Primary Sch... details, delete accounts and assign the Primary School Coordinator. School Coordinator is also of all up2now communications from BOSTES.'

Three callout boxes provide additional information:

- One callout points to the 'Edit' and 'Delete' links for the 'Richard Doel-Mackaway' row, stating: 'Edit or Delete a School Coordinator account'.
- Another callout points to the 'Primary' link for the 'Mary Jones' row, stating: 'Assign the Primary contact School Coordinator role to a different account'.
- A third callout points to the '+ Add School Coordinator' button, stating: 'Add School Coordinators – requires first name, last name and email address'.

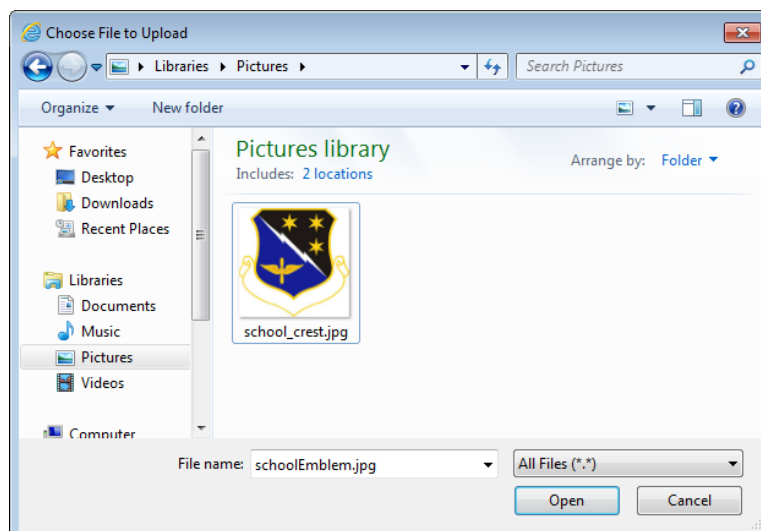
At the bottom of the page, there is a footer with links for 'About up2now', 'Terms & Conditions of Use', 'Privacy Policy', and 'Help'.

Edit Profile

The *Coordinator Profile* page allows you to update your name, email address (your username), password and profile image. You might like to include your school crest as your profile image.

The screenshot shows the 'Coordinator Profile' page in the up2now system. The page header includes the up2now logo and the user's name 'Teacher Richard' with links for 'Edit Profile' and 'Logout'. A navigation bar shows 'Dashboard', 'Students', and 'School Coordinators'. The main content area is titled 'Coordinator Profile' and contains a profile card with a school crest image, a 'change' button, and a 'remove' button. The profile card also displays the user's title ('Mr'), first name ('Richard'), last name ('Doel-Mackaway'), and email address ('richard.doel-mackaway@bostes.nsw.edu.au'). Below the profile card are 'Cancel' and 'Save Profile' buttons. To the right, an 'Actions' section contains an 'Update Password' button. Three callouts provide instructions: one points to the 'change' button stating 'You can upload a profile image, such as your school crest'; another points to the 'Update Password' button stating 'Allows you to enter a new password'; and a third points to the 'Save Profile' button stating 'Make sure you save any changes'.

To add a profile image click on the *Change* button. In the dialogue box that appears navigate to the image (JPG or PNG) you wish to upload, select and *Open*. Be sure to click on the *Save Profile* button once back at the up2now *Coordinator Profile* page.



How to

The *How to* page contains a range of support materials: *School Coordinator user guide*, *Student user guide*, and *Teacher's PowerPoint*. The PowerPoint presentation is designed to be displayed in class to guide students through the use of the up2now website.

Students also have access to a *How to* page that contains the *Student user guide*.

The screenshot shows the up2now website interface. At the top left is the up2now logo and tagline. At the top right is a user profile for Richard Doel-Mackaway with links for 'Edit Profile' and 'Logout'. Below the header is a navigation bar with 'Dashboard', 'Students', and 'School Coordinators' tabs. A green button labeled '? How to...' is in the top right corner. The main content area is titled 'Help Resources' and is divided into two sections: 'For School Coordinators' and 'For Students'. Under 'For School Coordinators', there are two blue cards: one for 'USER GUIDE For Coordinators' (PDF 1.3MB) and one for 'TEACHER'S POWERPOINT' (PPTX 1.7MB). Under 'For Students', there is one blue card for 'USER GUIDE For Students' (PDF 2.4MB). At the bottom of the page is a dark grey footer with links for 'About up2now', 'Terms & Conditions of Use', 'Privacy Policy', and 'Help'.

Feedback

At any time your students can provide feedback via the *Tell us what you think about up2now* link on their *Dashboard*. As a School Coordinator you will be asked to participate in an online survey to evaluate the website and provide feedback. If you experience difficulties using the website please refer to the user guides. If you are still having problems please email contact@up2now.net.au.