

# Guidance for Apprenticeships ILPs

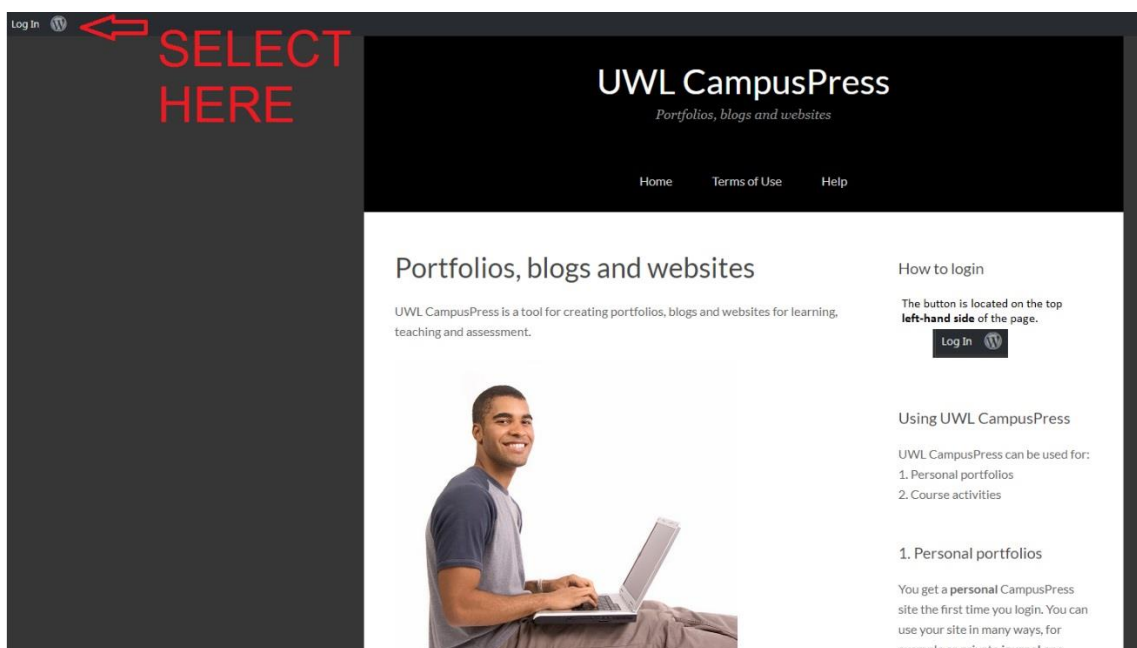
## About ILPs

The purpose of Campus Press is for you to keep all your individual learning plan (ILP) information in one place, on-line. You will be able to record all your Off the Job (OTJ) activity you complete at work here as well as record the summary and action plans of your review meetings.

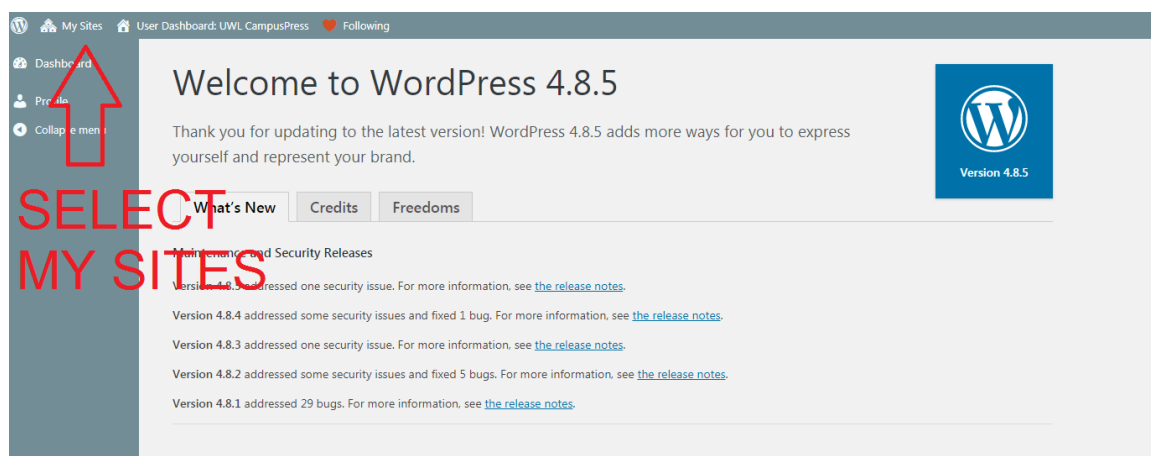
## First Steps to Get Started

### 1. Access your ILP

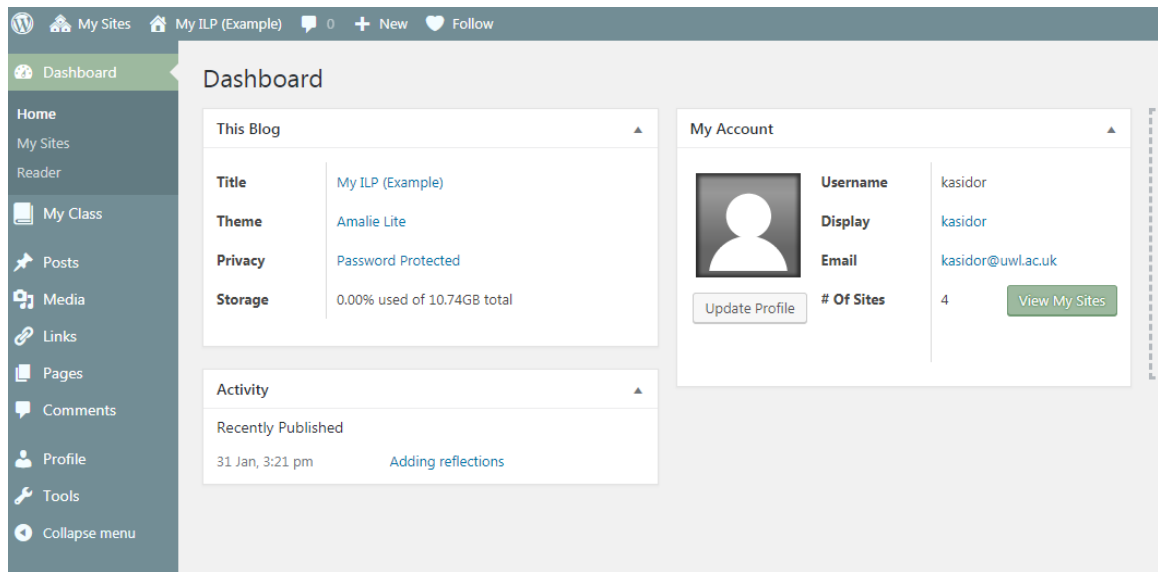
Go to <http://campuspress.uwl.ac.uk> and Login (top-left) with your UWL account.



### 2. Your ILP is listed under My Sites (top-left)

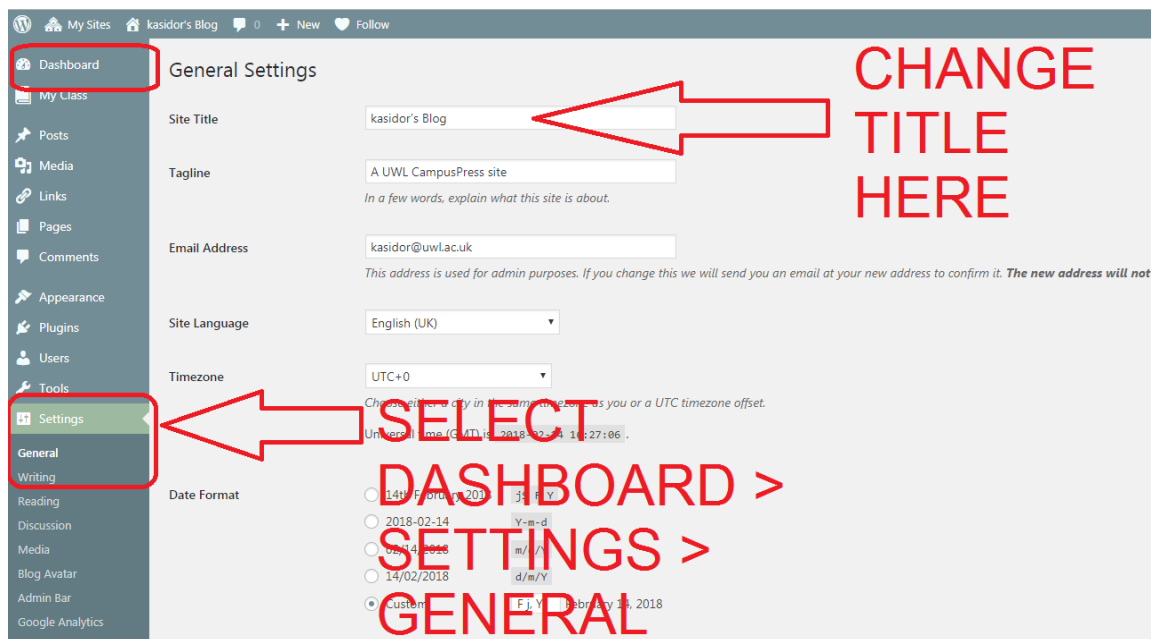


3. Then you can access the Dashboard or Visit Site



4. Change your ILP Title (optional). Initially it will be “My ILP” You can change it to some more personal if you wish e.g. John Smith’s ILP

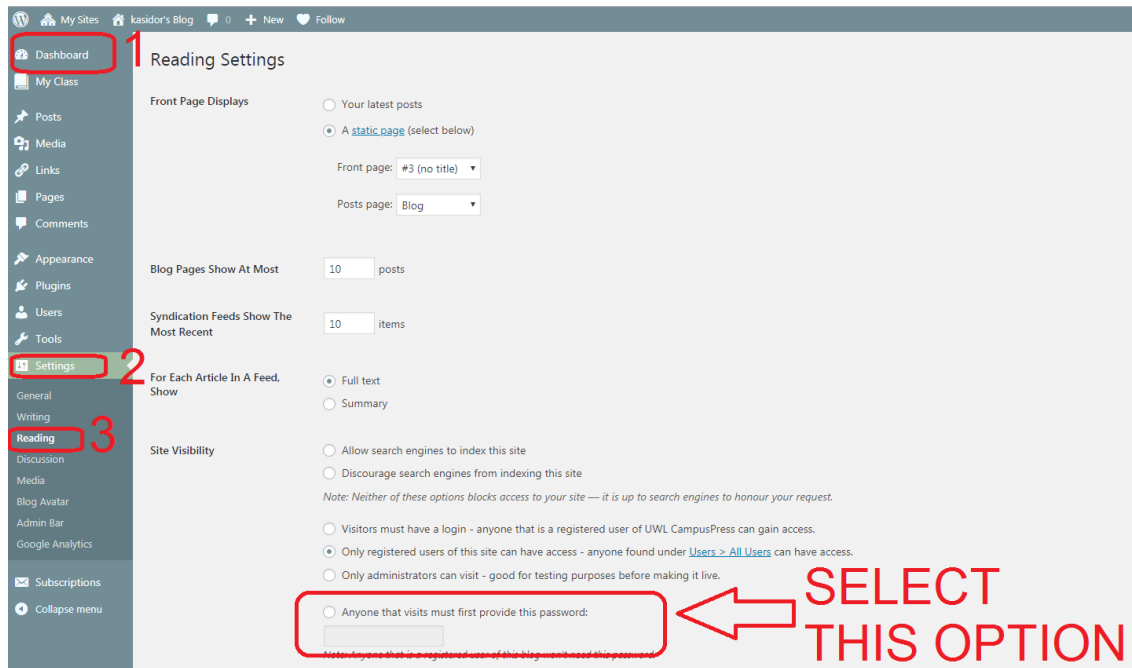
Dashboard > Settings > General > Site Title



## 5. Change Privacy to allow your employer access – MANDATORY\*

Set a password for your site. This password is for your employer only. You will access the site using your UWL Account.

Dashboard > Settings > Reading and choose the password option.



The screenshot shows the WordPress 'Reading Settings' page. The left sidebar contains a menu with 'Dashboard' (1), 'Settings' (2), and 'Reading' (3) highlighted with red boxes. The main content area is titled 'Reading Settings' and includes sections for 'Front Page Displays', 'Blog Pages Show At Most', 'Syndication Feeds Show The Most Recent', 'For Each Article In A Feed, Show', and 'Site Visibility'. The 'Site Visibility' section has four radio button options. The first option, 'Anyone that visits must first provide this password:', is circled in red. A red arrow points from the text 'SELECT THIS OPTION' to this option. Below this option is a text input field for the password.

6. Email your ILP web address (for example <http://campuspress.uwl.ac.uk/ilp01234567>) and the password you chose to your employer.

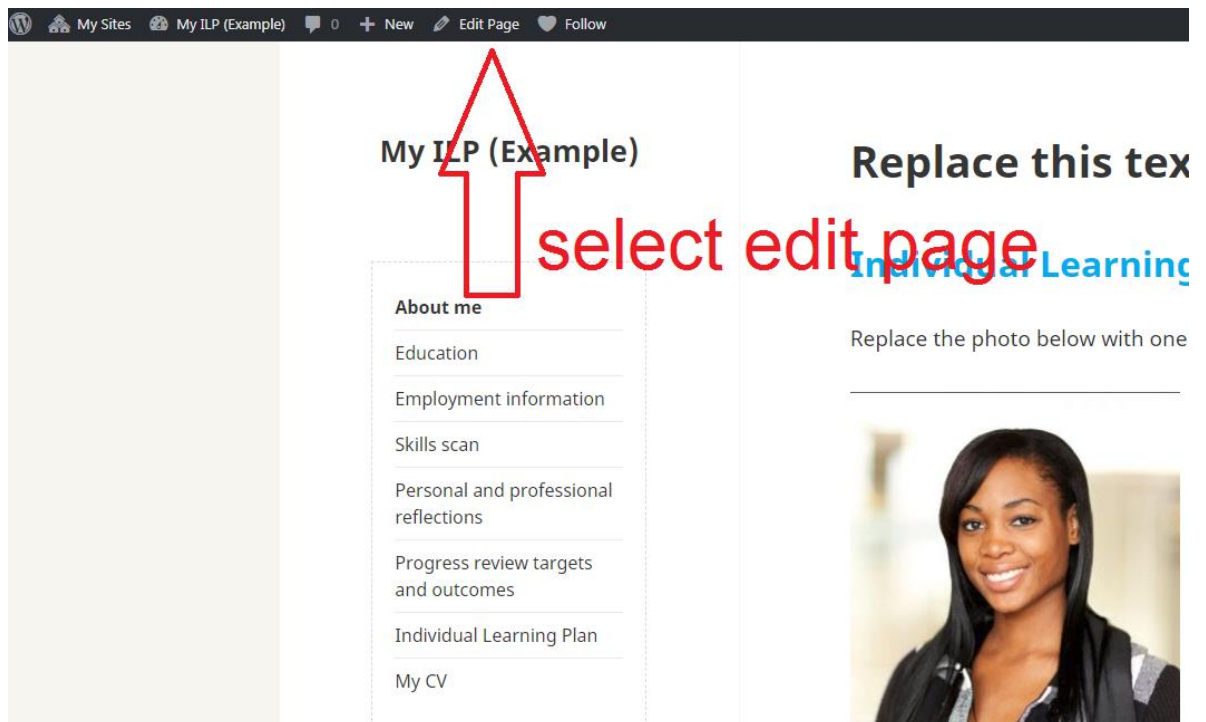
## Updating your ILP

### Pages & Posts

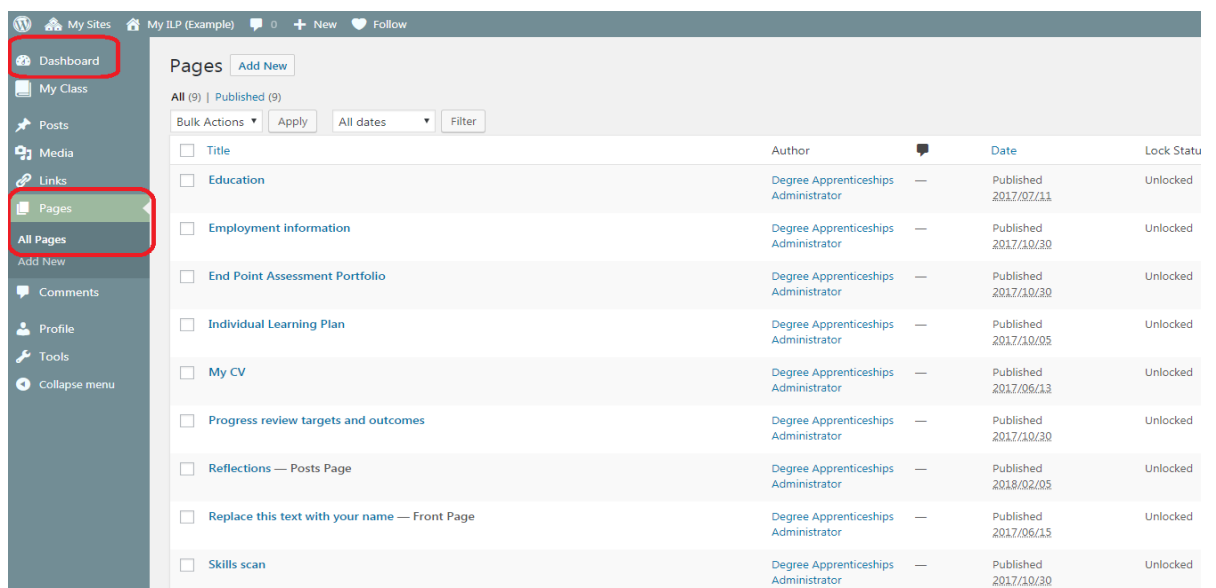
Your ILP consists of a collection of Pages and Posts.

1. Editing Pages - Most of your ILP consists of Pages.

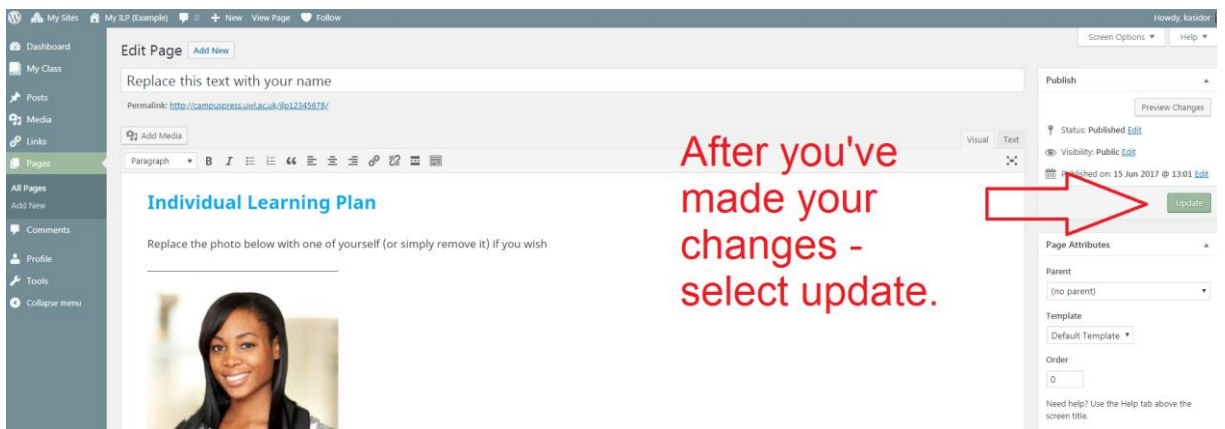
Use the Edit button on each page



or access a full list of pages: Dashboard > Pages.

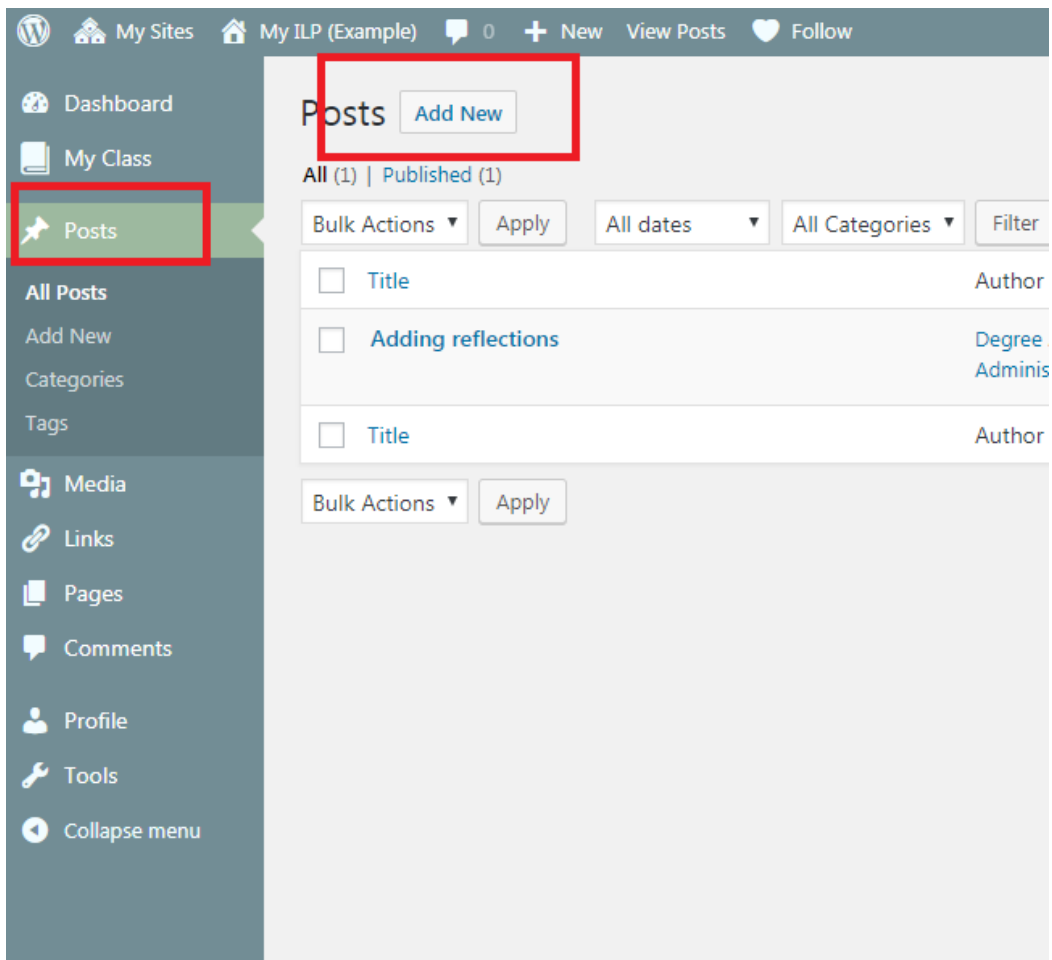


When you are ready click 'Update'

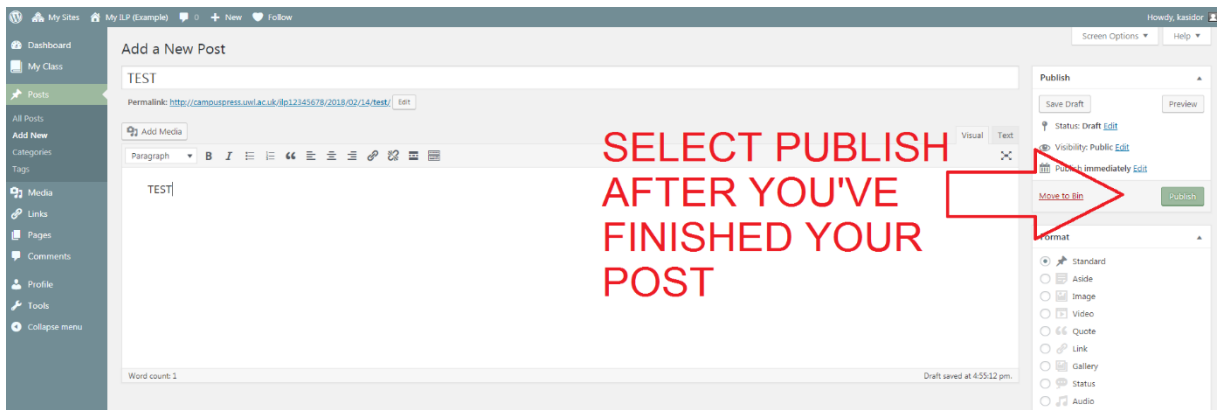


## 2. Adding & Editing Posts - Your 'Personal and professional reflections' are Posts.

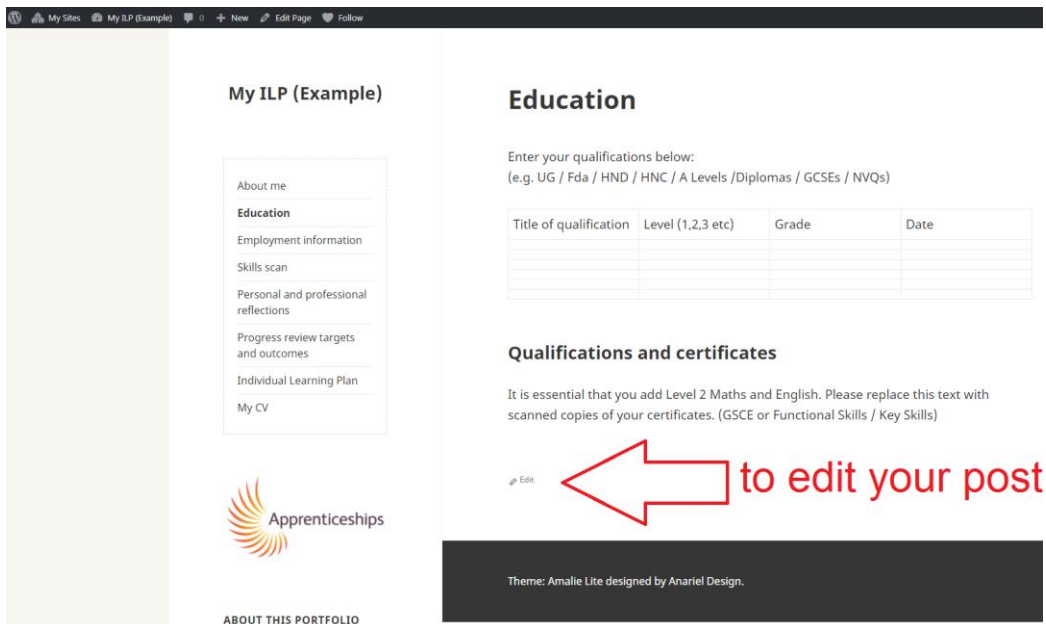
To add a new reflection you can use "+ New" > Posts in the header or Dashboard > Posts > Add New.



When you are ready click 'Publish'.



To edit a reflection you can use the Edit button below the post



or access a full list of posts: Dashboard > Posts

The screenshot shows the Blackboard Canvas LMS interface. The top navigation bar includes 'My Sites', 'My ILP (Example)', '0' notifications, '+ New', 'View Posts', and 'Follow'. The left sidebar contains a menu with 'Dashboard' and 'Posts' highlighted in red boxes. Below 'Posts' are sub-menu items: 'All Posts', 'Add New', 'Categories', 'Tags', 'Media', 'Links', 'Pages', 'Comments', 'Profile', 'Tools', and 'Collapse menu'. The main content area is titled 'Posts' and includes an 'Add New' button. It shows a list of posts with the following data:

<input type="checkbox"/>	Title	Author	Categories
<input type="checkbox"/>	TEST — Draft	kasidor	Reflections
<input type="checkbox"/>	Adding reflections	Degree Apprenticeships Administrator	Reflections
<input type="checkbox"/>	Title	Author	Categories

Below the table, there are 'Bulk Actions' and 'Apply' buttons.

## Further help

See <https://www.uwl.ac.uk/blackboard-help-students/campuspress>