

Guidance for Apprenticeships ILP/RoPs

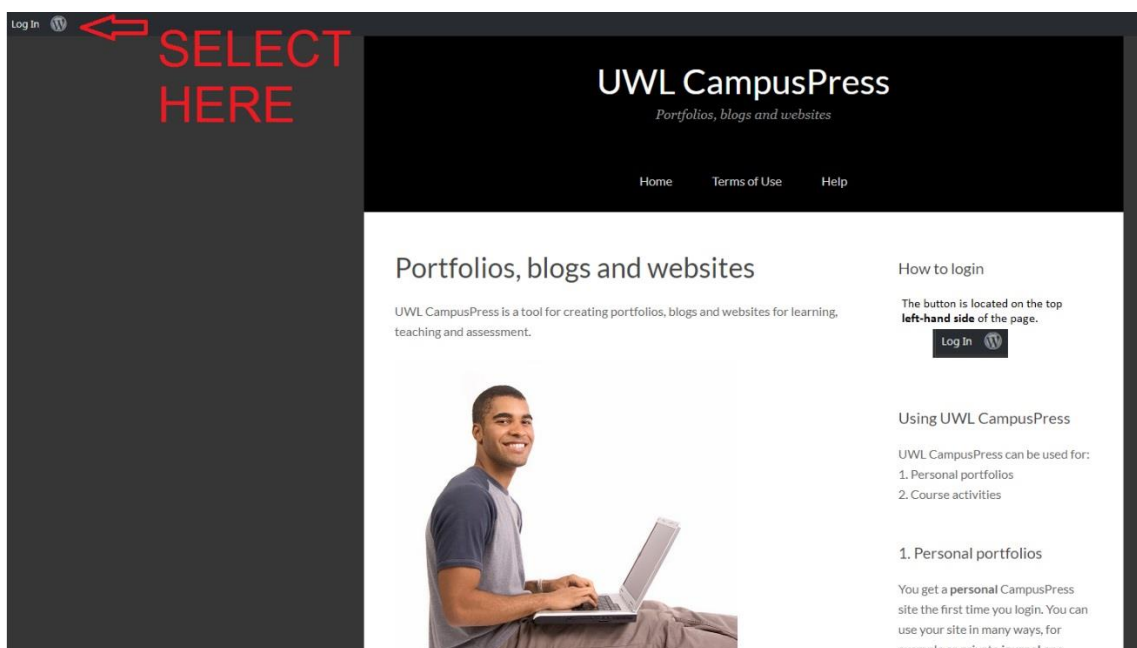
About RoPs

The purpose of Campus Press is for you to keep all your Record of Progress (RoP) (Previously known as 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.

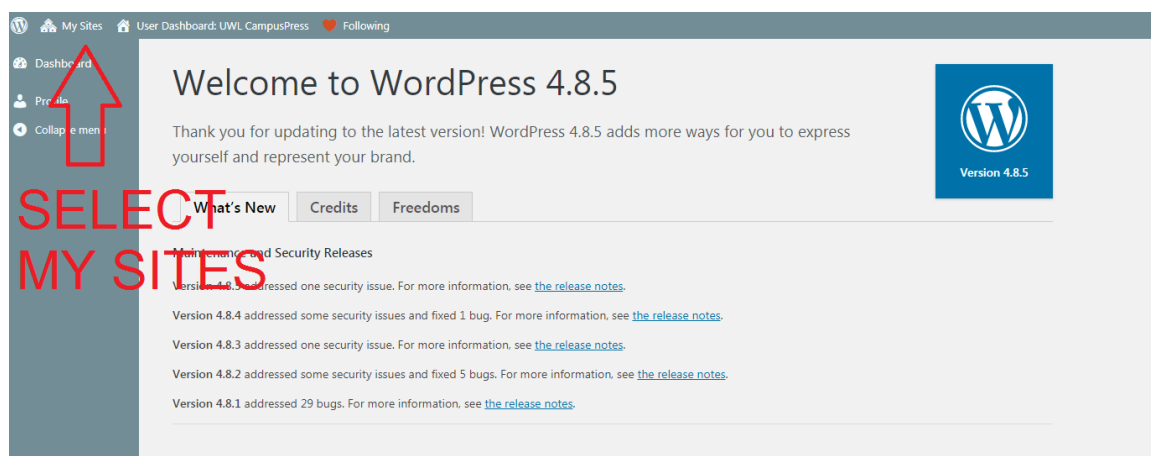
First Steps to Get Started

1. Access your RoP

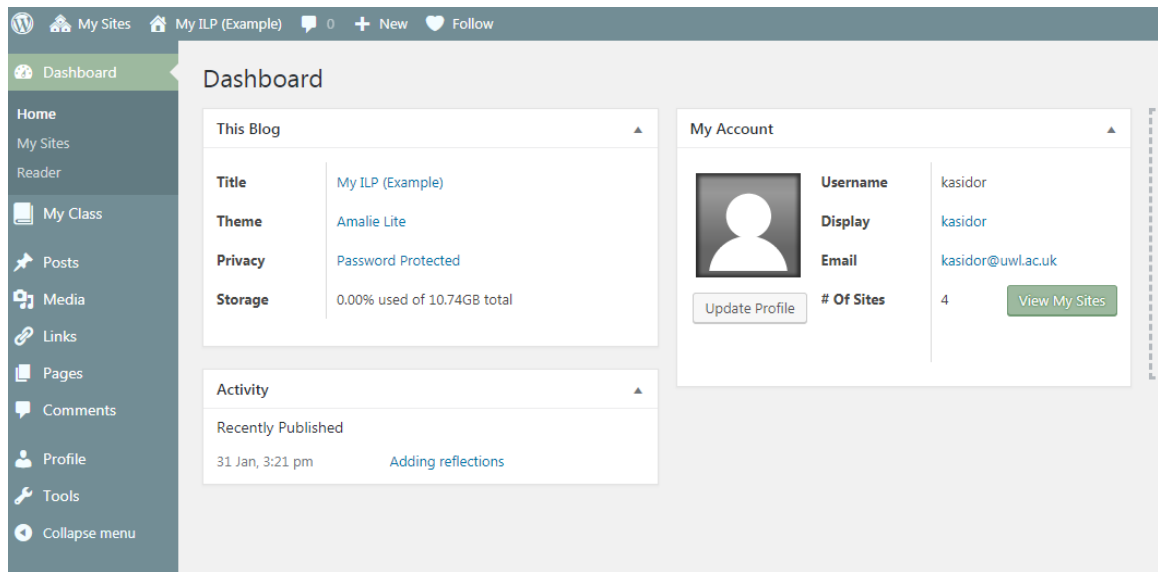
Go to <http://campuspress.uwl.ac.uk> and Login (top-left) with your UWL account.



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

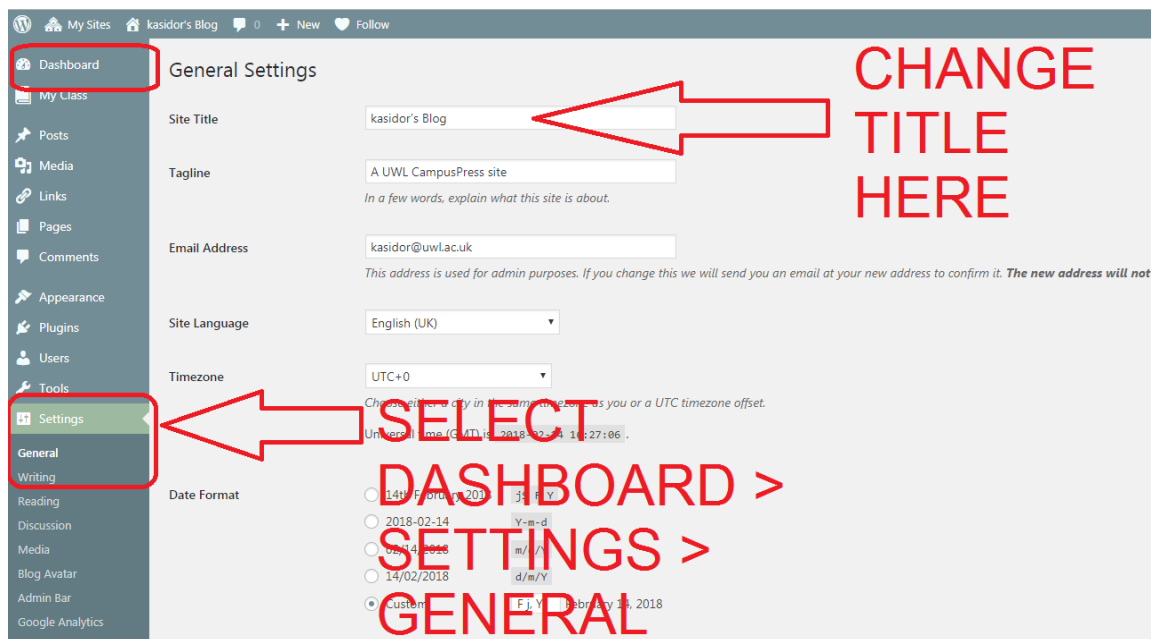


3. Then you can access the Dashboard or Visit Site



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

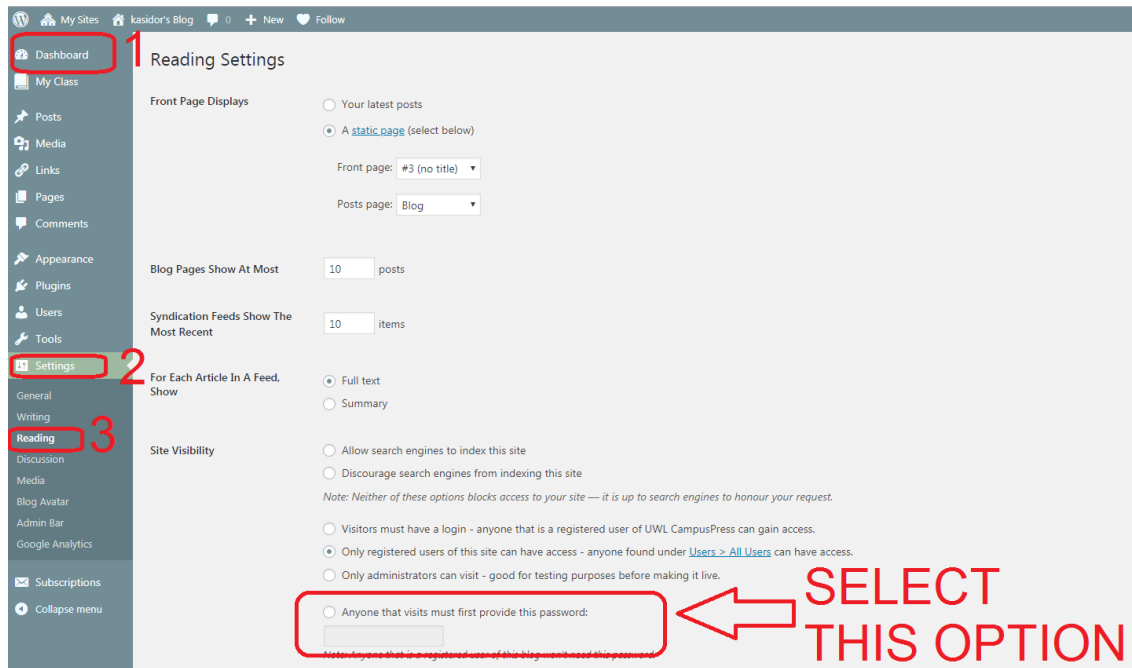
Dashboard > Settings > General > Site Title



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 five radio button options. The first option, 'Anyone that visits must first provide this password:', is selected and circled in red. A red arrow points from the text 'SELECT THIS OPTION' to this option. Below the selected option is a text input field for the password.

6. Email your RoP web address (for example <http://campuspress.uwl.ac.uk/rop01234567>) and the password you chose to your employer.

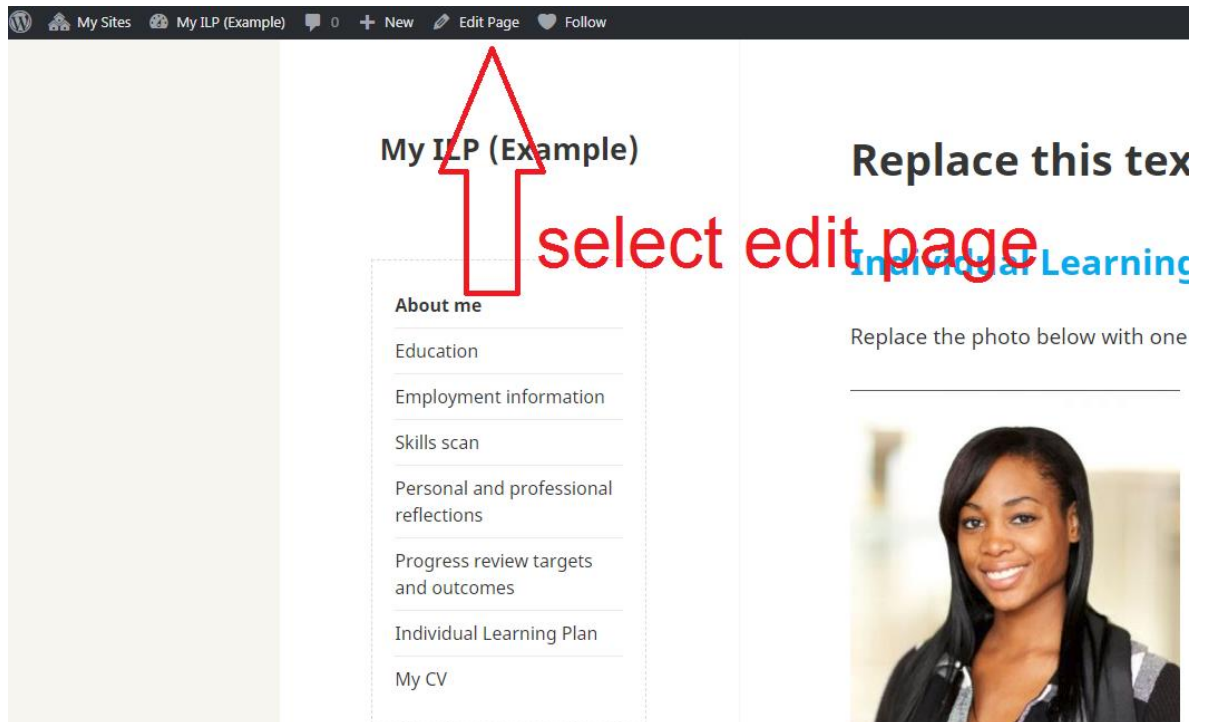
Updating your RoP

Pages & Posts

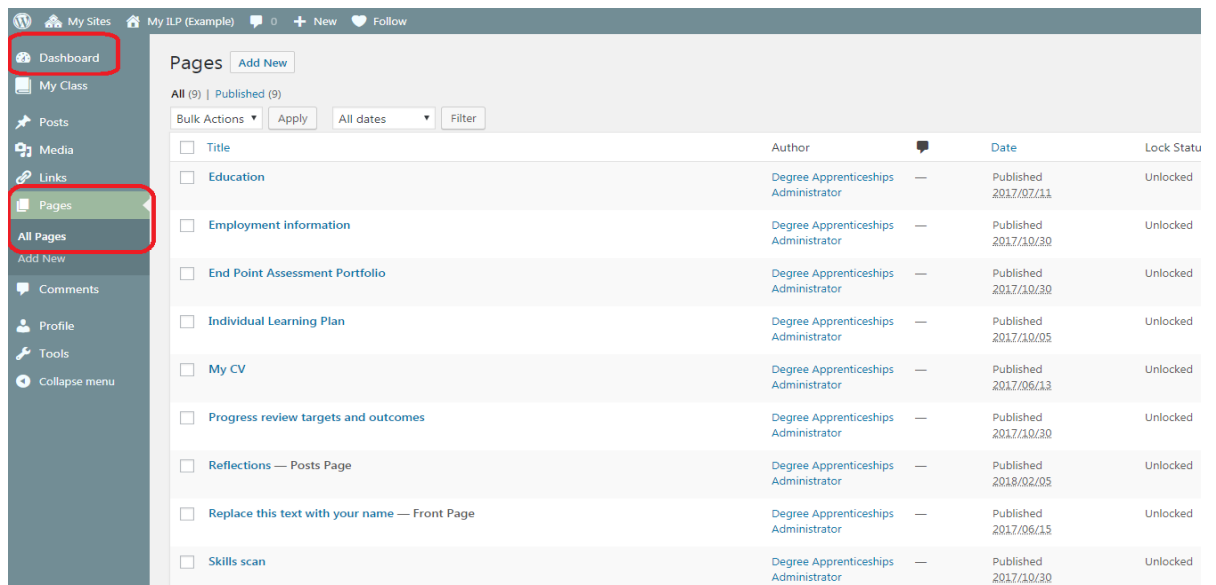
Your ILP consists of a collection of Pages and Posts.

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

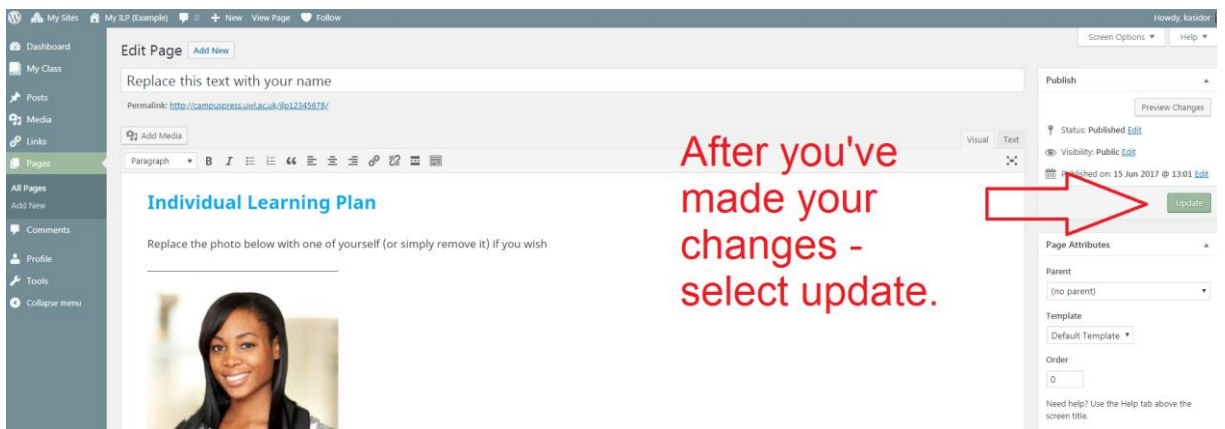
Use the Edit button on each page



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

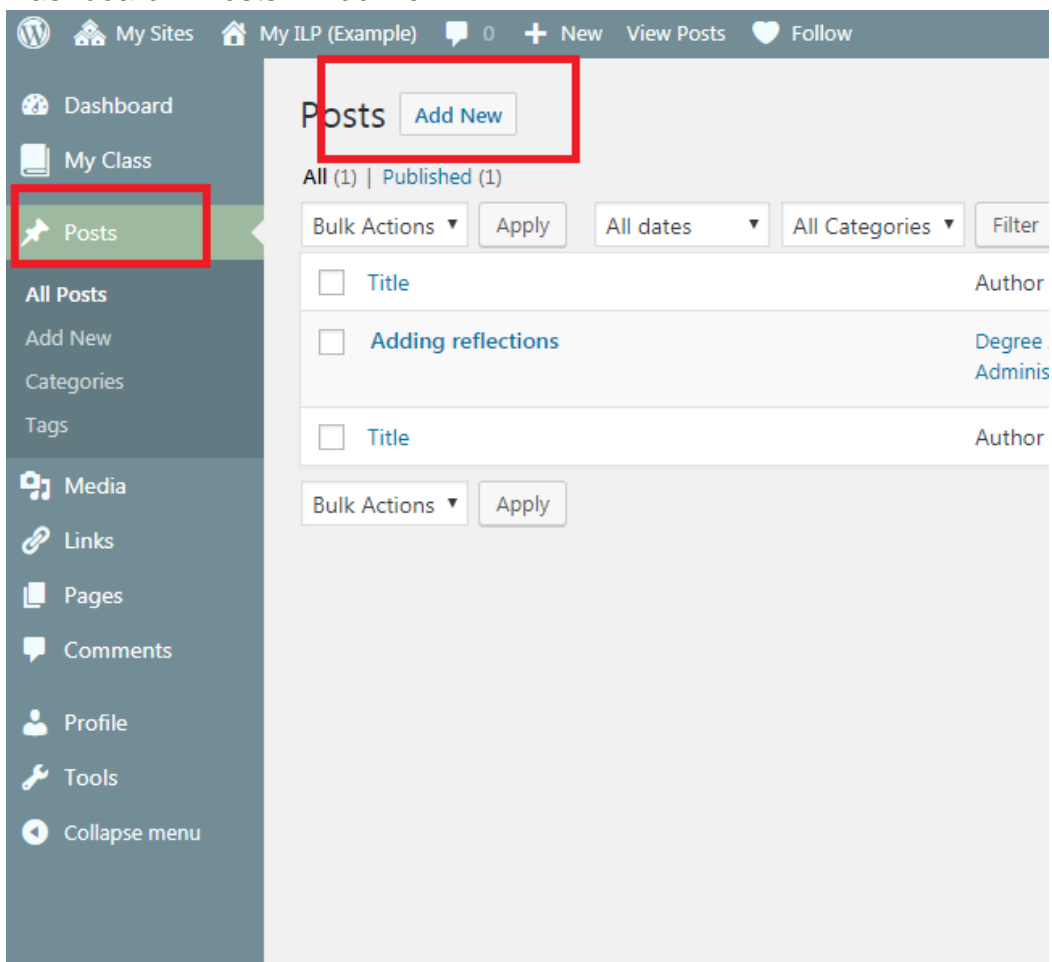


When you are ready click 'Update'

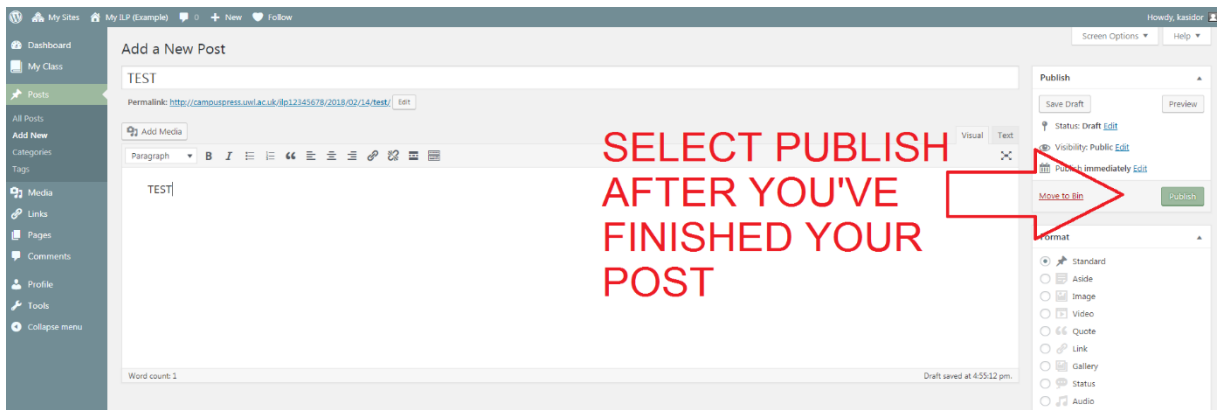


2. Adding & Editing Posts - Your 'Personal and professional reflections' are Posts.

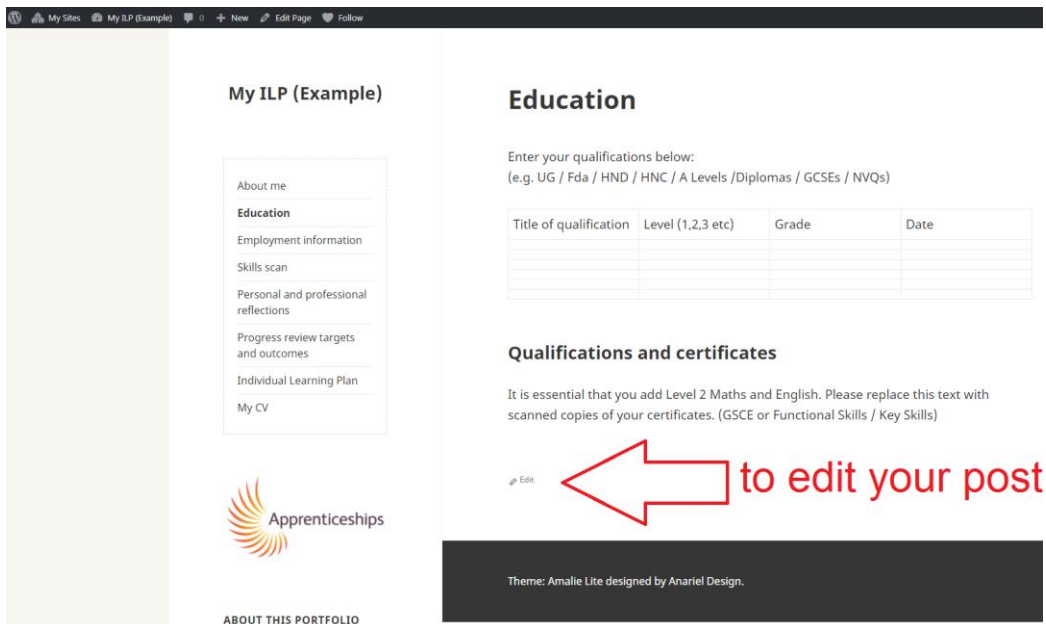
To add a new reflection you can use "+ New" > Posts in the header or Dashboard > Posts > Add New.



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 Campus Press 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. The main content area is titled 'Posts' and includes an 'Add New' button. Below the title, there are filters for 'All (2)', 'Mine (1)', 'Published (1)', and 'Draft (1)'. A table of posts is displayed with columns for 'Title', 'Author', and 'Categories'. The posts listed are:

<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

Further help

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