



The Duke of Ed

The Duke of Ed Online Record Book

Assessor

User Guide



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1. Welcome

The Online Record Book (ORB) is a web based system for recording activities and reports for The Duke of Edinburgh's Award (The Duke of Ed). The system is used for recording, monitoring and signing off Duke of Ed activities, as well as a communication tool for all registered users.

This user guide is designed to assist Participants in using the Online Record Book.

1.1. Definitions

1.1.1. People

- a. Applicant – Person who is 14 – 25 years old wishing to undertake The Duke of Ed
- b. Participant – A 14 – 25 year old person participating in The Duke of Ed.
- c. Assessor - An adult volunteer who assesses The Duke of Ed Sections for Participants.
- d. Licensed Operator - An organisation that is registered to run The Duke of Ed.
- e. Coordinator - The adult volunteer who manages The Duke of Ed on behalf of a Licensed Operator.
- f. State/Territory Development Officer - The contact at a Duke of Ed State/Territory Office for Licensed Operators and Coordinators.
- g. National Office - Staff at the Duke of Ed National Office who promote the Award and supports the ORB.

1.1.2. Items

- a. Award – A Duke of Ed Award.
- b. Levels – Bronze, Silver and Gold.
- c. Section – the areas of The Duke of Ed that must be completed in order to achieve an Award (Adventurous Journey, Fitness, Skill, Volunteering, Residential Project (Gold only)).
- d. Activity – the area of interest within the Section that is undertaken to complete that Section, eg netball is an activity for the Fitness section.
- e. Logs – Participant record of hours and tasks undertaken within an Activity.

1.2. Webpage Links

Use the links below to access the online record book. Links are available from The Duke of Ed National website www.dukeofed.com.au.

1.2.1. Participant login page:

<http://orb.theaward.com.au/participant>

1.2.2. Participant registration page:

<http://orb.theaward.com.au/participant/award/registration.asp>

1.2.3. Management (Coordinators, Assessors) login page:

<http://orb.theaward.com.au/management>

1.2.4. Operator registration page:

<http://orb.theaward.com.au/participant/award/licensed-operator-registration.asp>

1.2.5. Coordinator registration page (for additional Coordinators within a Licensed Operator)

<http://orb.theaward.com.au/participant/award/coordinator-registration.asp>

1.2.6. Assessor registration page:

<http://orb.theaward.com.au/participant/award/assessor-registration.asp>

1.3. Conventions

The following conventions are used in the manual

1.3.1. Fields on the website denoted with an asterisk (*) are mandatory

1.3.2. *Italicised* words in the manual are field names or options on the website.

2. Assessor Registration

There are two ways to become a Duke of Ed Assessor. Either by being invited by a Participant or by being a Coordinator (note that All Coordinators registered with the Online Record Book are automatically Assessors). An Assessor is a suitably qualified or experienced adult volunteer who works with Participants to choose Duke of Ed Activities for their Sections, set their goals, monitor their progress and complete their final report.

2.1. Participant Invitation

When invited by a Participant to be an Assessor you will receive an email from the Online Record Book with three options:

2.1.1. This is the first time I have been asked to be an Assessor, click here

This link takes the user to the Assessor registration page, see section 2.2 below.

2.1.2. I have been an Assessor before, but I have never used this online record book, click here

This link takes the user to the Assessor registration page, see section 2.2 below.

2.1.3. I am an Assessor and have used the online record book, click here

This link takes the user to the Assessor Login page, see section 3 below.

2.2. Online Registration

2.2.1. Go to the Assessor Registration webpage:

<http://orb.theaward.com.au/participant/award/assessor-registration.asp>

Online Record Book

Assessor Registration

Welcome!

You have been nominated to be an Assessor for The Duke of Ed for the first time.

If you would like to accept your appointment please enter and check your details here and agree to the [Volunteer Code of Conduct](#) by ticking the checkbox.

You will be sent a login into the Online Record Book application shortly via email.

Find out more about the Award [here](#).

Your Details

First Name*

Middle Name

Last Name*

Gender*
 Male Female

Email*

Please enter both area code and number with no brackets or spaces eg: 0299887766
 Phone*

Mobile

Qualification / Experience

I hereby accept the [Volunteer Code of Conduct](#)

I undertake to provide assessment for The Award only or assess others I am suitably qualified and/or experienced*

I am 18 or over**
* Denotes mandatory fields

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2.2.2. Complete the Your Details section.

- a. Follow the link to view the Volunteer Code of Conduct.
- b. Select the Volunteer Code of Conduct check box to accept.
- c. Please note: If you do not wish to accept the Volunteer Code of Conduct you cannot be an Assessor for The Duke of Ed.

2.2.3. Review your information and click .



2.2.4. An email will be sent to the Participant informing them of your acceptance.

3. Assessor Login

Once an Assessor has received an email approving their registration they can login. This email contains the Assessor's username and password and a link to the login page.

3.1.1. Go to the Management login webpage:

<http://orb.theaward.com.au/management>

3.1.2. Enter your assessor username and password.

3.1.3. Press .

- a. The first time the Assessor logs in they will prompted to go to the *My Details* menu and complete their registration (see section 4.4 below).
- b. On subsequent logins the Dashboard menu is displayed (see section 4 below **Error! Reference source not found.**).

3.1.4. The Assessor dashboard will display.

Date	From	Role	Message	
21/12/2009	Sonia Fok	Assessor	Duke of Ed - Last Password	read / reply / []
19/12/2009	Deborah Parkinson	Participant	Duke of Ed - Section complete alert to Assessor	read / reply / []
22/12/2009	Deborah Parkinson	Participant	Duke of Ed - All Progress Journey Complete alert to	read / reply / []

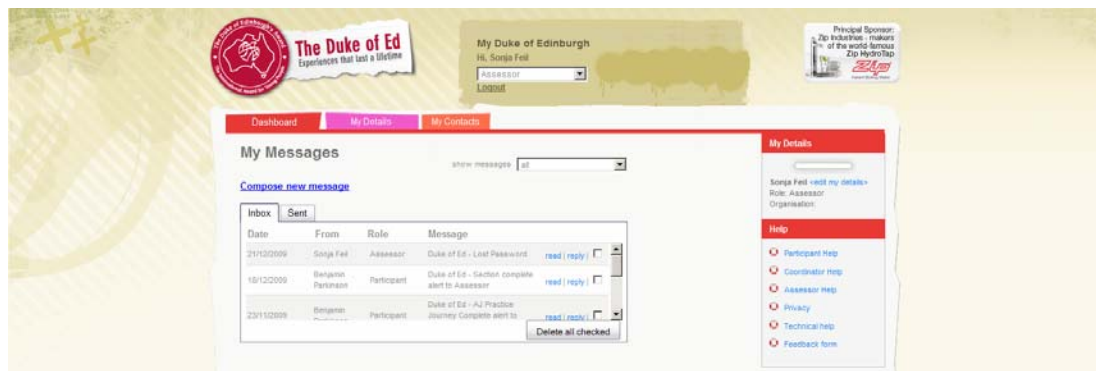
Note: Coordinators acting as Assessors will need to select the Assessor option from the drop down menu in the brown box at the top of the screen.

4. Navigation

On login users are presented with the dashboard page.

The Assessor dashboard is the homepage for Assessors. It contains news items, lists of messages, list of all Participants, recent Participant activity, new applicants and requests for sign off.

From the homepage Assessors can send messages, approve new Participants and comment on Participant progress.



4.1. How to change Roles

Near the welcome message at the top of the screen is a drop down menu that allows users to edit their operator's details and change between roles. Below that is a link to logout of the system.



4.2. Menu Tabs

Use the tabs at the top of the screen to move between different menus:



4.3. Right Side Bar

On the right of the screen is a bar that shows user details and the help menu:


4.4. Edit My Details

4.4.1. Go to the *My Details* menu tab or click <edit my details> from the *My Details* sidebar:



4.4.2. Update details as required:

- a. *My Details*
- b. *My Personal Details*
- c. *My Profile*
- d. *My Opt-Ins*

4.4.3. Click .

5. Accept Participant for Assessment

Participants invite Assessors to assess their activities. Once invited, Assessor's either accept or reject the invitation.

Please note: The first request you receive to become an Assessor will direct you to the Assessor registration page. In order to become an Assessor for that Participant, you register and then you must accept that Participant from the New Applicants section on the dashboard.

5.1.1. New applicants for assessing are listed on the Assessor's dashboard:

New Applicants				
Participant	Award Section	Goal	Start Date	Assessor Accepted
Benjamin Parkinson	Fitness	Train in all 3 disciplines and complete a triathlon.	01-Jun-2009	<input type="text"/>
Joel Parkinson	Fitness	Run hard	01-Jan-2009	<input type="text"/>

[Refresh List](#)

5.1.2. New Applicants listed in this section have invited the Assessor to assess one of their activities.

5.1.3. To respond to the request select an option in the *Assessor Accepted* drop down list:

- a. Accept
- b. Reject

5.1.4. An email will be sent to the Participant informing them whether the Assessor has accepted or not.

5.1.5. Once you accept a Participant, their name will be listed in the My Participants section on your dashboard.

6. Participant Activities

An Assessor's Participants are listed on the Assessor Dashboard under *My Participants*:

My Participants					
Participant	Activity	Goal	Date Commencing	Section Duration (Months)	Percent Complete
Benjamin Parkinson	Adventurous Journey	See Penguins at Philip Island	01-Nov-2009		100
Benjamin Parkinson	Fitness	Train in all 3 disciplines and complete a triathlon.	01-Jun-2009	6	100

[Refresh List](#)

Note: Participants may appear multiple times if they have multiple Activities for the same Assessor.

6.1. View Participant Logs

6.1.1. On the Assessor's dashboard, under *My Participants* click on the Participant's name to view the details of their Activity:

The screenshot shows the 'Online Record Book' interface. On the left, there are several activity cards: 'Adventurous Journey (100%)', 'Fitness (100%)', 'Skill (25%)', and 'Volunteering (24%)'. The 'Fitness (100%)' card is selected, showing details for the 'Fitness' activity. The main content area displays the 'Activity Log - Fitness > Triathlon' with a table of log entries. On the right, there is a 'Award Progress' section showing 62% completion, a 'My Details' section for Benjamin Parkinson, and a 'Coordinator Details' section for Claire Golder.

Date	Hours	Detail
03/10/2009	2.00	Running practice. Went to the Ammass track and did 100m sprints.
02/10/2009	2.00	Swimming practice. Went to Auburn Pool and did a few laps.
01/10/2009	2.00	Bicycle practice. Rode around the block a few times.
01/11/2009	2.00	Running practice. Ran around the block a few times.
02/11/2009	2.00	Swimming practice. Went to Auburn Pool and did a few laps.
01/11/2009	2.00	Bicycle practice. Rode around the block a few times.
03/10/2009	2.00	Swimming practice. Went to Auburn Pool and did a few laps.
02/10/2009	2.00	Swimming practice. Went to Auburn Pool and did a few laps.
01/10/2009	2.00	Bicycle practice. Rode around the block a few times.
03/04/2009	2.00	Running practice. Went to the Ammass track and did 100m sprints.

6.2. Add Comments to Logs

6.2.1. On the Assessor's dashboard, under *Recent Participant Activity*, is a list of recent log entries that the Participants have entered:

Recent Participant Activity					
Date Entered	Participant	Award Section	Hours	Detail	Assessor Comment
18 Dec 2009	Benjamin Parkinson	Fitness	2.0	Bicycle practice. Rode around the block a few times.	<input type="text" value="Keep up the good work"/>
18 Dec 2009	Benjamin Parkinson	Fitness	2.0	Running practice. Ran around the block a few times.	<input type="text"/>
18 Dec 2009	Benjamin Parkinson	Fitness	2.0	Swimming practice. Went to Auburn Pool and did a few laps.	<input type="text"/>
18 Dec 2009	Benjamin Parkinson	Fitness	2.0	Swimming practice. Went to Auburn Pool and did a few laps.	<input type="text"/>

[Refresh List](#)

6.2.2. Assessor's can add comments to the log entry by entering text into the *Assessor Comment* field.

Note: These comments will be visible to the Participant and are a good way to offer encouragement.

7. Approve an Activity

7.1.1. On the Assessor's dashboard, under *Requests for Signoff*, is a list of Participant Activities that have been submitted to the Assessor for approval. This means the Participant has completed all the requirements for that Section, and the Section is now ready to be signed off:

Requests for Sign off					
Participant	Activity Goal	Date Commencing	Section Duration (Months)	Percent Complete	
Benjamin Parkinson	Fitness Train in all 3 disciplines and complete a triathlon.	01-Jun-2009	6	100	

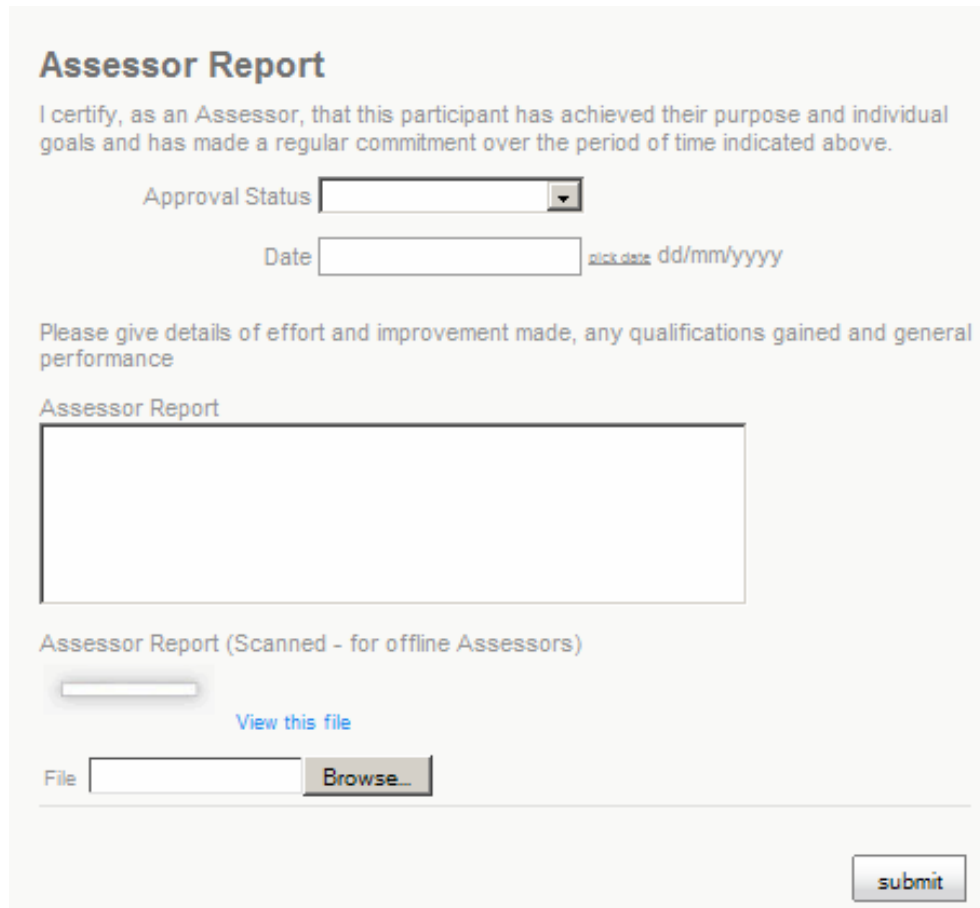
[Refresh List](#)

7.1.2. To view the Section and review the Activity log click on the Participant's name:

The screenshot shows the 'Online Record Book' interface for Benjamin Parkinson's 'Fitness' section. The main content area displays an 'Activity Log - Fitness > Triathlon' table with columns for Date, Hours, and Detail. The table lists several activities with dates ranging from 03/08/2009 to 03/12/2009, each with a duration of 2.00 hours. A progress bar on the right indicates that 62% of the section is complete. The interface also includes a sidebar with 'Award Progress' (62%), 'My Details' (Benjamin Parkinson), and 'Coordinator Details' (Claire Golder).

7.1.3. Review the logs and files to ensure all requirements for that Section has been met.

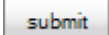
- 7.1.4. At the bottom of the screen, below the logs and files, is the *Assessor Report* section:



The screenshot shows the 'Assessor Report' section of a web application. At the top, the title 'Assessor Report' is displayed in a bold, dark blue font. Below the title is a certification statement: 'I certify, as an Assessor, that this participant has achieved their purpose and individual goals and has made a regular commitment over the period of time indicated above.' This is followed by two input fields: 'Approval Status' with a dropdown arrow and 'Date' with a text input field and a 'pick date dd/mm/yyyy' link. A paragraph of text asks for details of effort and improvement. Below this is a large, empty text area for the report. Underneath is a file upload section titled 'Assessor Report (Scanned - for offline Assessors)' with a file input field, a 'View this file' link, and a 'Browse...' button. A 'submit' button is located at the bottom right of the form area.

- 7.1.5. Complete the fields in the Assessor Report section.

If you have completed your report in a digital document, or you have written it on paper and scanned, you can upload those to this section.

- 7.1.6. When the Assessor Report details are complete click .

- 7.1.7. An email will be sent to the Participant informing them that the Activity has been approved.

8. Communication

The ORB has some features that allow for communication between users.

8.1. Messages

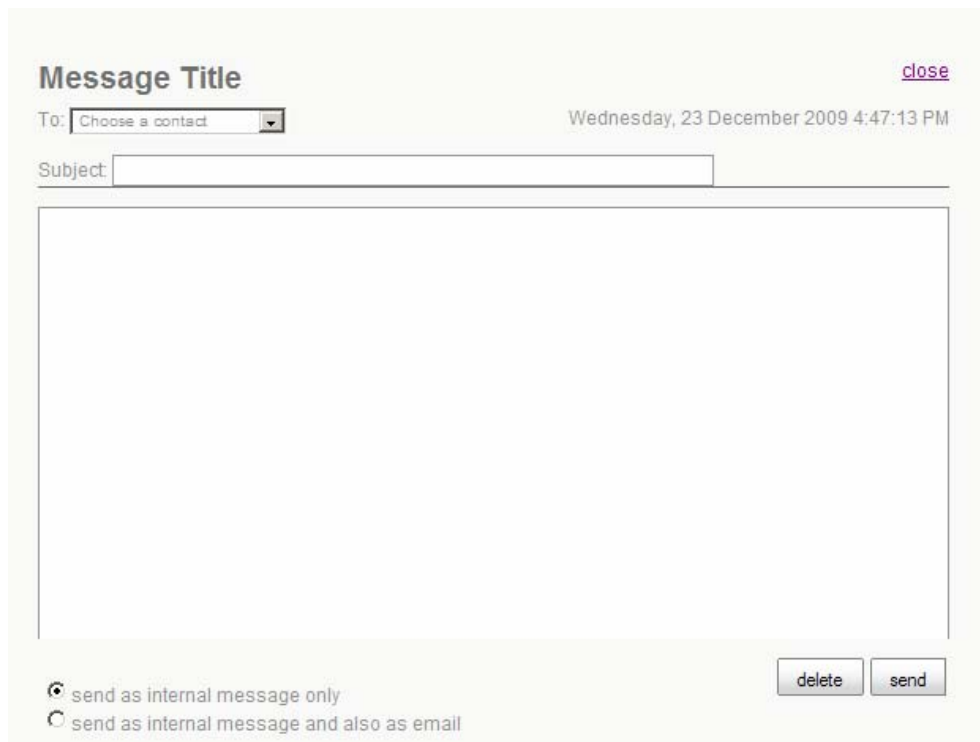
Messages can be sent between related users, ie a Coordinator can send a message to their Participants, and their Assessors.


8.1.1. Users can view their messages from the Dashboard under the *My Messages* section:

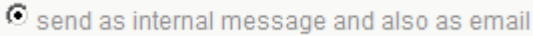


Read, reply or delete messages from here.

8.1.2. To send a new message click [Compose new message](#) :





8.1.3. Complete the message and click .

To send an email in addition to an internal message select the option .

8.2. News

News allows Coordinators, State and Territory Offices and National Office to display notices to groups and individuals within the system.

8.2.1. Users can view News items from the Dashboard under the *My News* section:

My News				
Title	Date	Published By	Short Description	Image
Rachel Test of Scope	13-Jan-2010	Dukes - National Award Authority		
Notice to all Participants	06-Jan-2010	uniDap		

8.2.2. Read the full News items from here by clicking on the Name of the News item.

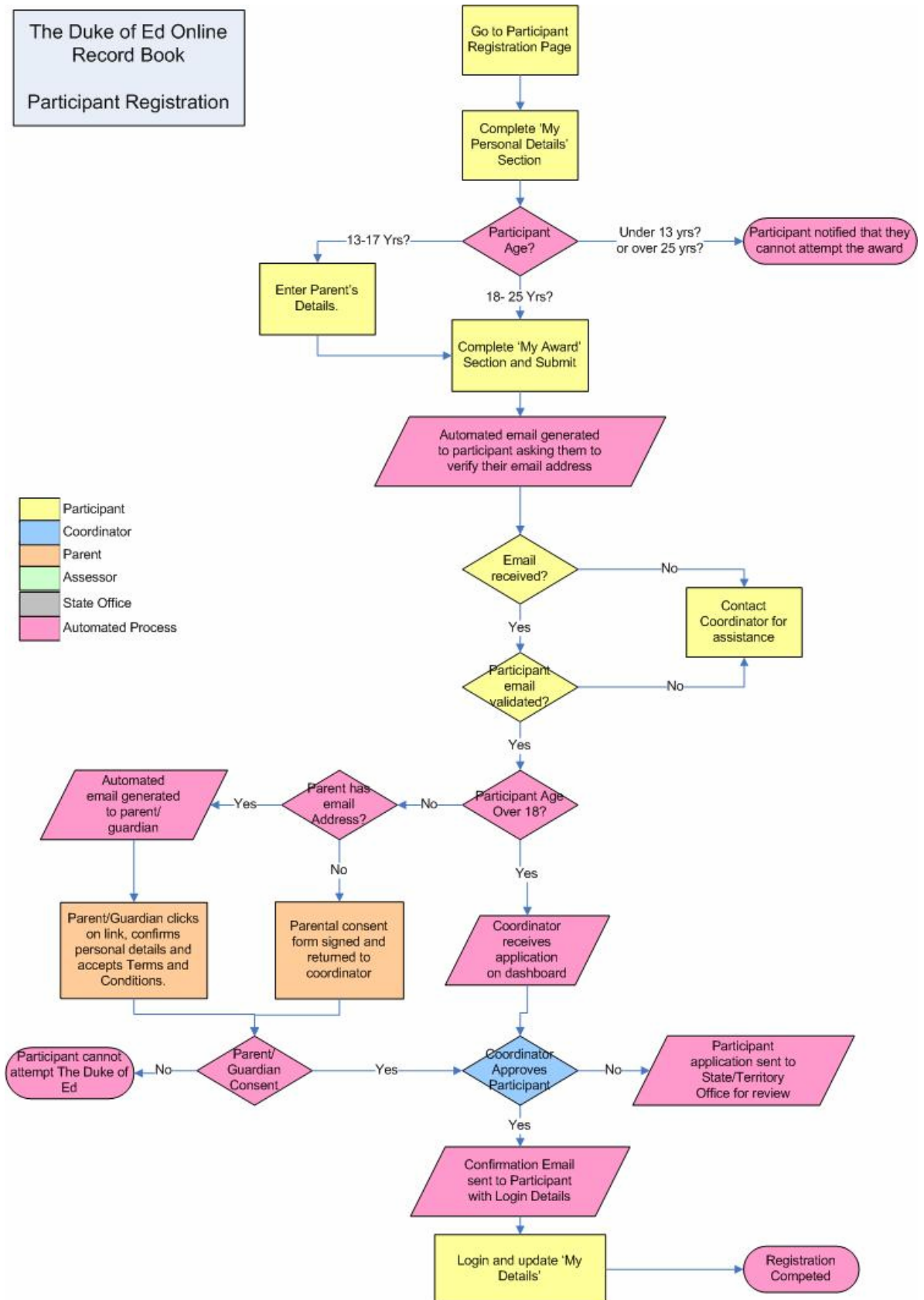
8.3. My Contacts

Go to the *My Contacts* menu tab to see a list of the User's contacts. These will be your Participants, any associated Coordinators and your State/Territory contacts

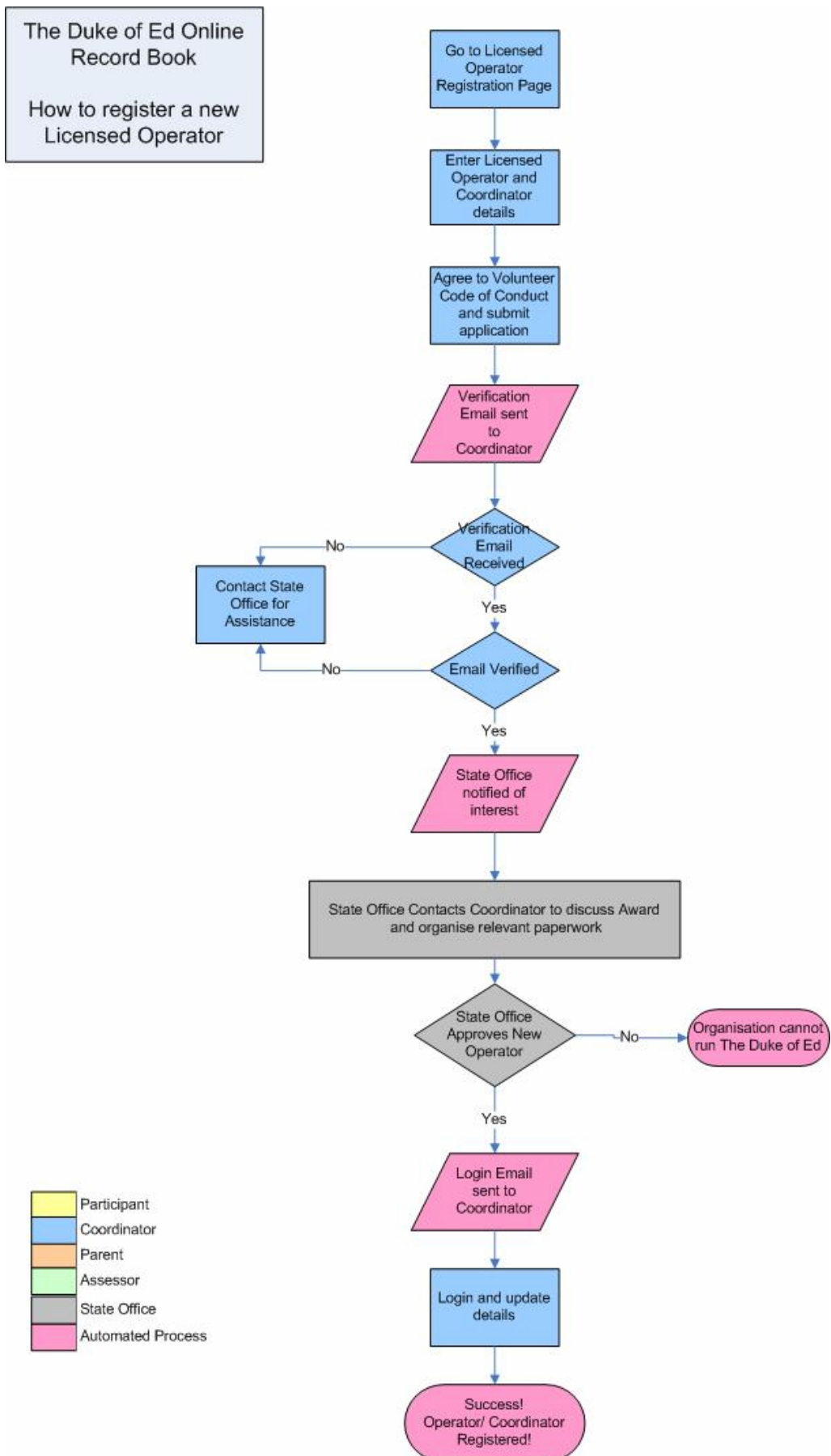
My Contacts				
First name, Last name	Role	Phone	Email	
Michael Parkinson	Coordinator	0290063845	michael.parkinson@communities.nsw.gov.au	New message
Benjamin Parkinson	Participant	0290063845	michael.parkinson@communities.nsw.gov.au	New message

9. Appendices – Flow Charts

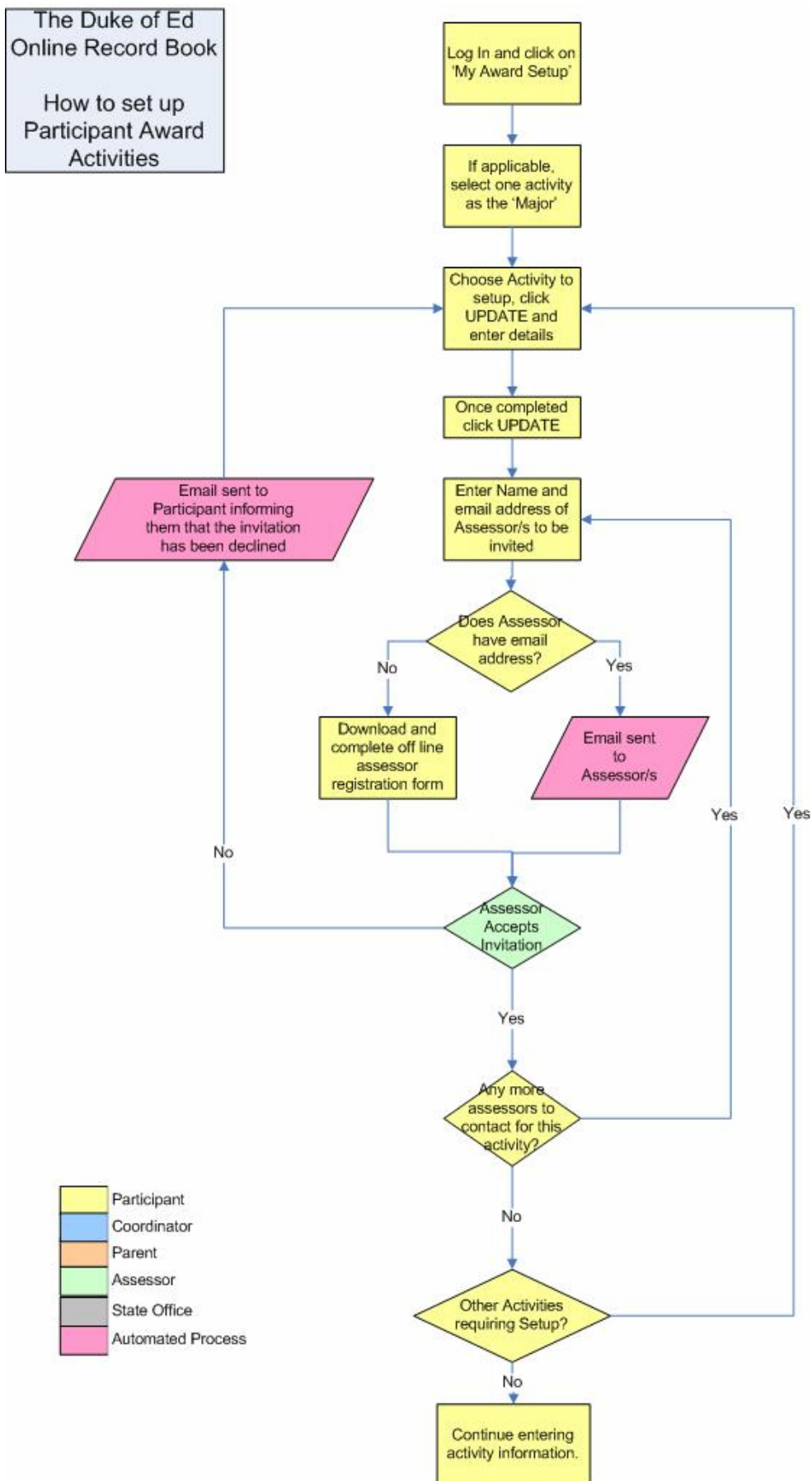
9.1. Register and approve Participant



9.2. Register Operator and Coordinator



9.3. Setup Activity and Register Assessor



9.4. Submit and approve Activities and Award

