# e-track Online Learner Overview

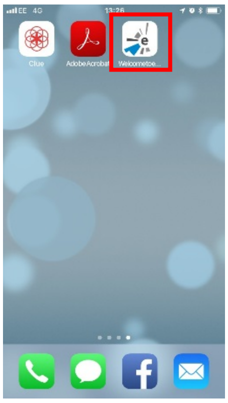
This guide is an overview of how to use e-track Online as a learner user.

Contents



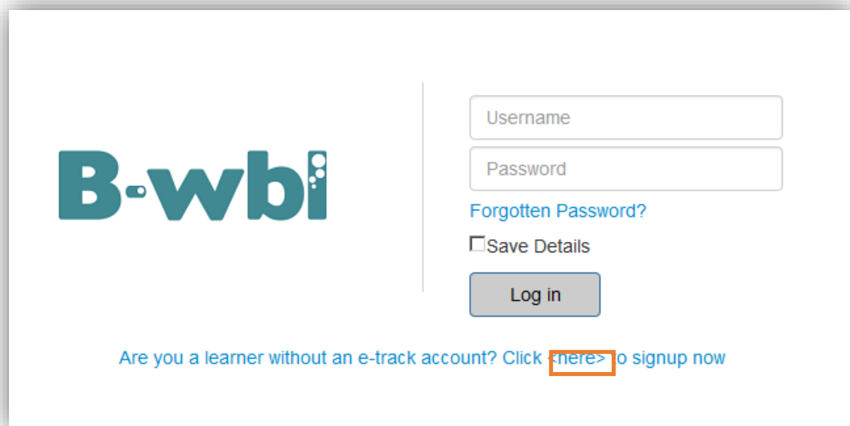
'e-track' is a web-based e-portfolio system for you to use throughout your programme. It enables you to view the progress you are making throughout your programme, communicate with your assessor, upload work/evidence to them and take an interactive part in your learning. As it is web-based it can be accessed via a computer or a tablet/smartphone that is either IOS or Android based.

If using a phone or tablet, you can bookmark the website to your home screen for easy access:

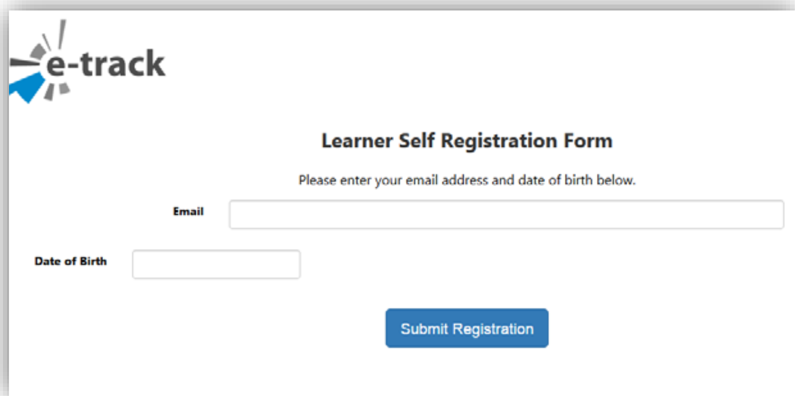


## Creating a User Account

To create a user account, go to the e-track website https://etrack.pembrokeshire.ac.uk/etrack/LoginPage.aspx
Click on the link 'Are you a learner without an e-track account? Click *here* to sign up now'



This will take you to a screen where you will need to enter your email address and your date of birth.
*Please note that the email address you enter should be the same one that you gave when you enrolled on your training programme.*
Click **Submit Registration**



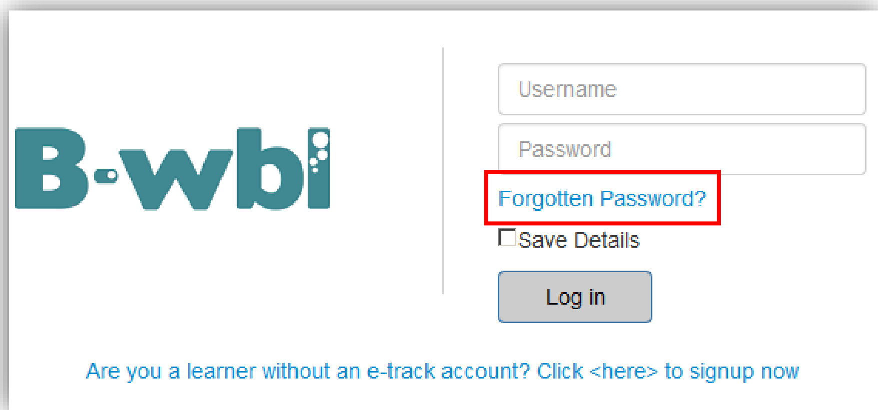

You will then be sent an email which will contain your username and a link for you to set a password.
Your password needs to be a minimum of 10 characters with at least:
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

Click **Create Account**

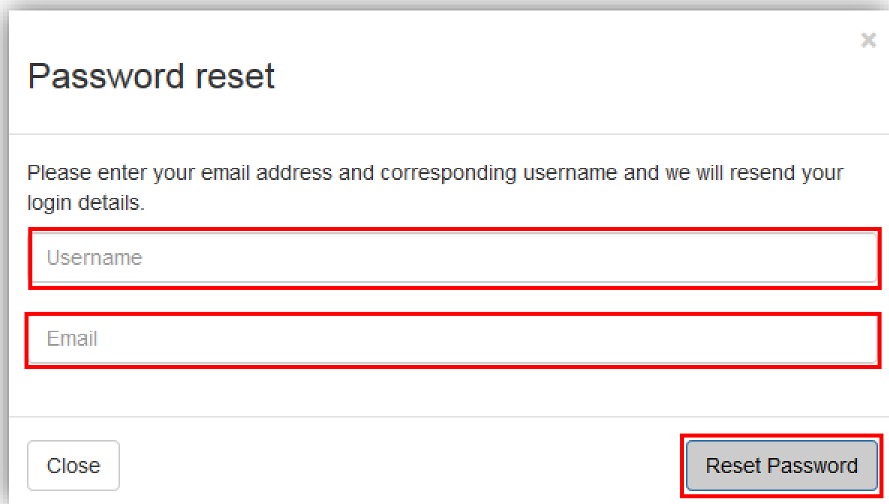
# Forgotten Password

If you have forgotten your password:

1. Go to the e-track website [https://etrack.pembrokeshire.ac.uk/etrack/LoginPage.aspx](https://etrack.pembrokeshire.ac.uk/etrack/LoginPage.aspx)
2. Click on the **Forgotten Password?** Link

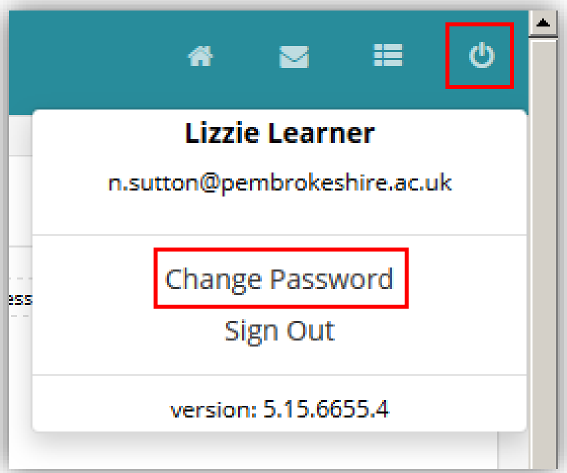



3. Enter your username and email address
4. Click **Reset Password**



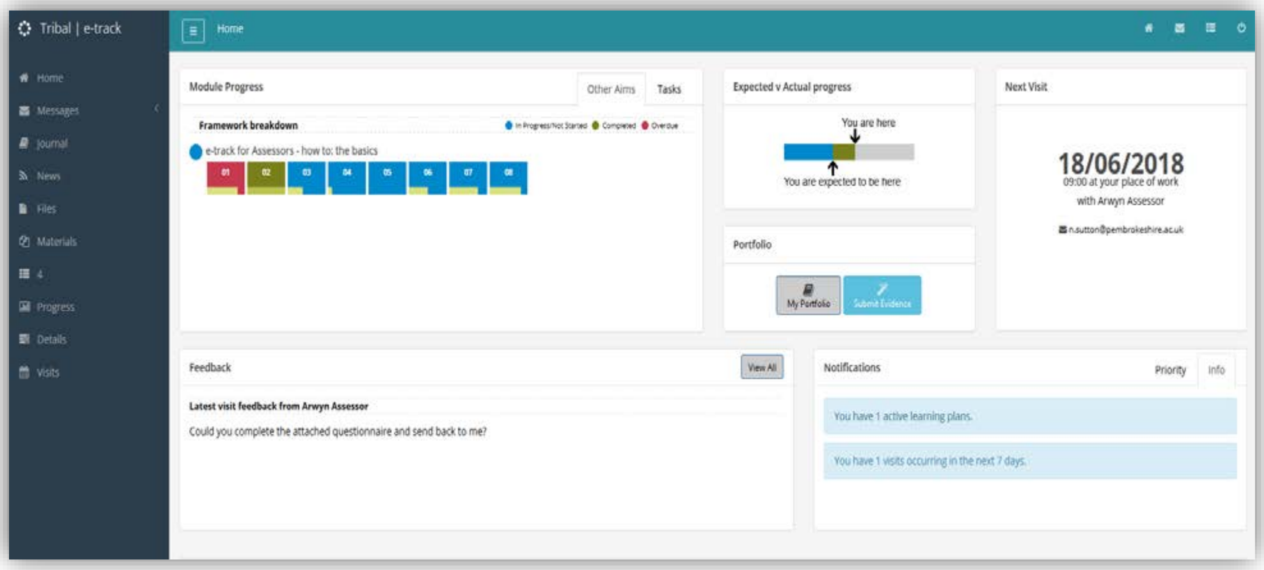

If e-track matches the username and the email address to a known account, you will be emailed a link to reset your password.

If you wish to change your password at any time, this can be done from the **Change Password** option at the top right of the screen once logged in.



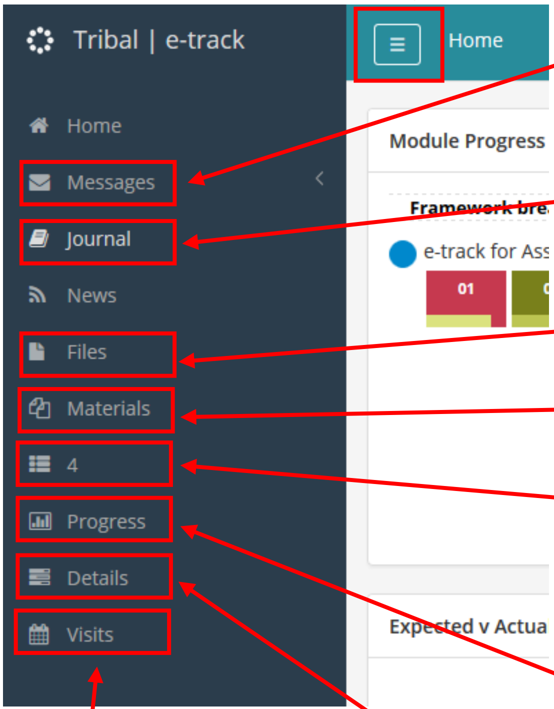

## Home Page

Once logged in, you will be taken to your home page. This screen allows you to see your progress at a glance.



The screen is broken down into the following sections:

Clicking this will expand and collapse the side menu




This will take you to your messages. You can expand this option to be able to click directly on links to a particular message folder

Here you can access your journal to record notable information regarding your programme, employment or personal details

The Files section shows all of evidence that has been submitted into your e-portfolio

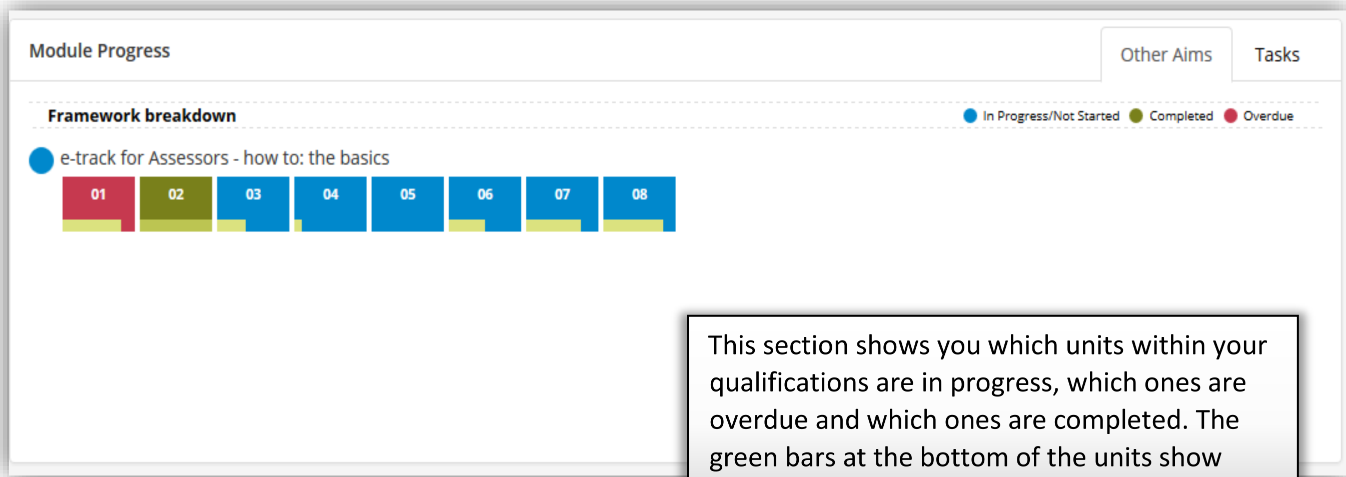
Here you can access relevant materials to assist you with your qualifications

Here you can access your Mappings screen. This shows you all of the units within your qualifications which have evidence uploaded against them, and the ones that still require evidence

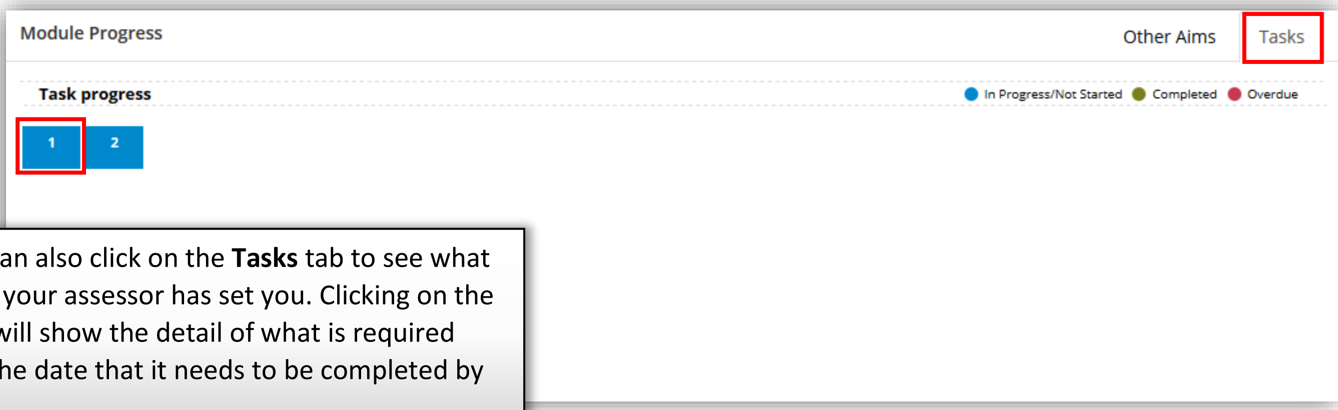
The progress page gives you an overview as to how much progress you have made against how much should have been made, both for your programme as a whole and broken down by qualification. It also tells you when you are due to complete your programme, and when you are projected to complete based on your rate of progress

Here you can access your calendar of visits along with your Learning Plan

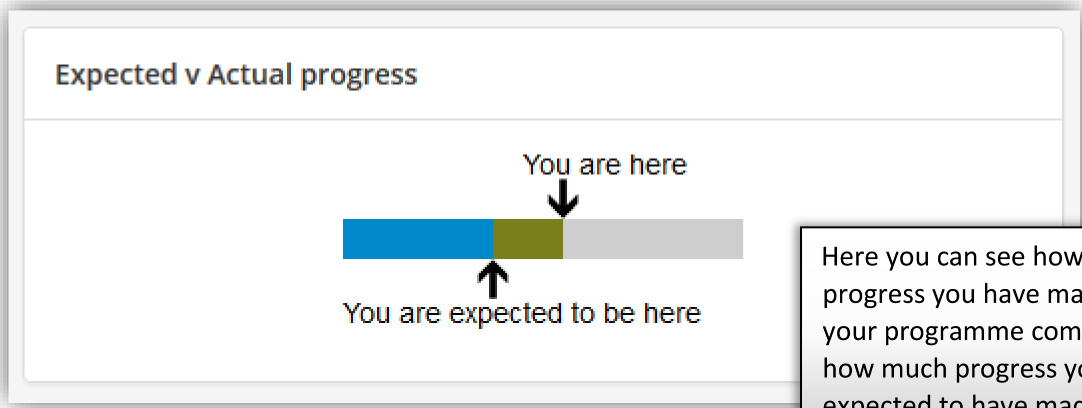
This page will show you all of your qualifications and the units within them, along with the start and target dates for completion



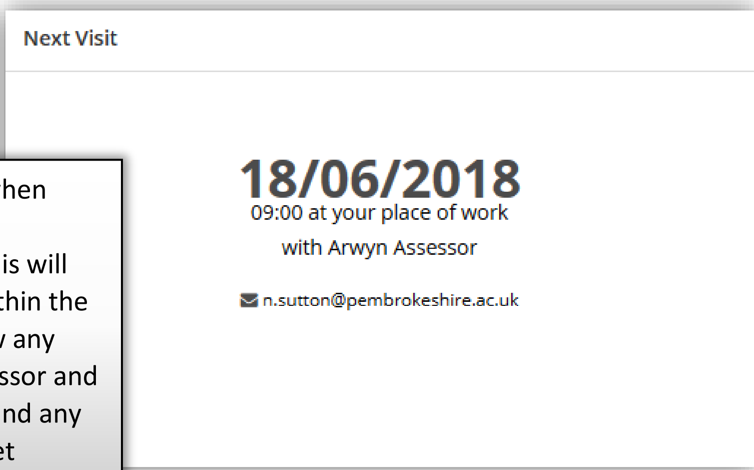

This section shows you which units within your qualifications are in progress, which ones are overdue and which ones are completed. The green bars at the bottom of the units show how far through them you are



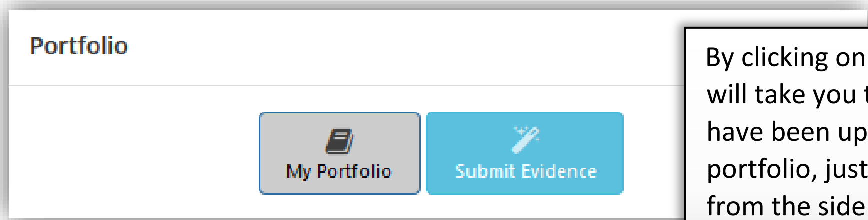

You can also click on the **Tasks** tab to see what tasks your assessor has set you. Clicking on the task will show the detail of what is required and the date that it needs to be completed by



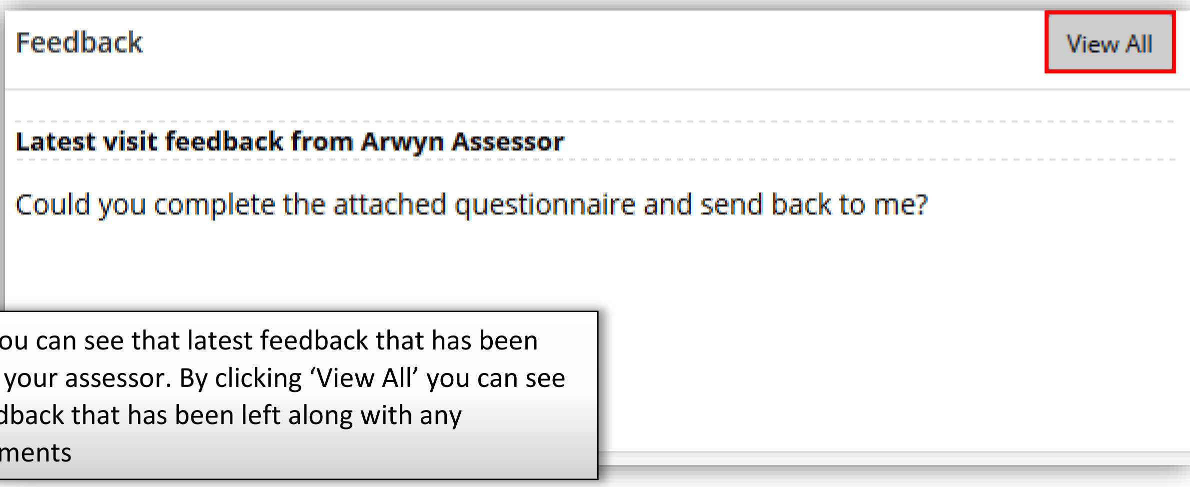

Here you can see how much progress you have made through your programme compared to how much progress you are expected to have made



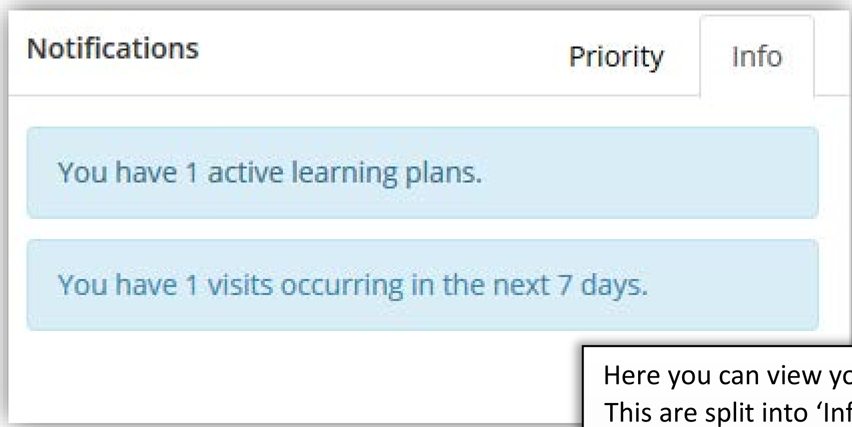

This section shows you when your next visit from your assessor is. Clicking on this will take you into the visit within the diary where you can view any notes made by your assessor and view your learning plan and any targets that have been set




By clicking on **My Portfolio** this will take you to the files which have been uploaded into your e-portfolio, just like clicking **Files** from the side menu. Clicking **Submit Evidence** will take you to a wizard which will enable you to submit evidence to your assessor




Here you can see that latest feedback that has been left by your assessor. By clicking 'View All' you can see all feedback that has been left along with any attachments




Here you can view your notifications. This are split into 'Info' for those which are for information purposes such as reminders, and 'Priority' for those which need to be addressed more urgently

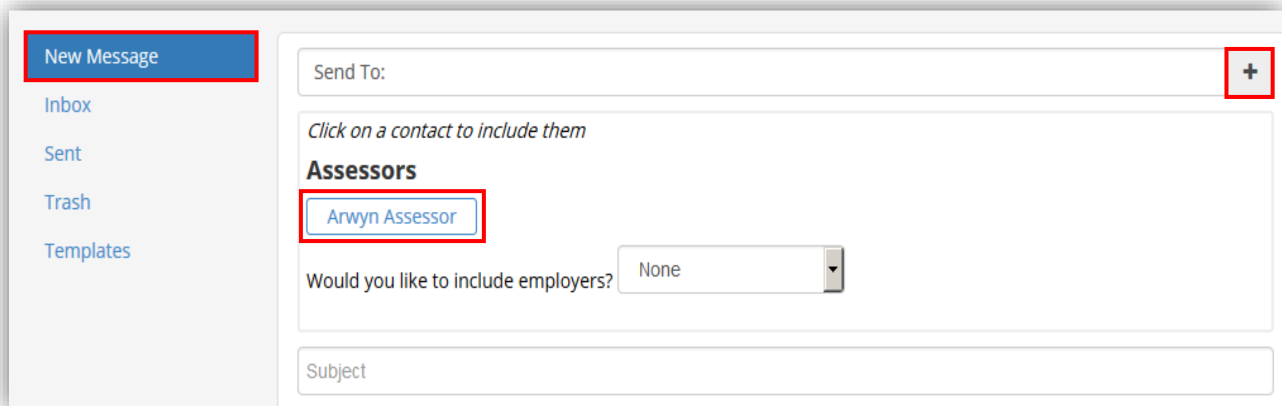
# Sending Messages

Within e-track you have the ability to send messages back and forth to your assessor. To do this click **'Messages'** within the side menu.

Here you can view all of the messages that you have received.

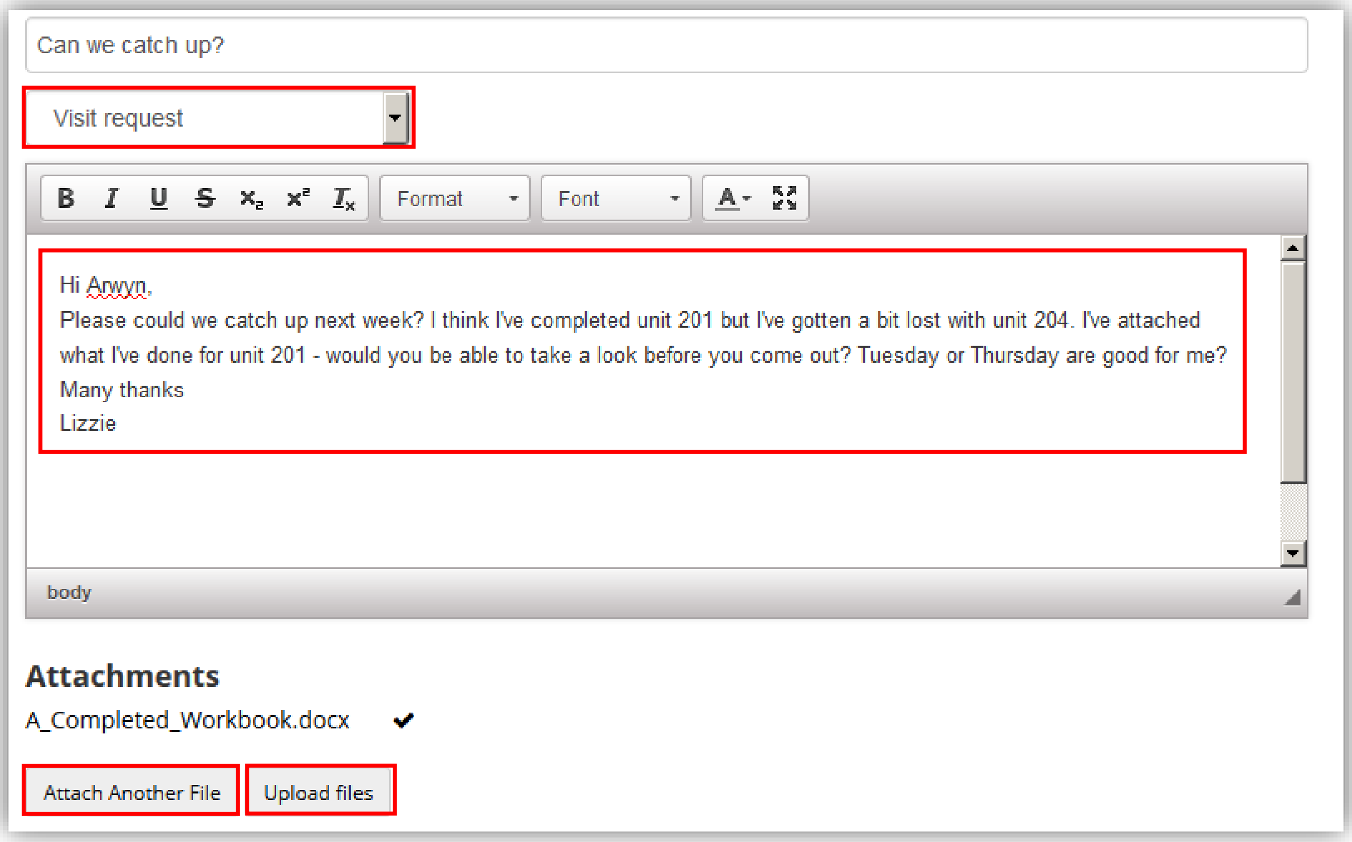
To send a new message click **'New Message'**.

By expanding the **'Send To'** option you can select to send your message to your assessor by clicking on their name. If you have an assessor and a tutor, both will appear giving you will the option to choose who you want to send a message to.



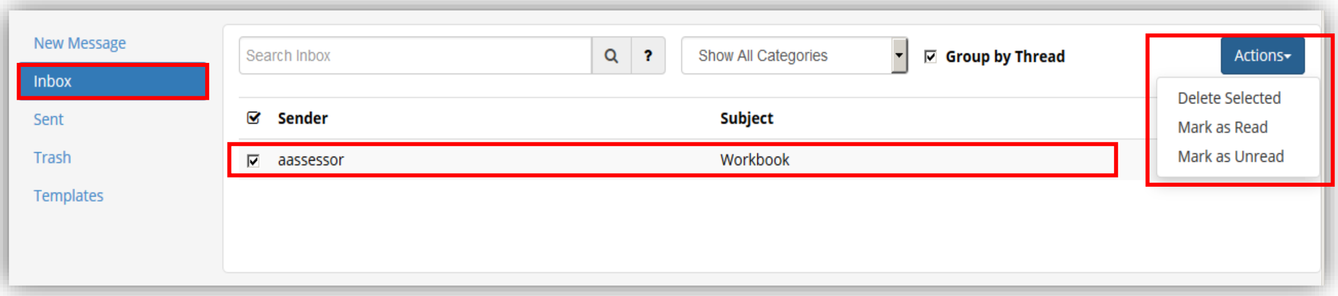
Enter a subject and select an option from the drop down list depending on what type of message you are sending. Type the content of your message and add any attachments if necessary. When adding attachments it is important to ensure that after you click **'Attach File'** you click **'Upload files'** to ensure that it is attached to the message.

Below is an example:

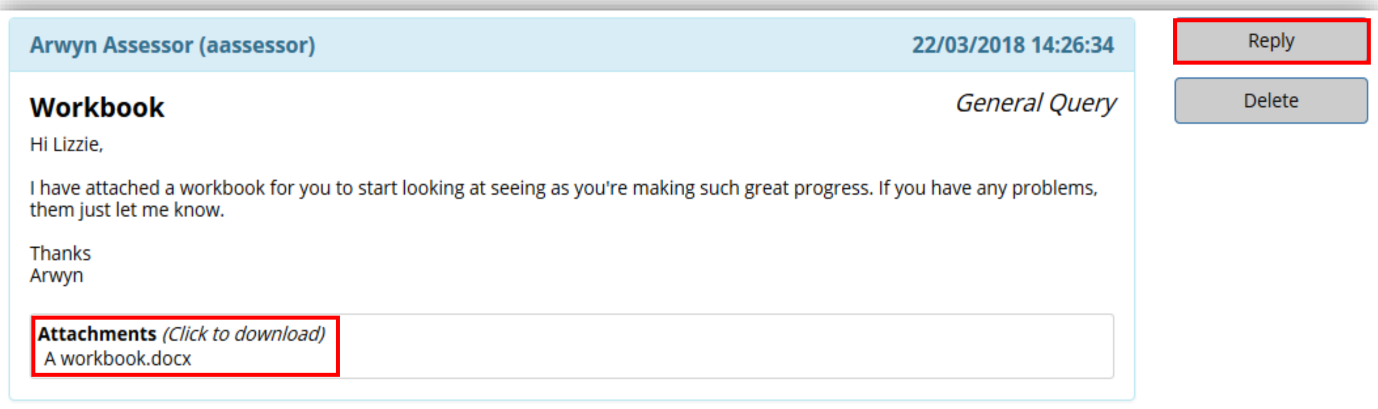



When you've finished compiling your message, click **Send Message**.

When you receive a message, click on your **Inbox** to view it. You can click on the message to open it, or you can tick the box next to it, then choose **Actions** to either delete it, mark it as read, or mark it as unread.



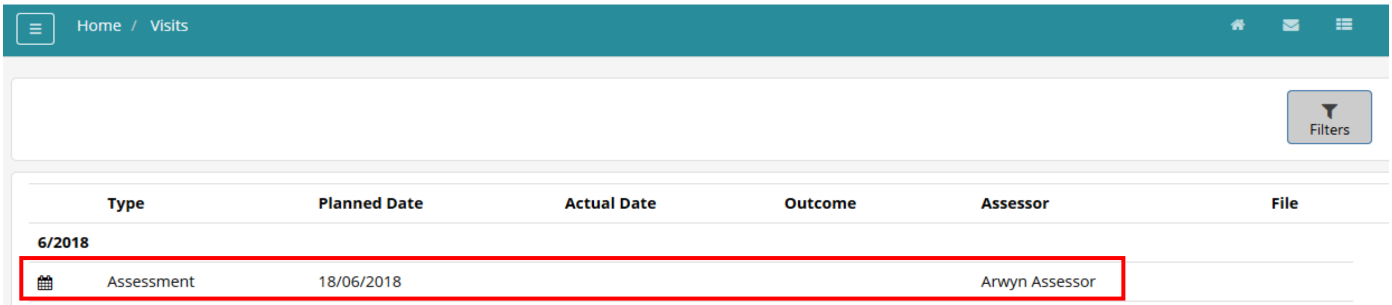

Once you have opened the message you can view the content and download any attachments. You can also click **Reply** to send a message back to your assessor.



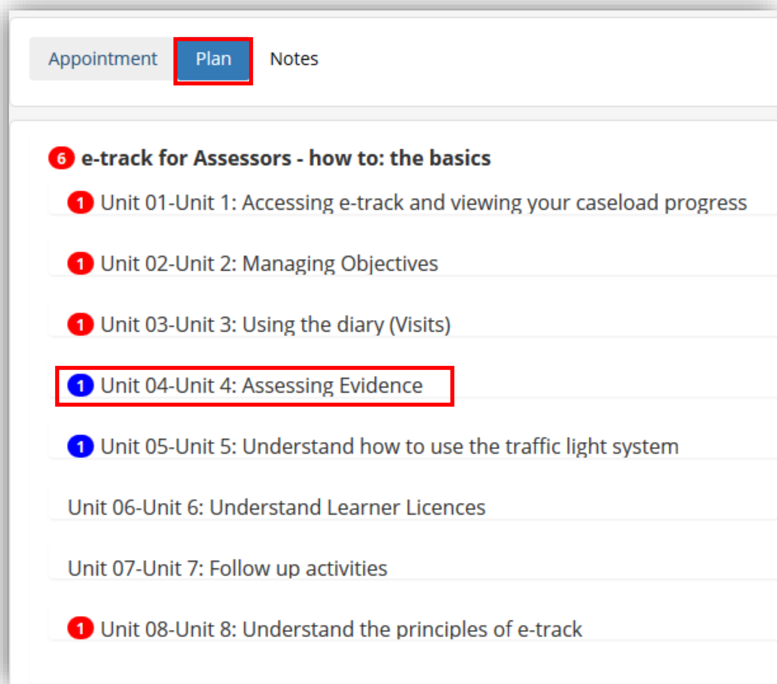

# Viewing your Learning Plan

Within e-track is your **Learning and Assessment Plan**. This is where your assessor will set a forward plan for various units, along with target dates for when these plans need to be completed.

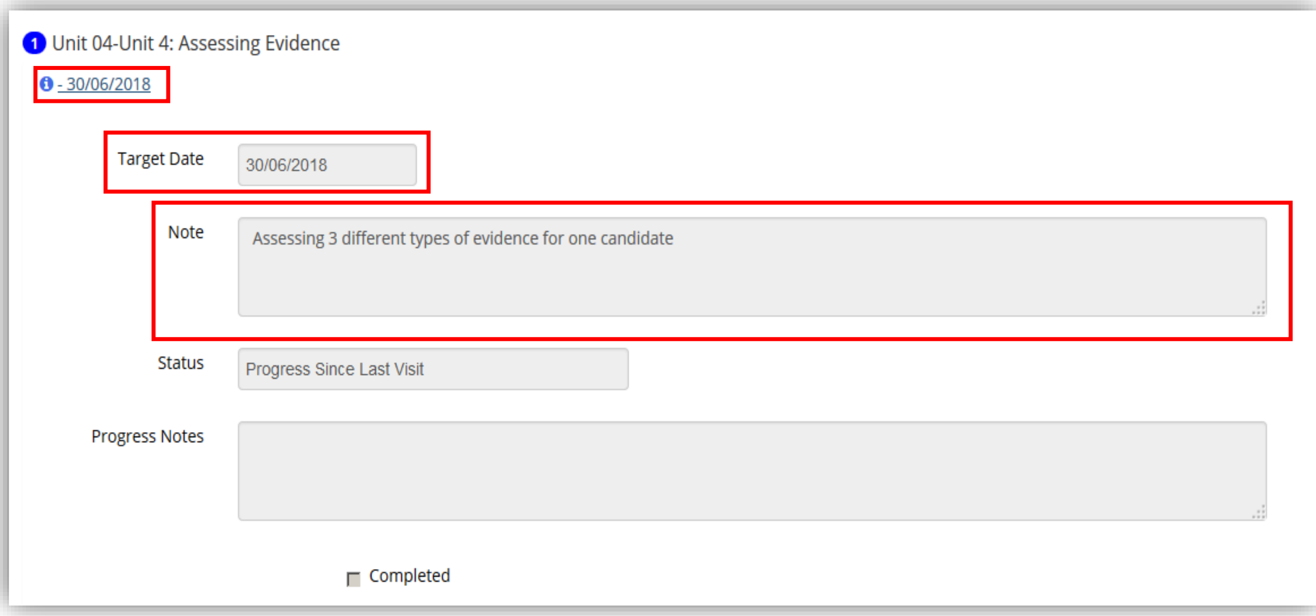
To view these visits you can go to **Visits** in the side menu, open your latest visit and click **Plan**.




The numbers indicate how many plans are attached to each qualification/unit and the colours against each unit indicate whether the target date is in the past or the future.



Clicking on a unit title and the plan date will expand the plan details showing what is required to be completed and by when.




You won't be able to amend any details within the plan but you will be able to refer to it in between visits from your assessor so you are aware of any work that needs to be completed or any evidence that needs gathering.

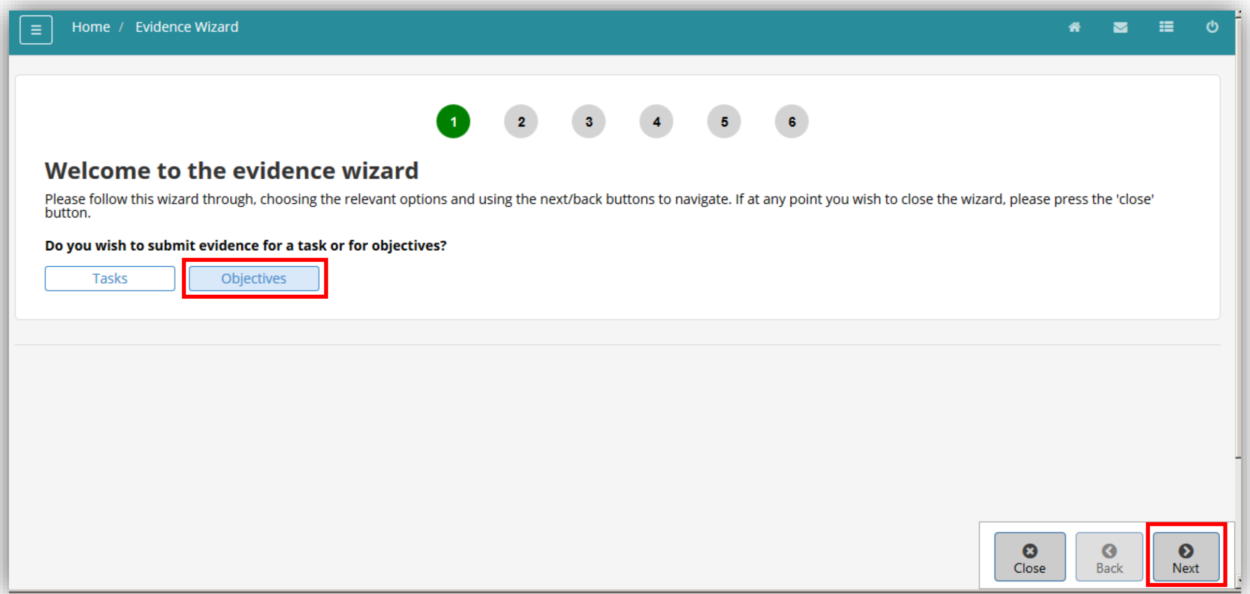
# Uploading Work

When you have work that you want to submit to your assessor, you can do this in one of two ways:

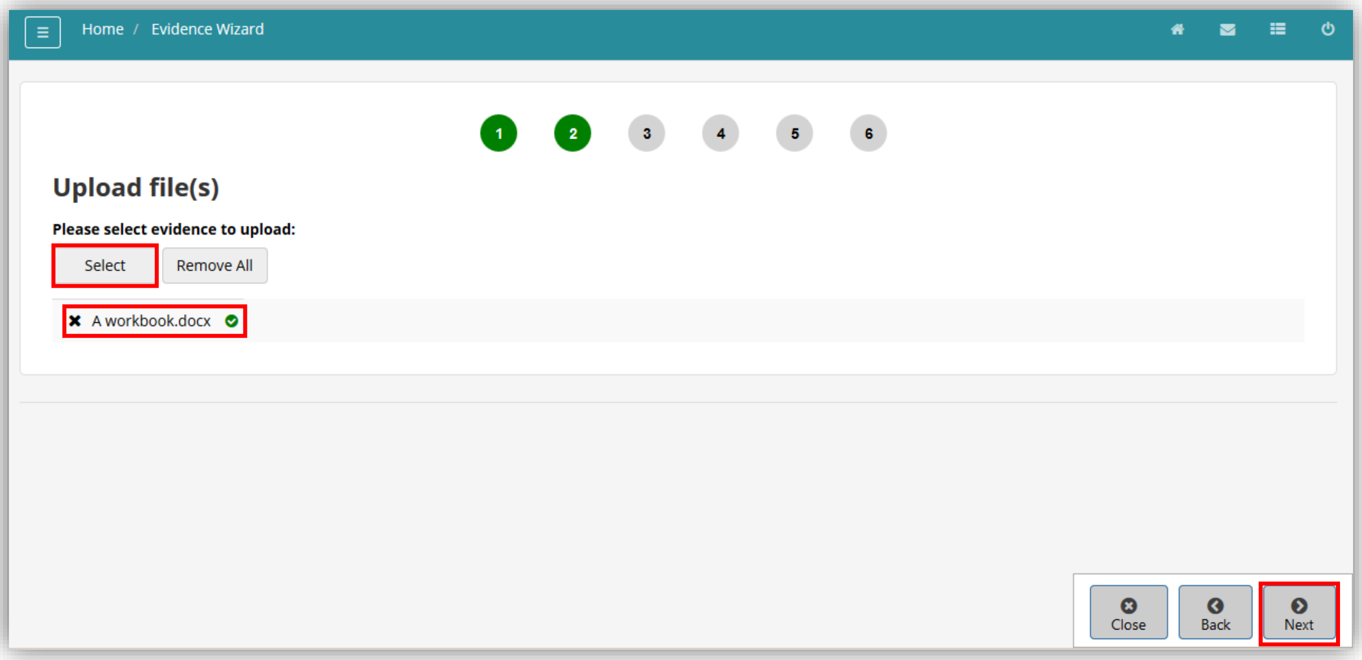
On the Home page, click on **Submit Evidence.**

Choose whether you want to submit evidence for **Tasks** (from the Tasks tab on the Home page) or **Objectives** (from your Learning Plan within the visits)

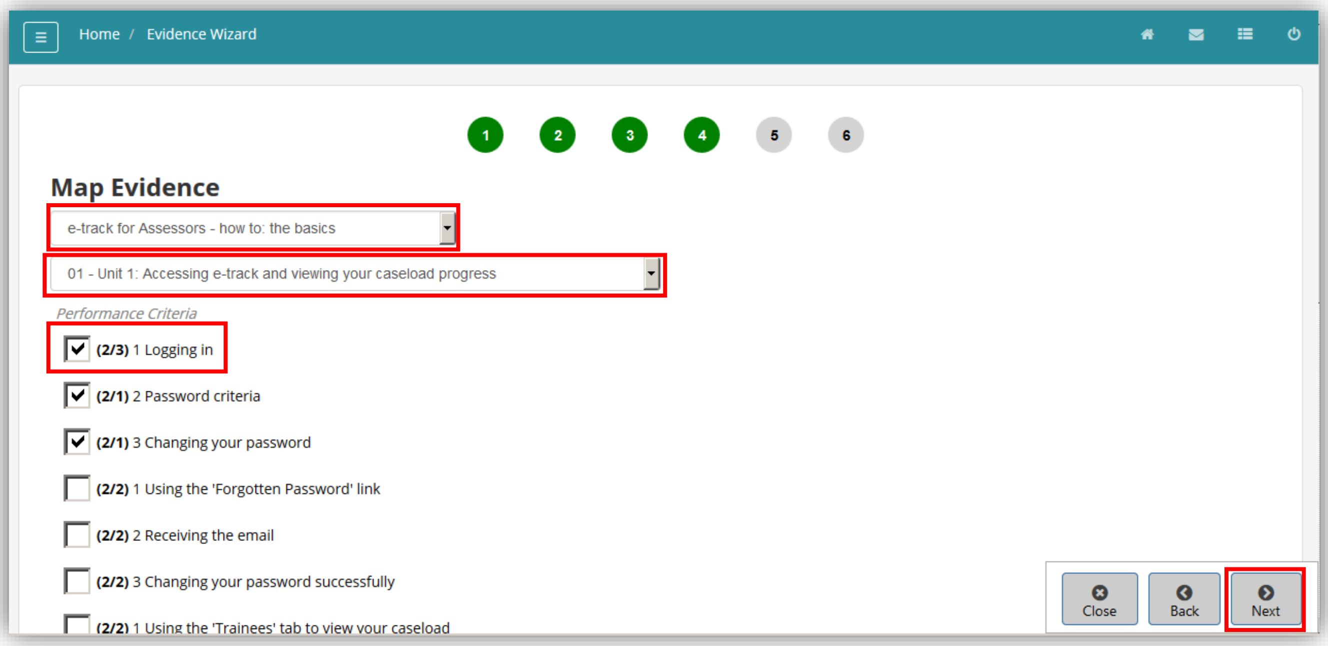
Click **Next**



Upload your file by clicking **Select** and searching for it on your computer/device. Click **Next**.

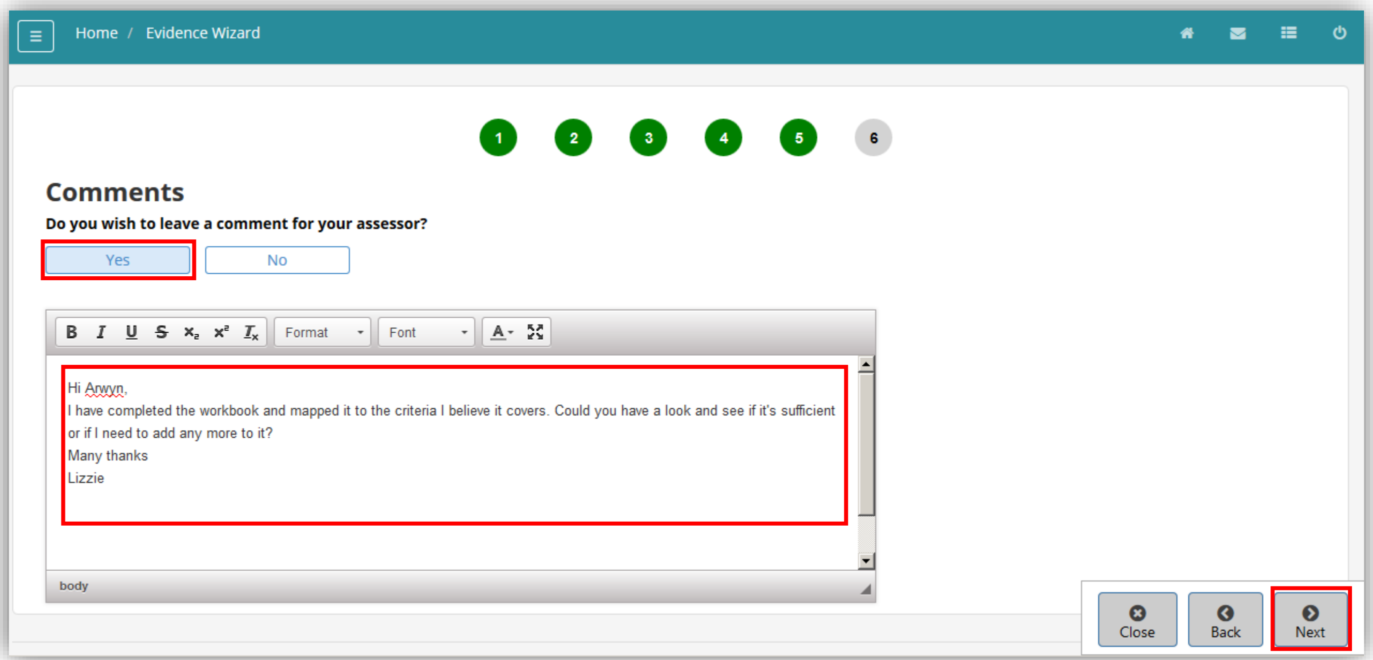



If you wish to map the evidence yourself and let your assessor know which units and criteria it covers, you can click **Yes** on the next screen. Choose the qualification from the drop down and then the relevant unit. Tick all the criteria that you believe your evidence covers. You can then choose another unit from the drop down and select more criteria if your evidence covers several units. Click **Next.**

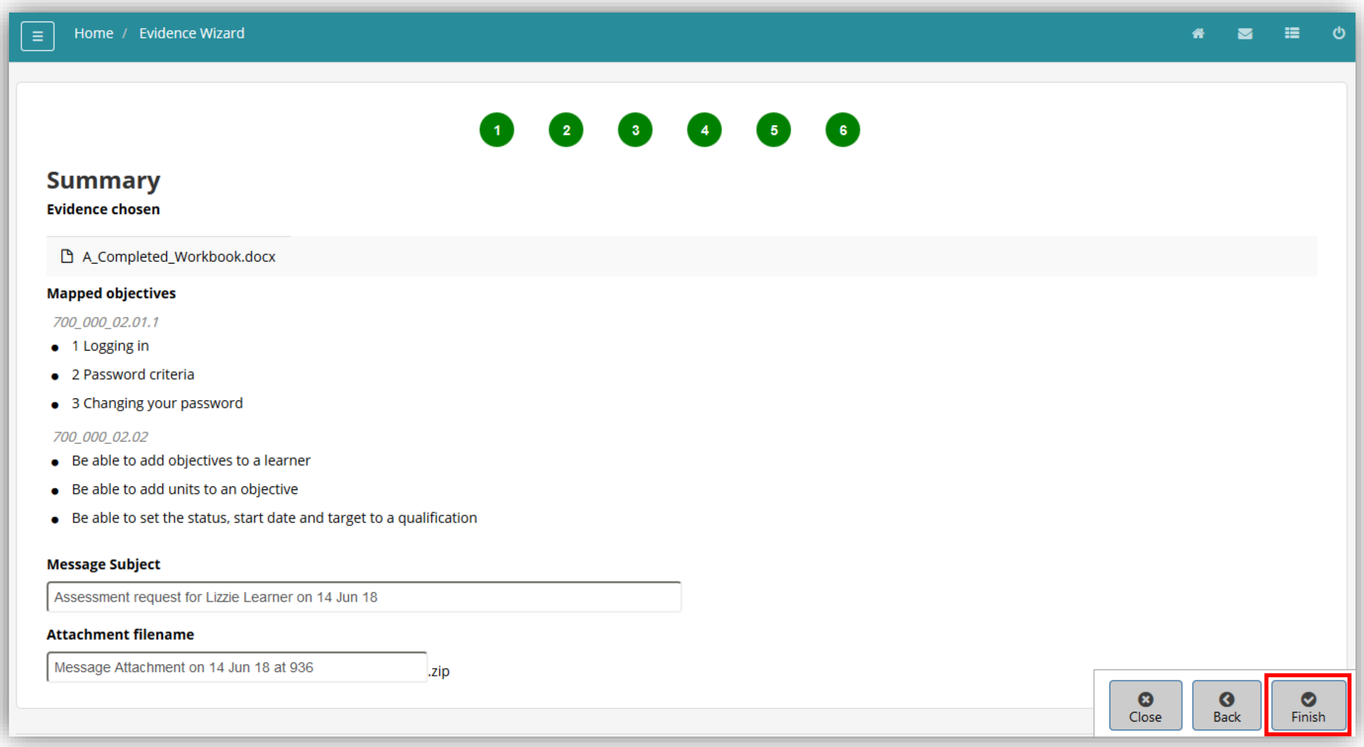



If you don't wish to map your evidence to units and criteria, just click **No** and then **Next**

On the next screen you can leave a comment for your assessor by clicking **Yes** and writing a message in the box which appears. When you have finished, click **Next**

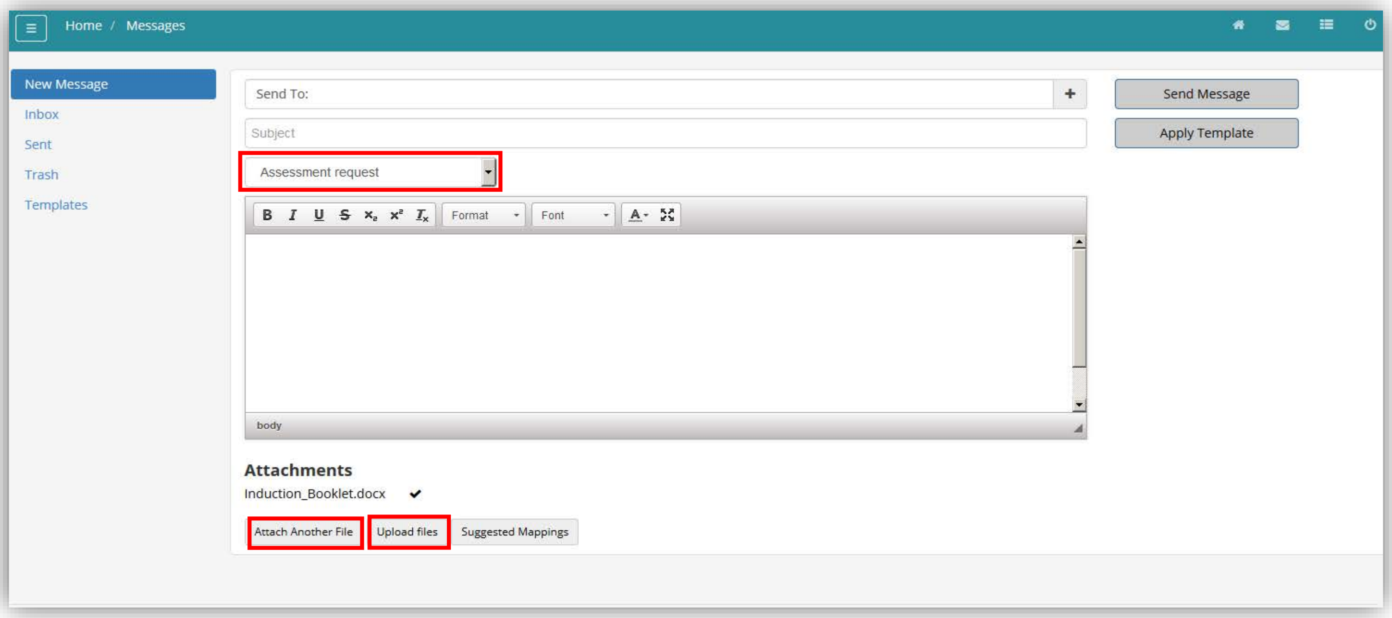



The next screen will show you a summary of what you are sending so that you can review it and go back and make any changes if necessary. If you are happy with it, then click **Finish.** This will send the evidence to your assessor and return you to your Home page.



Alternatively, you can go to your **Messages** and choose to send a new message. By choosing **Assessment Request** from the message type drop down, this will give you option to map your attachment to units and criteria.

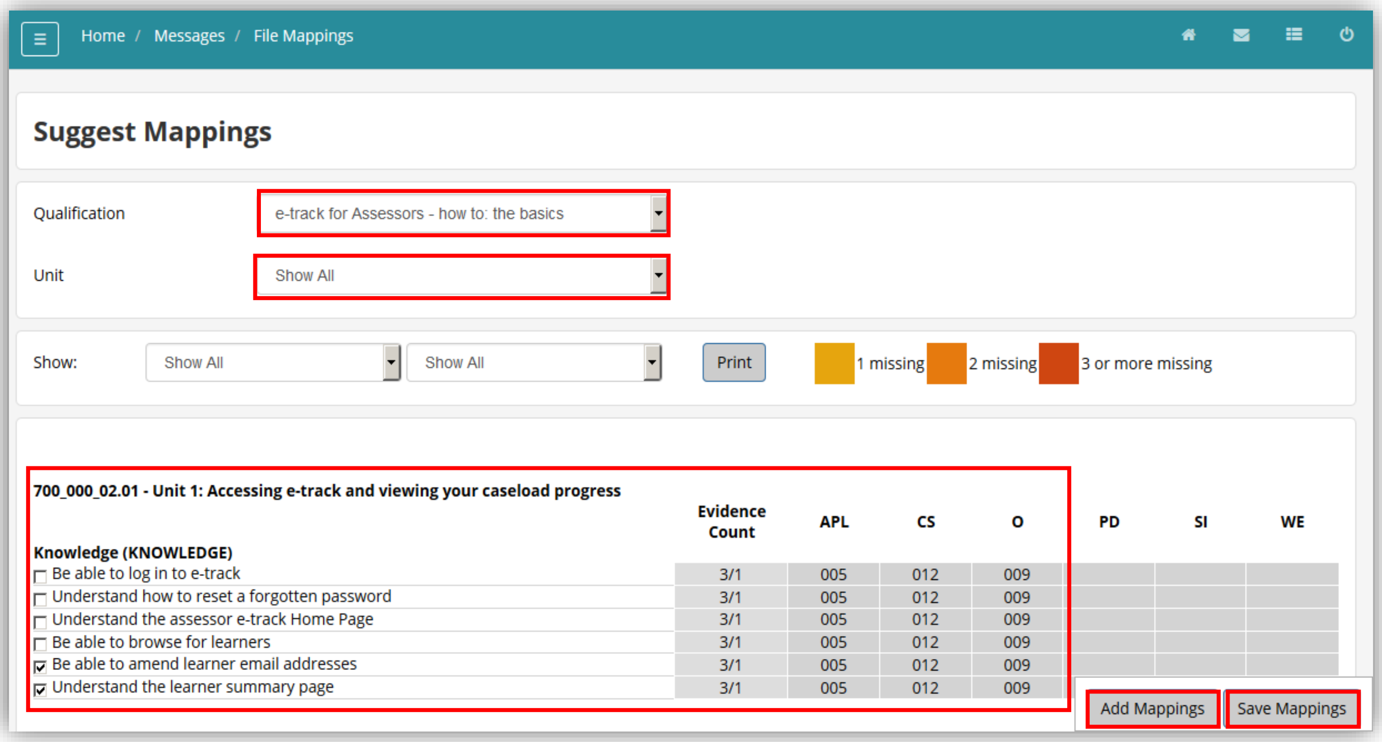
Click **Attach file**, search for your file on your computer/device and then click **Upload files** to ensure it has been uploaded to your messages. Click **Suggested Mappings** to take you to a screen for you to map your work.



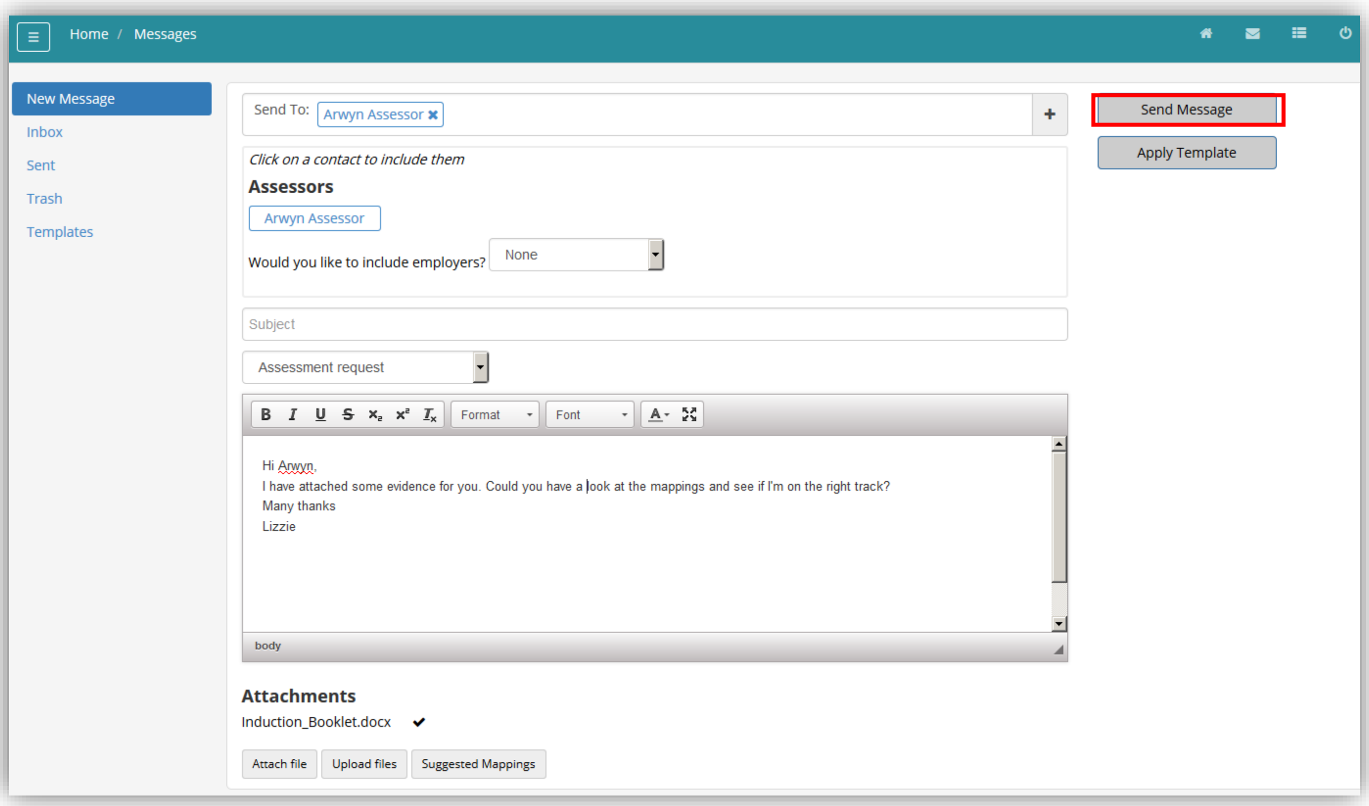

Again, choose a qualification and a unit that you wish to map your work to, or you can leave the unit option as **Show All**. Tick all the criteria that you believe it applies to. You can click **Add Mappings** to add them and then choose a different unit or qualification that you want to map the same piece of work to.

This screen is slightly different to the previous method as it shows you all the units and criteria where evidence has already been mapped so you can identify any gaps.

When you are finished, click **Save Mappings.**



This will take you back to your message where you can enter some content and click **Send Message** to send it to your assessor.

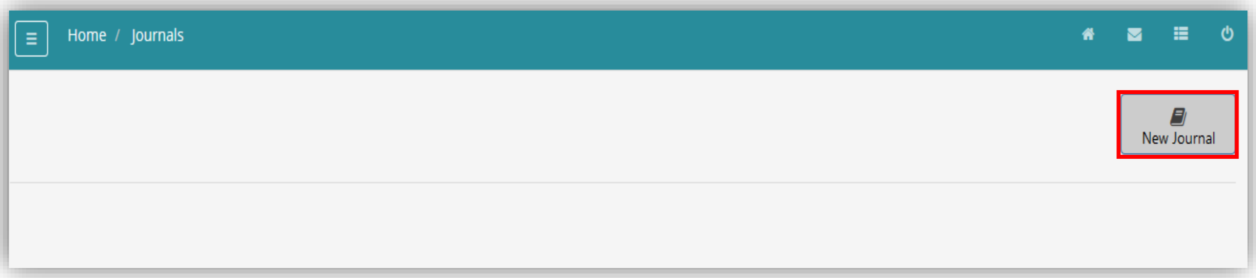



# Using the Journal

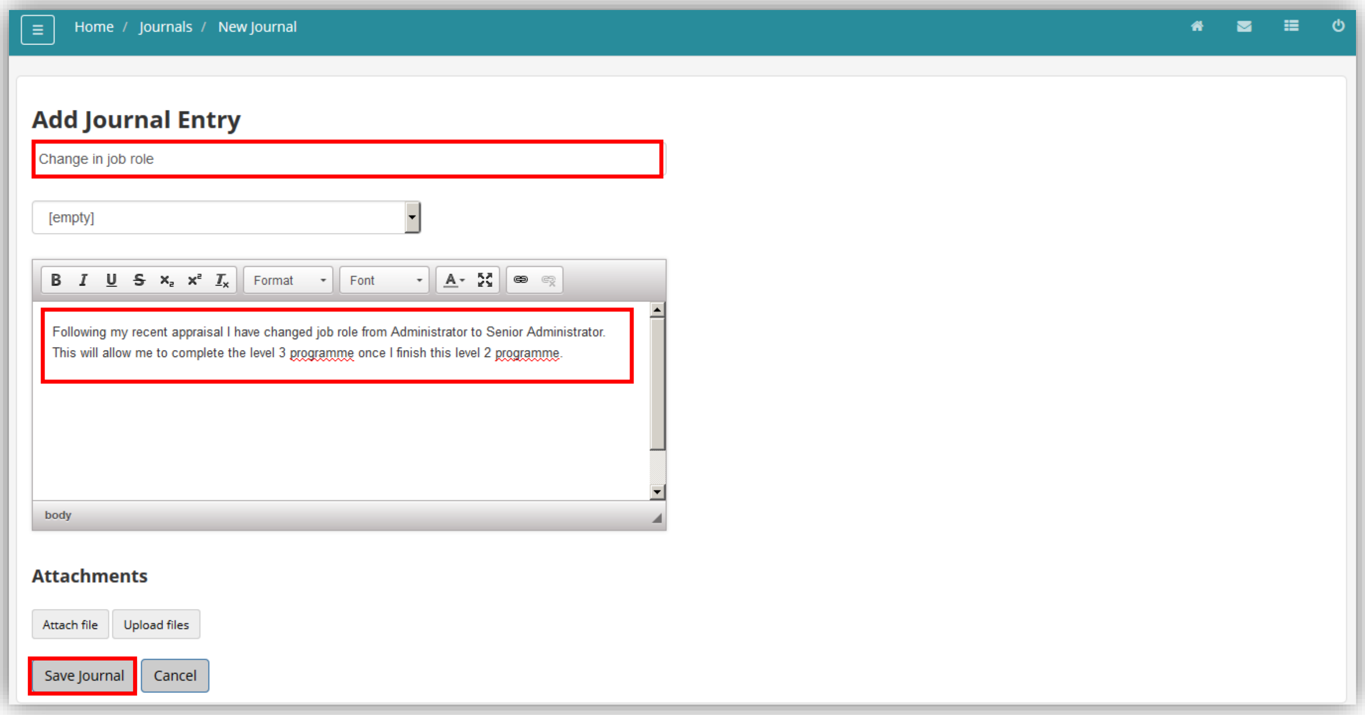
The Journal is a useful tool for you to enter any information you feel is relevant regarding your programme, employment or personal circumstances, and is viewable by you and your assessor.

You can also record any changes here and confirm any changes that are input by your assessor, who can also input to this journal.

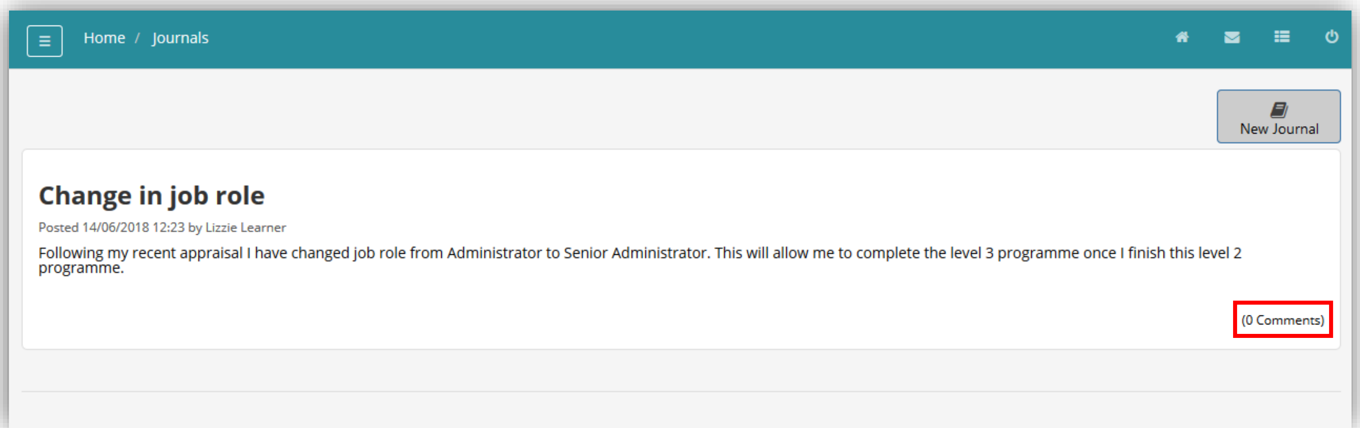
Click on **Journal** from the side menu. To enter a new journal entry click **New Journal**.



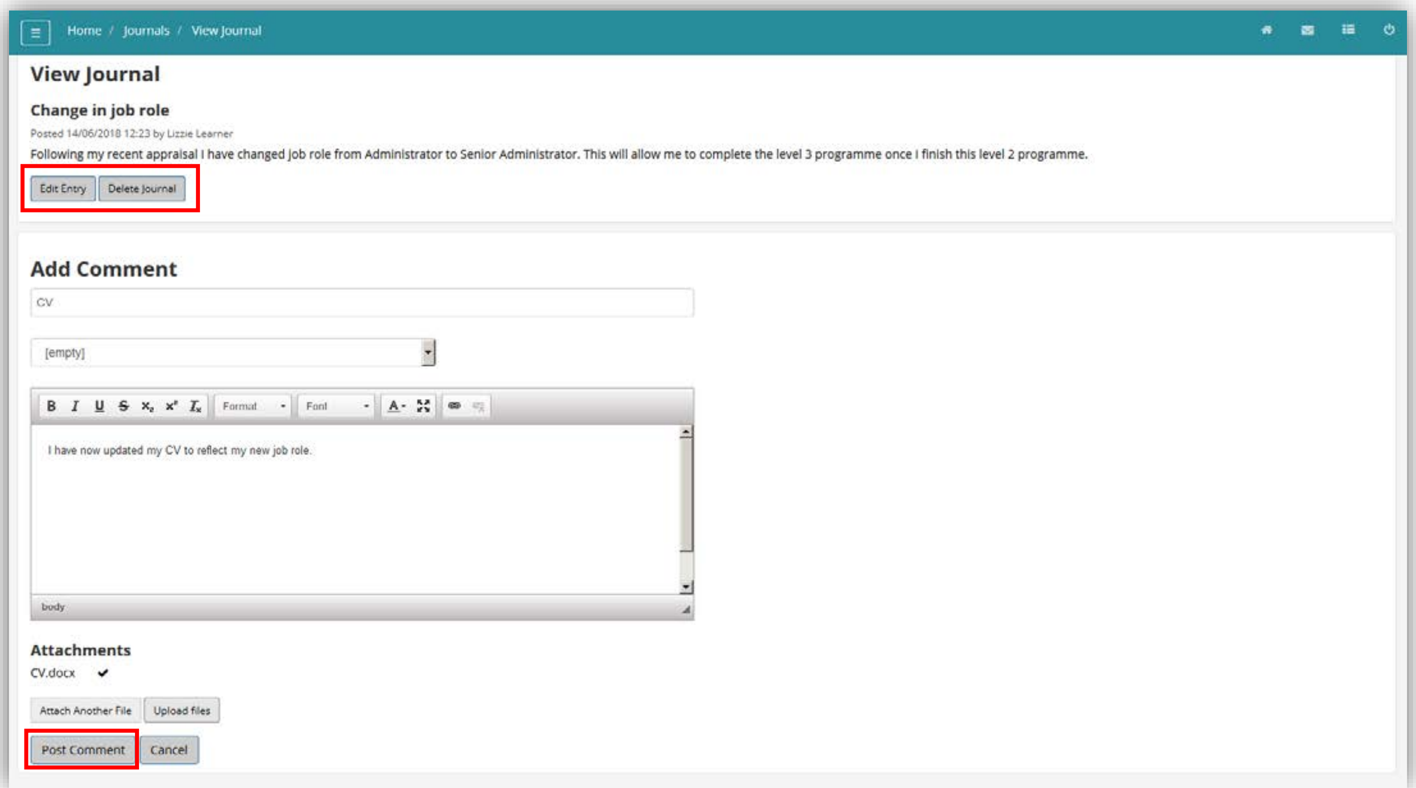
Enter any relevant information including a journal title, details and any attachments if required. Click **Save Journal** when finished.



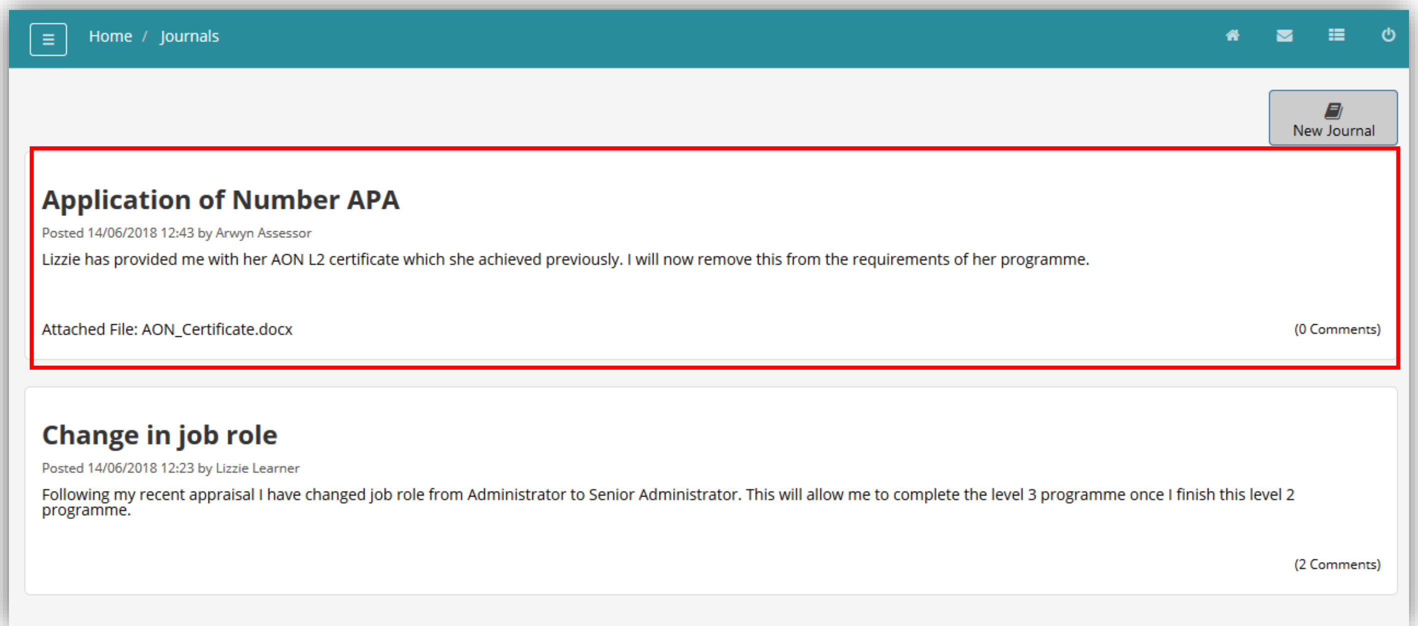

When you save your journal entry it will appear on your journal page. Each journal entry will be listed on this page. To edit the entry, delete it, or comment on it, click the **Comments** link.




You can add a comment and an attachment then click **Post Comment**. You can edit the original entry by clicking **Edit Entry**. You can delete the entry if it was created in error by clicking **Delete Journal**.




Your assessor can also post journal entries or comment on existing ones where necessary.




If you have any queries regarding e-track, please contact your training provider for further guidance.