The Grey Matter Group

eAssessment and evidence portfolio

User Guide
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Accessing the website

Firstly, you need to be connected to the internet and you will need to open a web browser. You can do this using a computer, laptop, tablet or smart phone. Click on one of the icons below:

Please type the URL into the address bar at the top of the page E.g.:

Logging in

Enter your username, password, and click on the Login button.

You should not let anyone else login with your details or use your account.

Forgot your password?

Oops! Just click on Forgot your password.

Common login challenges:

- First letters automatically capitalising on Apple products.
- Passwords being case-sensitive.
Saving your password

If you are asked “Do you want to save your password for this site?” It is recommended you click on the **Nope** button on a shared computer.

**Warning!** Do not click on the **Save password** button before you confirm your new password at the next step.

Confirming your new password

If this is your first time using the assessment system you will be asked to choose a new password. Enter a new password into the first box, and confirm the new password in the second box. Lastly, click on the **Set Password** button.

**Warning!** Your password should be something that only you know and should be kept secure. Please note the password needs to be six characters or more and we would recommend using a combination of letters, numbers and characters!
Taking an assessment

To begin, click on the green Start Assessment button. This is a great place to start, and the other buttons will become clearer once you have taken some assessments.

Need help? Just click on the Help and Support button for multiple means of support.

Choosing an assessment

If you are not familiar with this assessment system - begin by taking a practice module.

a. Click on A practice module.

Starting an assessment

a. Click on Start New.
Instructions

You will be shown the Instructions. Once you have read these instructions, and you are ready to start, click on the Close button.

Types of questions, answers and tips

During the assessment you will see different types of questions, and each assessment you take will always be different. The question is in the top half of the page and answers to choose from underneath. You should read the question and answers carefully, and then select your answer(s) by clicking on the tick box or, text of the answer.

A bit of advice... You can change your mind as many times as you like before you click the Next Button, simply by clicking on any of the answers again.
Overview of a typical assessment page

a. The green progress indicator at the top shows your progress through the assessment.

b. Click on the **Not Sure** button when you are not sure, as it is better to discuss the outcome with your supervisor than to guess the answer.

c. Click on the **It Depends** button to add an explanation or justification to your answer.

d. Click on the **Next** button when you are ready to move on to the next question.

![Assessment User Guide](image)

It Depends button

By clicking on the **It Depends** button you can add explanations, examples of practice and any additional supporting evidence. Once you have added your statement click on the **Next** button to move on to the next question.

**Note:** **It Depends** will enable you to generate lots of evidence very quickly, which your manager can use in supervision to evidence your knowledge and understanding. If you are undertaking a qualifications this is a really effective way to generate lots of evidence which can save you repeating the process in the future.

![Assessment User Guide](image)
Assessment options

At the top right of the assessment you can click on your name to display a list of options.

a. Save and Exit Assessment

Click on the **Save and Exit Assessment** button to save the assessment and redirect yourself to the home page.

*If you forget - no need to worry!* The assessments save automatically.

b. Accessibility Settings

Click on the **Accessibility Settings** button to open up a page that will enable you to change the appearance of your assessments. Below, the **Text colour** and **Background colour** have been changed to work well for some people who have Dyslexia. But there are many other settings as well. If you click the **Save and continue** button, the settings will be remembered for future assessments.

c. Instructions

You can click on the **Instructions** button to re-open the same instructions page you saw at the beginning of the assessment.
Completing an assessment

Once you complete the final question and click Next, the following page will open and allow you to click on the View Results or go Back to Assessment List button. For the purposes of this guide, we will click View results.

a. View Results

b. Back to Assessment List
Results details

The top of your results page should look like this and will include your details.

Learning needs overview

Your Learning needs (based on incorrect answers) are displayed at the top of the page. When you and your manager add evidence this section will update automatically.

Highlighting answers the user has or has not selected

You can choose whether to highlight the answers you selected or the answers that you did not select when you took the assessment.
Adding evidence

It is essential that you use the Add Evidence button to add evidence, examples of practice and record the conversations you have with your manager in supervision. Once you are happy with your evidence, click on the Submit button.

Adding more evidence

You can always come back to your evidence and add more at any point. You can add evidence multiple times to build on-going evidence. Each time you add evidence the system will automatically add your name and the date to each piece of evidence.
Learning Links

You can select a learning link to undertake a piece of learning for the outcome you did not answer correctly. Your links will depend on the learning resources your organisation has available to them.

Once you have undertaken the learning, you can come back to your results and add evidence to demonstrate what you have learnt and to explain how you would answer the question differently.
**Add Input button**

At the bottom of the results page you can click on the **Add Input** button to add evidence and examples of practice and your manager should add their observations of your practice.

**Continuing an assessment**

From the home page you are able to continue an assessment by clicking on the **Continue Assessment** button.
Assessment Results

From the home page you are able to look at your assessment results. Firstly, click on the blue Assessment Results button.

a. Viewing completed assessment results
You will now be able to see information on your completed assessments, and from here can view your results.

b. Continuing started assessment results
By clicking on the Started button you will find some information on the assessments you have already started. You will be able to continue the assessment.
My Profile

Clicking the orange **My Profile** button on the home page will take you to a page that will allow you to change your password.

![My Profile button](image)

Edit Profile

You will now see the following page, click on the **Edit Profile** button.

![Edit Profile](image)

Changing password

From here you are able to change your password, you will need to also confirm it. Then click on the **Save changes** button.

![User Profile](image)
Help and Support

Clicking the Help and Support button on the home page will take you to a page that has many options in acquiring help and support.

Bookmarking

You may find bookmarking the website useful in avoiding having to type the website address in every time, you could also add a short cut to your home screen. If you require any assistance with this, please don’t hesitate to call the support team.

a. To bookmark in Google Chrome click on the star in the top right corner of the browser and click on the Finished button. The process is similar for most browsers.
Mobile devices

If you are using a mobile (handheld) device. This could be a phone or tablet of varying sizes. You will notice the website looks a bit different. This is because it has changed to fit the size and shape of your device.

You can scroll through the coloured boxes and when you click on one of these, it will work the same as on a larger screen as described in this guide.

You will see a square box with lines on it at the top and by clicking this you can see the same menu items you would see on a larger screen.