

Example Digital Learning Portfolio

ACE Staff Network: RARPA
Buckinghamshire Adult Learning

Acknowledgements: Many colleagues across Buckinghamshire Adult Learning over a significant period of time - in digital class content development and in RARPA content development, before bringing the two together in one 'DLP'.

Buckinghamshire Adult Learning

Enter your name here

Foundation Digital Skills Course

Welcome to the Foundation Digital Skills Course!

This presentation is your Digital Learner Portfolio (DLP for short).

It's a place for you to capture all your aspirations and progress on this course.

The DLP:

- 1) gives an important snapshot of what you'd like to get out of the course, and how you feel about your current skills. It's where we record your learner aim, learning objectives and track progress; and
- 2) is where we will record evidence of the skills and knowledge you've gained

Welcome to your course!

Double click
in the box
then type
your
response

What would you like to work on?

1. I would like to be able to ...

2. I would like to work on ...

3. I would like to improve ...

4. I would like to feel ...

My long term goal is to ...

Pretty powerful word cloud...

Some typical words learners have used during our sessions sharing why they have joined Bucks Adult Learning Foundation Digital Skills courses...

'Because I feel...'...



A word cloud shaped like a ribbon bookmark, containing words that describe feelings of being excluded or left behind. The words are arranged in a way that they appear to be floating or falling into the bookmark shape. The words include:

- left-behind
- excluded
- daft
- foolish
- no-access
- annoyed
- stupid

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What would you like to work on?

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2. I would like to work on ...

3. I would like to improve ...

4. I would like to feel ...

My long term goal is to ...

How do you feel about your skills?

Click & drag
the ticks into
the columns
to indicate
your skills

Click & drag a tick under your column of choice



Great

Good

Okay

Weak

Terrible

My English skills

My digital (IT) skills

My maths skills

My employability / work skills

My Learning Steps

Your tutor will fill out this page

Primary learning aim:

If a continuing learner, what was achieved last year?

	Learning Step	Curriculum link	Target Date	Date Achieved
1				
2				
3				
4				

Contents

The following slides are a place for you to record your work each session by adding screenshots and documents to showcase your work and keep a record of your learning and progress.

Session 1 : Admin, Google Classroom

Session 2 : Computer Basics & Using Google Slides

Session 3 : Internet Skills

Session 4 : Using Files & Docs

Session 5 : Using eMail and Attachments

Session 6 : Consolidation & Assessment

Session 1

**3 words to describe how
I feel about computers :**

**How many of the 4 British Values
can you name?**

D =

RoL =

IL =

R&T =

**Rate your confidence on a scale
of 1 (not confident at all) to 5
(really confident) for these tasks:**

Joining a video call :

Getting onto the Classroom :

Moving between browser tabs :

Closing tabs :

Finding your work :

Which *applications* do you use at work and at home? List as many as you can:

Session 2

How did you find this

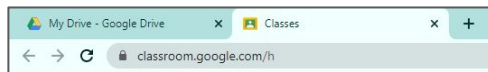
session? (Interesting/boring, too easy/too hard, too fast/too slow or just right? Be honest!)

Which of these skills did you use today? Delete any which you didn't use.

Add a text box
Type text in
Insert an image
Resize an image
Change font colour
Change font size
Change font style
Bullet points
Change background colour

Have you picked up any tips or tricks today, or learnt something new? If so, jot it down here:

Type the name in the box by each image (words to use : toolbar, icons, tabs)



Session 3

How do you know if a website is going to encrypt the information you enter?

My Search Challenge Answers:

- 1.
- 2.
- 3.
- 4.
- 5.

Write down 3 new or interesting terms you've learnt today with a brief definition (remember you can use google to search if you want to check a definition)

Paste a screenshot of your holiday result in the space here :

Checkpoint

How are you feeling about the course so far?

Double click
in the box
then type
your
response

Session 4

Checkpoint - we are performing multi-step, complex tasks every session.
How are you feeling? Gaining confidence / struggling / enjoying it / challenged / lost ?

Which of these skills did you use today? Delete any which you didn't use.

Change font colour
Change font size
Change font style
Bullet points
Bold
Italic
Underline
Changing alignment
Spell checker

**What was your typing speed?
Screenshot your final score here!**

Type what each toolbar button does (words to use : Bold, Font Size, Font Style, Alignment, Font Colour)



Session 5

Define the following terms :

CC

BCC

Forward

Make a list of things which would make you suspicious that an email might be spam or phishing:

Take the BBC email quiz - paste a screenshot of your score here:

Type what each button does (words to use : New Email, Reply, Attachment, Junk/Spam, Discard/Delete)



or



Session 6

**Screenshot your assessment
result on this slide:**

End of Course Review

Double click
in the box
then type
your
response

What can you do now that you couldn't at the start of the course?

- I can now ...

What would you still like to know/practice/be able to do next? ...

- I would like to ...

How do you feel about your skills?

Click & drag
the ticks into
the columns
to indicate
your skills

Click & drag a tick under your column of choice



Great

Good

Okay

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Review & Progression

Your tutor will fill out this page

Date:

Tutor comments : What has been achieved?

Possible number of lessons:

How many lessons did the learner attend?

Signatures: Learner

Tutor

Progression advice and guidance: Where to next?

This particular course builds in 6 week layers over 18 weeks so the final DLP looks like this

Sessions 13 - 18	Covering next aspirations, new learning steps, session slides work, mid (this part of) course review and all end of course reviews and feedback
Sessions 7 - 12	Covering next aspirations, new learning steps, session slides work, mid (this part of) course review and all end of (this part of) course reviews and feedback
Sessions 1 - 6	Covering Intro, aspirations, learning steps, session slides work, mid (this part of) course review and all end of (this part of) course reviews and feedback

Particular positives of this approach

- Very cohesive for learners: work and aspirations in one place
- Really customisable by the learner: add new slides/ links/ images
- Available for access free by any learner once a gmail address set up
- Adaptable for any course: strip out the Digital content and add your class work
- Subtly but powerfully works to break down barriers for learners with low digital skills and/ or experiencing digital exclusion
- Aims to cover each element of RARPA in one place

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Figure 2. The RARPA steps in detail, showing how progression towards outcomes is facilitated by the process.

Challenges of using ELPs in Community Learning

The biggest challenges are when learners are on an online course and are using a phone or tablet instead of a laptop:

- When learners are using a phone or tablet, there can be issues with opening the ELP and editing it. Even if it can be opened, it can convert to a pdf and then can't be edited further.

The way around this is for learners to download Google Slides (we have created a video guide), but this is an extra step for learners with low digital skills and it is difficult to support them remotely.

- Lack of consistent wifi access for some learners
- Lack of engagement with ELP either due to having been referred/ anxiety

The future of ELPs:

To date, we have piloted the ELPs in face to face and online classes across a range of Skills and community outreach classes. Before rolling out ELPs across the whole service, we will be reflecting on the following:

- The use of Google Forms to enhance ELPs as an easy and reliable way of collecting certain mandatory information from online learners who may struggle to access and amend an ELP independently.
- Maybe a 'one size fits all' is not the correct approach and although we would like a standardised approach, we may need to amend the process slightly for different subjects.
- Ensure that learners can access and keep their 'portfolio'.