

**TLI MY Learning Space**  
**Participant User Guide**  
Working on a programme  
Table of Contents

1. Work on a programme.....	2
2. Enter responses to the learning aspects for the programme. ....	2
3. Create targets for the programme.....	4
4. Download evidence templates for the programme .....	5
5. Create evidence for the programme.....	5
6. Download resources for the programme.....	7
7. PDF version of the programme .....	7

## TLI MY Learning Space

### Participant User Guide

#### Working on a programme

##### 1. Work on a programme.

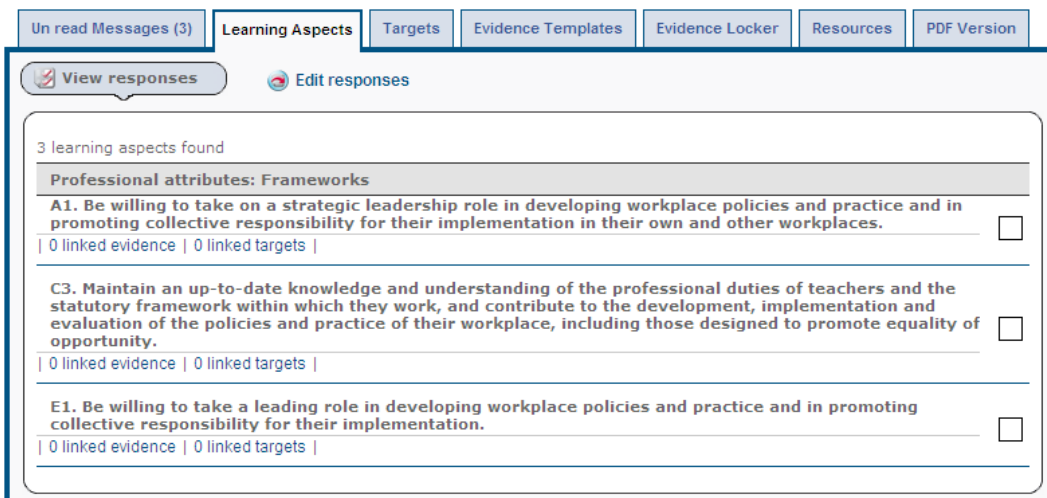
- a) Select 'current programmes' on the dashboard.



- b) Select 'work on this programme'.

##### 2. Enter responses to the learning aspects for the programme.

- a) Select 'Learning aspects' from programme dashboard.



- b) Select 'Edit Responses'.

Un read Messages (3) | Learning Aspects | Targets | Evidence Templates | Evidence Locker | Resources | PDF Version

View responses |  Edit responses

Select All

3 learning aspects found

Professional attributes: Frameworks

A1. Be willing to take on a strategic leadership role in developing workplace policies and practice and in promoting collective responsibility for their implementation in their own and other workplaces.

0 linked evidence | 0 linked targets |

I need to address this aspect  
 I think I can do this but will look at it some more  
 I'm confident I can do this

C3. Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity.

0 linked evidence | 0 linked targets |

I need to address this aspect  
 I think I can do this but will look at it some more  
 I'm confident I can do this

E1. Be willing to take a leading role in developing workplace policies and practice and in promoting collective responsibility for their implementation.

0 linked evidence | 0 linked targets |

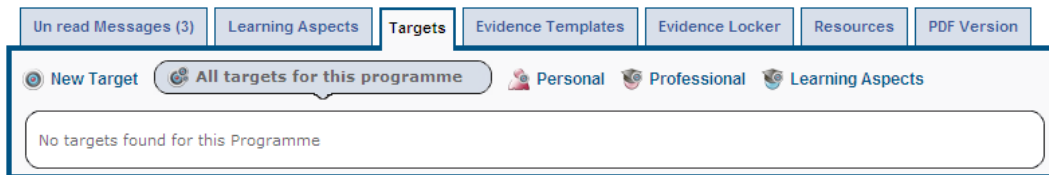
I need to address this aspect  
 I think I can do this but will look at it some more  
 I'm confident I can do this

Link selected Learning

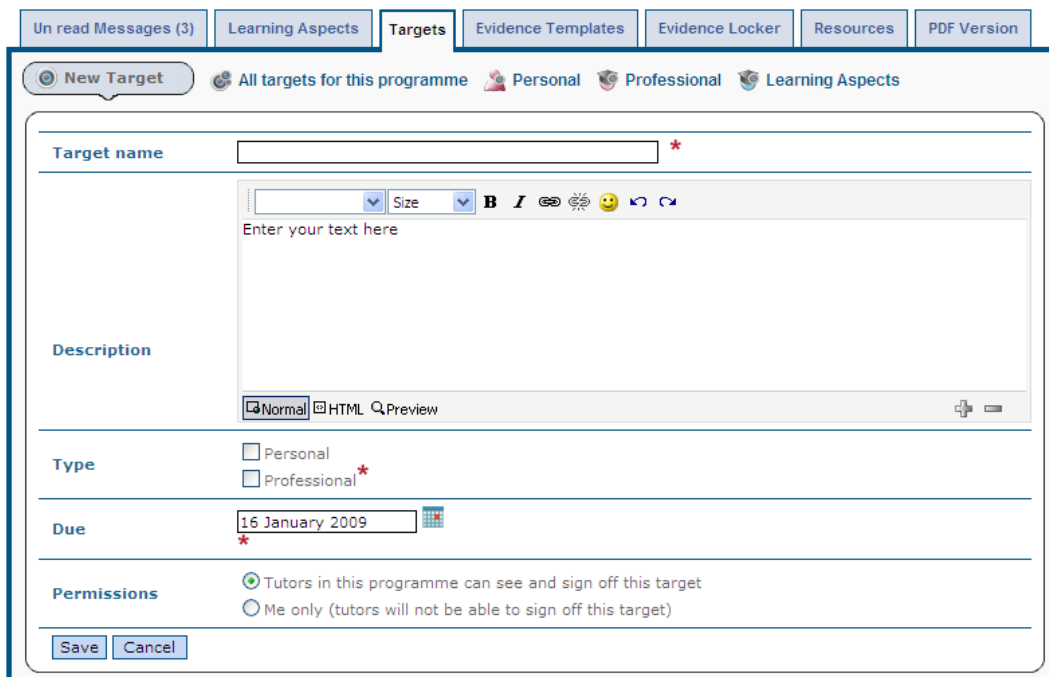
- c) Select the response option that most relates to how you feel about the learning aspect.
- d) Select 'Save' once done.
- e) Evidence and targets can be linked to learning aspects here.
- f) Select the learning aspect by clicking in the tick box.
- g) Chose targets or evidence from the drop down list and select 'Go'.
- h) Then either select 'existing targets/evidence' or 'create a new target/evidence'.

Note: Once any linked targets have been signed off by your tutor the learning aspect response option will turn green to show as complete.

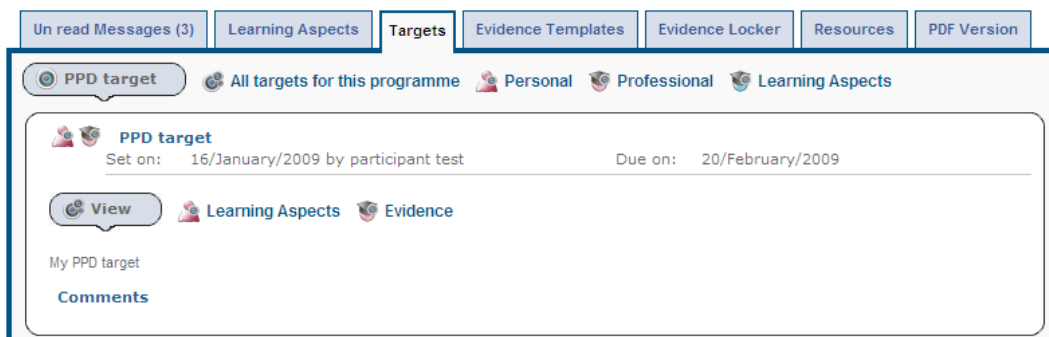
3. Create targets for the programme.



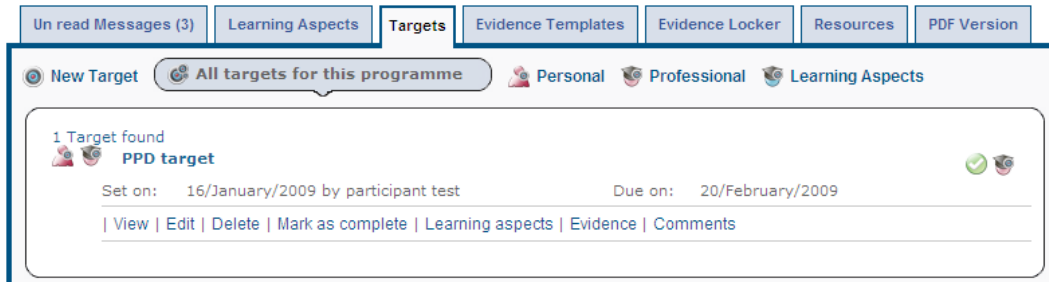
- a) Select 'Targets' from the programme dashboard.
- b) Select 'New target'.



- c) Select 'Save' once done.



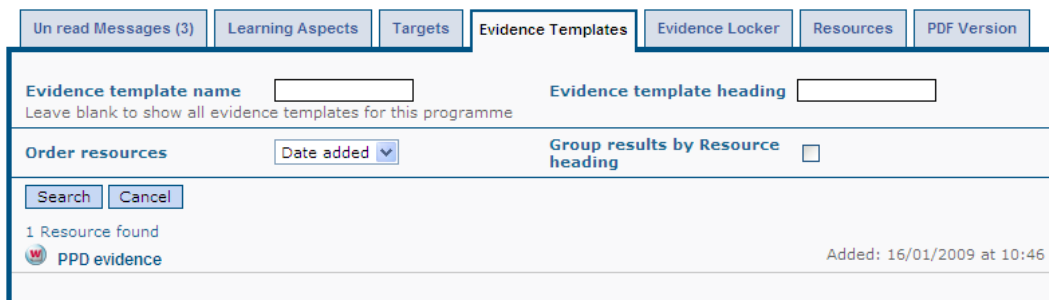
- d) Targets can be linked to learning aspects and evidence from here by selecting the links, 'Learning aspects' or 'Evidence'.
- e) Once a target has been met, select the link 'Mark as complete'.



Note: Any learning aspects that are linked to targets will be updated to also show as complete once the target has been signed off by your tutor.

#### 4. Download evidence templates for the programme.

- a) Select 'Evidence templates' from programme dashboard.



- b) Select the name of the evidence to view or save the evidence template.

#### 5. Create evidence for the programme.

- a) Select 'Evidence Locker' from programme dashboard.

Un read Messages (3)	Learning Aspects	Targets	Evidence Templates	<b>Evidence Locker</b>	Resources	PDF Version
----------------------	------------------	---------	--------------------	------------------------	-----------	-------------

**Evidence name**  **Evidence heading**   
Leave blank to show all evidence for this programme

**Order resources**  **Date added**  **Group results by evidence heading**

| Add new evidence (with document) | Add new evidence (without document) |

No evidence has been uploaded for this Programme

b) Add new evidence by selecting the links provided.

### New Evidence

**New Evidence details**

**Evidence Heading**   
Headings will help you group Evidence

**Evidence Name**  \*

If a message pops up saying that the evidence name is invalid, that is because you have already used the same name - therefore try using a different name.

**Description**

c) Select 'Save' once completed.


Un read Messages (3)	Learning Aspects	Targets	Evidence Templates	<b>Evidence Locker</b>	Resources	PDF Version
----------------------	------------------	---------	--------------------	------------------------	-----------	-------------

**Evidence name**  **Evidence heading**   
Leave blank to show all evidence for this programme

**Order resources**  **Date added**  **Group results by evidence heading**

| Add new evidence (with document) | Add new evidence (without document) |

1 Evidence item found

 **PPD evidence 1** | Edit | Delete | Added: 16/01/2009 at 10:49

Associate selected evidence with the following target:

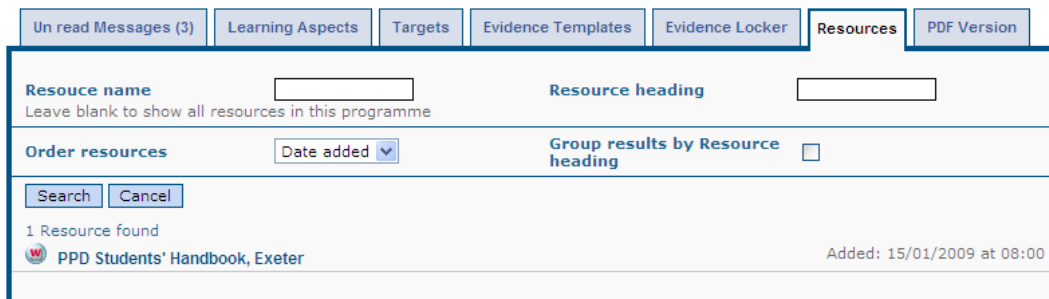
d) Evidence can be linked to targets here.

e) Select the evidence and the target from the drop down box and select 'Go'.

Note: Once evidence is signed off by your tutor the icon will turn green. Evidence that is linked to a target that is linked to a learning aspect will also turn the response option to green to show as complete.

## 6. Download resources for the programme

- a) Select 'Resources' from the programme dashboard.



Un read Messages (3)	Learning Aspects	Targets	Evidence Templates	Evidence Locker	Resources	PDF Version
Resource name <small>Leave blank to show all resources in this programme</small>		Resource heading				
Order resources	Date added	Group results by Resource heading <input type="checkbox"/>				
Search Cancel						
1 Resource found		Added: 15/01/2009 at 08:00				
PPD Students' Handbook, Exeter						

- b) Select the name of the resource to view or save.

## 7. PDF version of the programme.

- a) Select 'PDF Version' from the programme dashboard.
- b) Select the aspects of the programme you want included in the PDF version.
- c) Select 'Generate PDF Version' of this programme.