



*My*SKILLS*future*

User Guide on Navigating the Student Portal (Secondary)

TABLE OF CONTENTS

3	Post-Login Features	3
3.1	Overview.....	3
3.2	My Profile	4
3.3	My ePortfolio.....	5
3.4	My Goals.....	6
3.5	My Reflections (My Goals)	13
3.6	Session Time-out.....	14
3.7	Logout.....	15

3 POST-LOGIN FEATURES

3.1 OVERVIEW

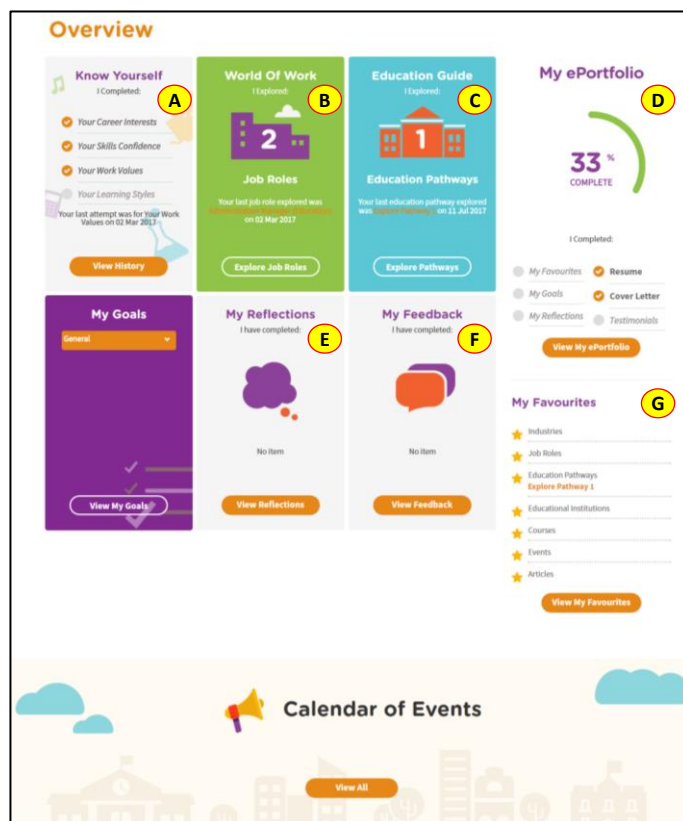


Figure 3-1: Overview

The **Overview** section (Figure 3-1) shows you a snapshot of your progress in:

- A. Know Yourself
- B. World of Work
- C. Education Guide
- D. My ePortfolio
- E. My Reflections
- F. My Feedback
- G. My Favourites

You can also access each of these portal features directly from the **Overview** page.

Another useful feature is the option for you to **Download** or **Print** your progress displayed on the **Overview** page.

3.2 MY PROFILE

My Profile

My Vision Statement

A personal vision statement is a visual picture of what you hope to be in the future. For example, "My vision is to be an engineer and design things that will improve the lives of people with special needs."

Upload Image Edit Statement

My Interests

Results

R/I/A

Realistic
Work with your hands to make or fix something or perform some activity

Find Out More

My Skills

Results

R/I/A

Realistic
Work with your hands to make or fix something or perform some activity

Find Out More

My Values

Results

Creativity
Variety
Independence

Find Out More

My Information

JANE 429

School
SCAC ALDH SECONDARY SCHOOL

Class
S1

Email
S1001429A@mailinator.com

Edit My Personal Settings

My Learning Styles

Results

Not Teacher Motivated
No Auditory
Needs Motivation

Find Out More

My Achievements

Silver Award for SYF

Silver Award for SYF

View Details

My Activities

Voluntary Work

Voluntary Work at XFC Centre

View Details

+ Add Category

Figure 3-2: My Profile

My Profile section allows you to key in your email address in addition to entering **My Vision Statement**. You can also upload a visual picture of your vision.

You are able to view a summary of your results of the tools you attempted under **Know Yourself** as well as the details you have keyed in under **My Achievements** and **My Activities**. You can also choose to add a new category.

3.3 MY EPORTFOLIO

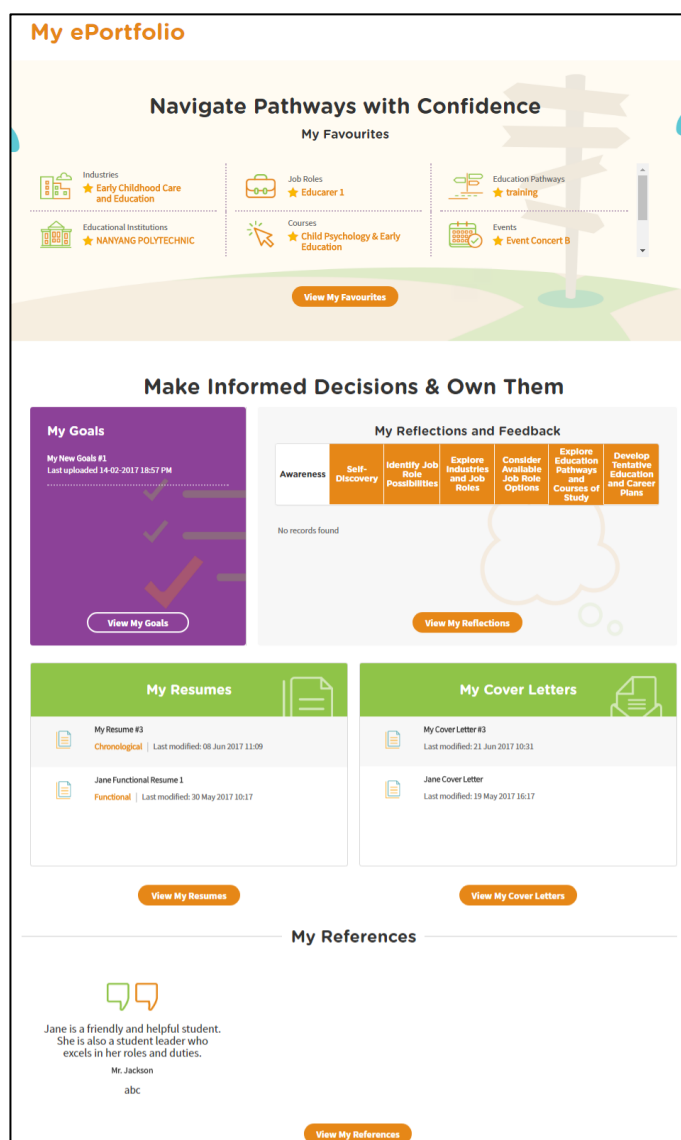


Figure 3-3: My ePortfolio

My ePortfolio section allows you to access all your favourite sections within the portal.

You can view a snapshot of the industries, job roles, education pathways, schools and events which you have selected as your favourites under **Navigate Pathways with Confidence**.

3.4 MY GOALS



Figure 3-4: My Goals

You can explore Post-Secondary courses, create Academic Goals and Non-Academic Goals in the My Goals section (Figure 3-4). The goal templates are customised to suit different users and may vary across academic levels and streams.

A. Create Goal – Click on “Create Goal” to start setting your goals.

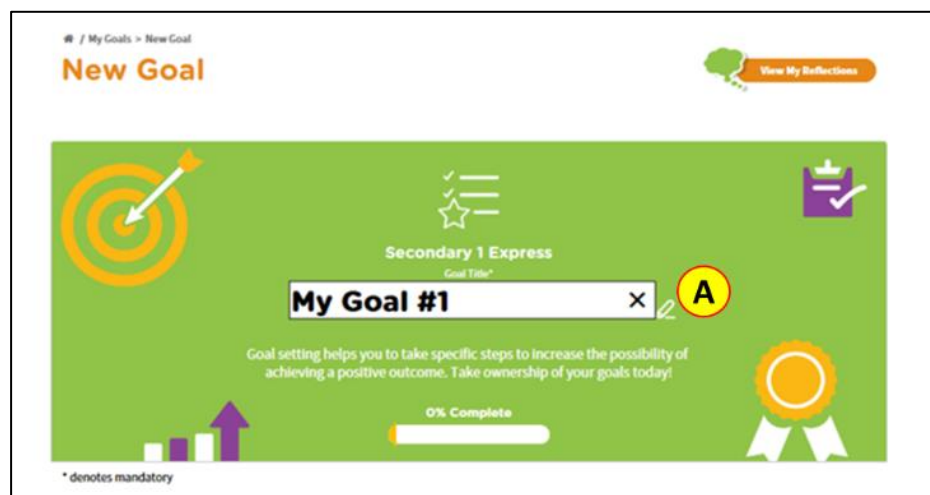


Figure 3-5: Personalise Goal

A. Personalise your Goal – You can personalise each goal entry by changing the title of the goal (Figure 3-5).

You can create three types of goals.

Section #1: General Goals

✱ / My Goals > New Goal

New Goal

View My Reflections

Goal setting helps you in working towards your goals. You can learn more about it [here!](#)

Secondary 3 Normal Academic
Goal Title*

My Goal #2

Goal setting helps you to take specific steps to increase the possibility of achieving a positive outcome. Take ownership of your goals today!

0% Complete

* denotes mandatory

General
0%
Section
1/3
General
General Goal 1
Academic
Non-Academic

S.M.A.R.T Goals

Specific	Write down what you hope to achieve in specific terms and details.
Measurable	Your goal should be measurable over time to show progress.
Achievable	Your goal should be something that you have the ability to achieve.
Realistic	The goal you set should be realistic given the amount of time and resource you have.
Time-bound	There should also be a fixed time frame for you to achieve your goal.

Goal setting helps you in working towards your goals. You can learn more about it [here!](#)

+ Add General Goal

My Career Aspiration

Select My Career Aspiration or enter your inputs

Related Industry

Select Related Industry or enter your inputs

Desired Post-Secondary Course*

Select Desired Course or enter your inputs

Aggregate Type for Desired Post-Secondary Course

Select Aggregate Type for Desired Post-Secondary Course

Goal setting helps you in working towards your goals. You can learn more about it [here!](#)

Net Aggregate Score for Desired Post-Secondary Course*

Help

My Target Aggregate Score*

Help

Specific Non-Academic Requirements*

Help

+ Add General Goal

Save Progress Next Section >

Figure 3-6: General Goals for Normal Academic Students*

(*Do note that the Goal Setting Template may appear differently for students in different streams and/or levels.)

You can create general goals and select your desired post-secondary course based on your career aspirations and related industries (Figure 3-6).

A. Add General Goal –You can add more than one general goal. This section is an opportunity for you to explore the different career aspirations you have and how you may achieve it by planning and selecting the appropriate post-secondary courses.

Section #2: Academic Goals

Academic

0%

Section 2/3

General

Academic

Term 1

Term 2

Term 3

Term 4

Overall

Non-Academic

S.M.A.R.T Goals

Specific	Write down what you hope to achieve in specific terms and description.
Measurable	Your goal should be measurable over time to show progress.
Achievable	Your goal should be something that you have the ability to achieve.
Realistic	The goal you set should be realistic given the amount of time and resource you have.
Time-Bound	There should also be a fixed time frame for you to achieve your goal.

Term 1

Subject*	Final Target Grade Help	Target CA1	Actions to Work Towards Target	Actual CA1
Mathematics	A2	B3	Complete 8 math questions from workbook	B3
English	B3	B3	Read 5 articles from the news/web daily	B3
Subject 3	—			
Subject 4	—			
Subject 5	—			
Subject 6	—			
Subject 7	—			
Subject 8	—			
Subject 9	—			
Subject 10	—			
Aggregate				
+ Add Subject				

← Previous Section
Save Progress
Next Section →

Figure 3-7: Academic Goals

You can set **Academic Goals** for all subjects per term (Figure 3-7).

- A. Subject*** - Enter subject name.
- B. Add Subject** – You can add more subjects to the list.

Target CA1 marks and Action to Work Towards Target can be saved independently before the student receives Actual CA1 marks.

C. Action to Work Towards Target - You need to be specific on how you want to achieve the score that you have input. For example, if you are working towards getting 80 marks in the Mathematics examination for CA1, then do specify the steps you will take in order to attain your goal. Statements like “I will study hard” should be avoided. Instead, you should include more specific, quantifiable terms such as “I will complete two more Mathematics questions from the workbook everyday”.

Section #3: Non-Academic Goals

Non-Academic

0%

Section 3/3

General Academic Non-Academic

S.M.A.R.T Goals	
Specific	Write down what you hope to achieve in specific terms and description.
Measurable	Your goal should be measurable over time to show progress.
Achievable	Your goal should be something that you have the ability to achieve.
Realistic	The goal you set should be realistic given the amount of time and resource you have.
Time-Bound	There should also be a fixed time frame for you to achieve your goal.

Add Target

A

Previous Section Save Progress

Figure 3-8: Non-Academic Goals –Add Target

A. Add Target – Allows you to add a non-academic goal (Figure 3-8).

You can set non-academic goals as well (Figure 3-8). Non-academic goals can be areas for growth or improvement, such as setting a goal to improve your playing of a musical instrument or to prepare yourself for a sporting event.

* denotes mandatory

Non-Academic 0%

Section 3/3

General Academic Non-Academic

S.M.A.R.T Goals

Specific	Write down what you hope to achieve in specific terms and description.
Measurable	Your goal should be measurable over time to show progress.
Achievable	Your goal should be something that you have the ability to achieve.
Realistic	The goal you set should be realistic given the amount of time and resource you have.
Time-Bound	There should also be a fixed time frame for you to achieve your goal.

This section provides you with an opportunity to set targets in non-subject specific areas that will contribute to your holistic development in school. You can also set notifications to help you track and work towards your goals.

A **B**

Target Title* Non-Academic Goals

Reminder: 1 month before

Status: In Progress

Start Date: 12-12-2017

End Date: 12-12-2017

Actions to Work Towards Target

Add Target

Previous Section Save Progress

Figure 3-9: Personalise non-academic goal

You can personalise Non-Academic Goals by changing the title and adding an image (Figure 3-9).

A. Add Image - Add an image for this goal. You can choose any image that you like.

B. Change Goal Title – Click on the bar to start editing your goal title. Your goal title should be specific to what you are trying to achieve.

Figure 3-10: Non-Academic Goals

You can set reminders using the drop-down list and turn on notifications for non-Academic goals (Figure 3-10).

- A. Set Reminder** – Setting reminders will alert you when your goal's end date is fast approaching.



Figure 3-11: Notifications

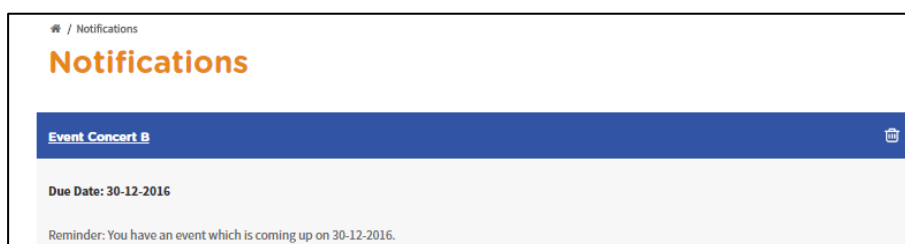


Figure 3-12: Notification Details

- B. Set Notifications** - Turn on notifications for alerts when your goal is reaching its end date. To turn on notifications, slide the 'Notifications' button above to the right (Figure 3-10). To view your notifications, click on 'Notifications' in the menu bar above (Figure 3-11, Figure 3-12).

- C. Action to Work Towards Target** - Be specific on how you would like to achieve the target you have set for yourself. For example, if you are planning to improve your piano-playing skills, then do specify the steps you will take in

order to improve. Statements like “I will practice more often” should be avoided. Instead, you should include more specific, quantifiable terms such as “I will practise playing the piano for two hours every Saturday”.

You can also view the goal entries you have created under **My Goal Entries** (Figure 3-13).

My Goal Entries		
TITLE	DATE MODIFIED	ACTION
My Goal #1	06 Dec 2017 12:40 PM	   

Figure 3-13: My Goal Entries

3.5 MY REFLECTIONS (MY GOALS)

🏠 / My Goals > My Reflections

My Reflections

My Reflections

Reflection questions are open-ended questions that will guide you in looking back on the things you have learnt, and how you have learnt them.

0% Complete

What are your academic goals and career aspiration?

Next

How can you utilise available resources to bring yourself closer to your goals and aspirations?

Previous | Next

How can I find opportunities to constantly upgrade my knowledge and skills, and add value to my future workplace?

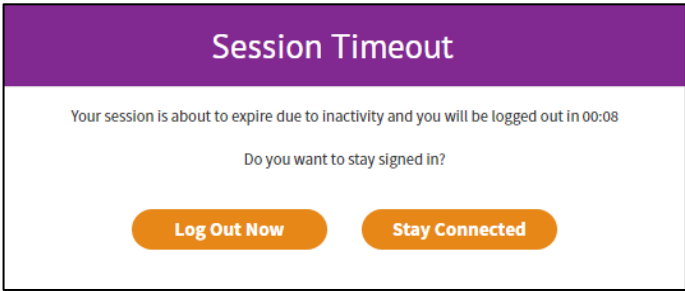
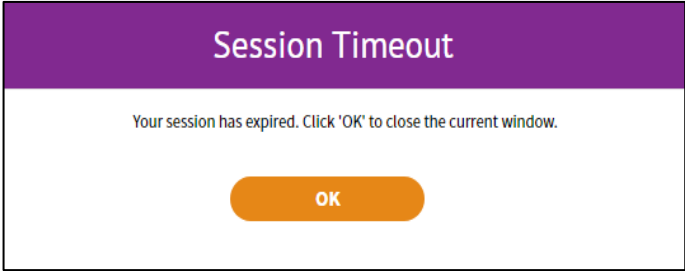
Previous

Save Progress

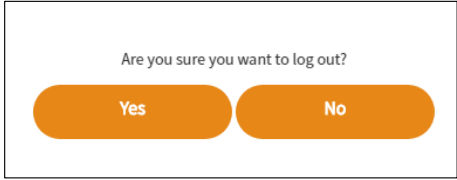
Figure 3-14: My Reflections (My Goals)

Using **My Reflections**, as shown in Figure 3-14, you can pen down your thoughts on My Goals.

3.6 SESSION TIME-OUT

1.	After 14 minutes of inactivity, you will be prompted to “Stay Connected” or “Log Out”.	 A dialog box titled "Session Timeout" with a purple header. The text inside says "Your session is about to expire due to inactivity and you will be logged out in 00:08". Below this, it asks "Do you want to stay signed in?". There are two orange buttons: "Log Out Now" and "Stay Connected".
2.	On the 15 th minute, your session will expire and you will be logged out.	 A dialog box titled "Session Timeout" with a purple header. The text inside says "Your session has expired. Click 'OK' to close the current window." There is one orange button labeled "OK".

3.7 LOGOUT

1.	Click the Logout icon.	
2.	The system displays a pop-up box. Click Yes to proceed.	
3.	A User Satisfaction survey form will be displayed. You can choose to: - Complete the form and click the Submit button or - Click Exit You will be brought back to the pre-login landing page.	