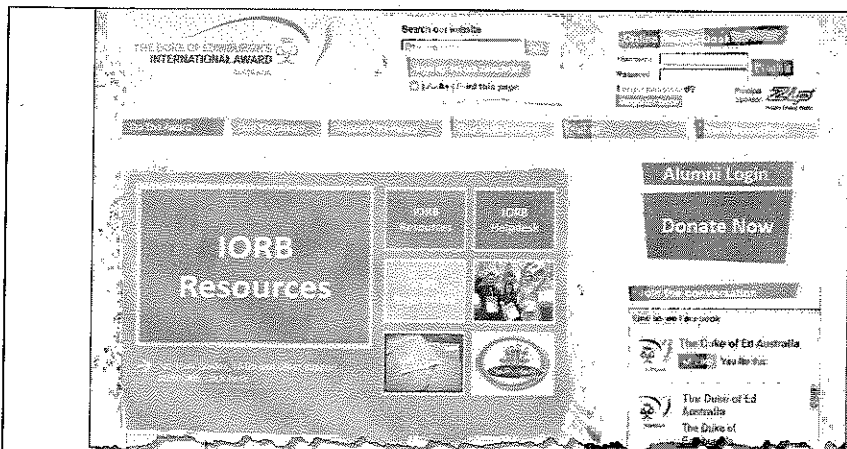
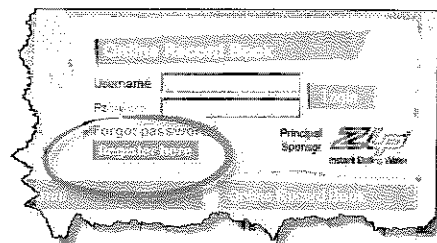


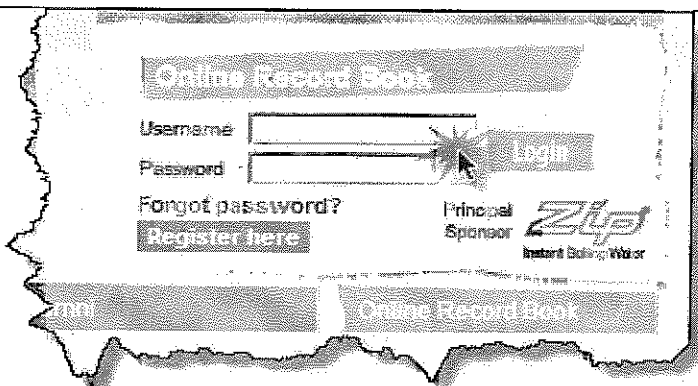
INSTRUCTIONS FOR REGISTRATION AND USING THE INTERNATIONAL ONLINE RECORD BOOK (IORB)



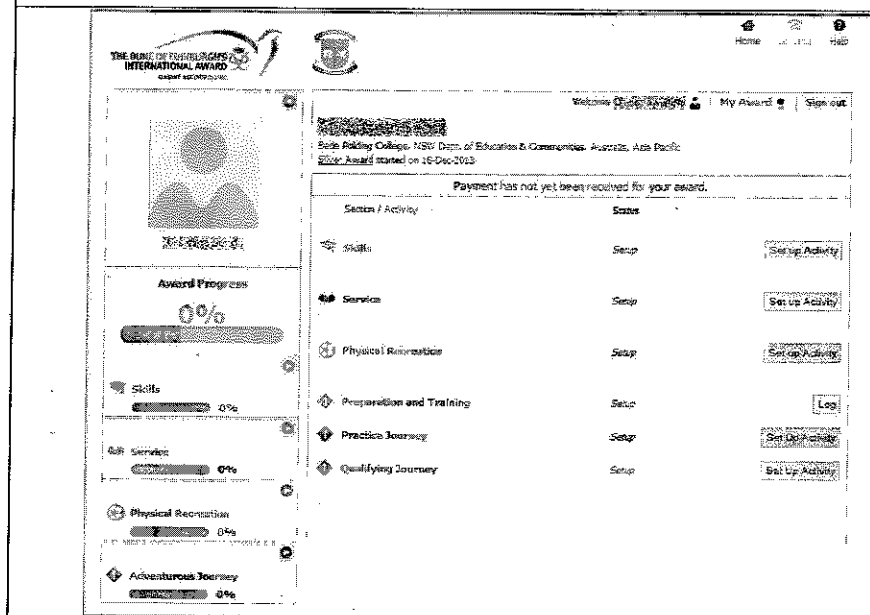
Visit dukeofed.org.au and click on 'Register here'



- Complete the registration details and submit.
- You will then need to visit your email account and locate an email from Duke of Ed that requires you to verify your registration.
- After this you will need to wait for Mrs Lans to accept your registration.
- Following acceptance of your registration you should receive another email with your login details (username and password)



From then on you will login by visiting the same address and use the login section of the screen (shown left).



After logging in you will be taken to a single screen (dashboard) from which you control all aspects of your Award.

The screenshot shows the user interface for the award management system. On the left, there is a sidebar with 'Award Progress' at 0% and a list of sections: Skills, Service, Physical Recreation, and Adventurous Journey, each with a 0% progress bar. The main content area displays a table of sections and activities, all with a 'Setup' status. The 'Skills' row has a 'Set up Activity' button circled in red. A message at the top states: 'Payment has not yet been received for your award.'

Section / Activity	Status	Action
Skills	Setup	Set up Activity
Service	Setup	Set up Activity
Physical Recreation	Setup	Set up Activity
Preparation and Training	Setup	Log
Practice Journey	Setup	Set Up Activity
Qualifying Journey	Setup	Set Up Activity

Initially you need to set up the activities you will be completing for the Skills, Service & Physical Recreation sections of your Award. Click on 'Set up Activity' and complete.

This screenshot is similar to the first one, but the 'Log' button for the 'Preparation and Training' section is circled in red. The 'Set up Activity' buttons for Skills, Service, and Physical Recreation are still present. The 'Award Progress' remains at 0%.

Section / Activity	Status	Action
Skills	Setup	Set up Activity
Service	Setup	Set up Activity
Physical Recreation	Setup	Set up Activity
Preparation and Training	Setup	Log
Practice Journey	Setup	Set Up Activity
Qualifying Journey	Setup	Set Up Activity

Once your sections have been set up you will then be able to log your activities as your progress through the Award.

Remember that you should be regularly completing your hours in each section.

In this screenshot, the 'Set up Activity' button for the 'Adventurous Journey' section is circled in red. The 'Log' button for 'Preparation and Training' is also visible. The 'Award Progress' remains at 0%.

Section / Activity	Status	Action
Skills	Setup	Set up Activity
Service	Setup	Set up Activity
Physical Recreation	Setup	Set up Activity
Preparation and Training	Setup	Log
Practice Journey	Setup	Set Up Activity
Qualifying Journey	Setup	Set Up Activity
Adventurous Journey	Setup	Set up Activity

Students are now responsible for setting up their Adventurous Journey details. Click on 'Set Up Activity' and the following screens will appear.

Preparation & Training:

◀ Preparation & TrainingHome

Preparation and Training Activities

Activity	Date*	Is Completed*
Understanding of the Adventurous Journey	18-Dec-2013	<input type="checkbox"/>
First Aid and emergency procedures	18-Dec-2013	<input checked="" type="checkbox"/>
Necessary equipment and how to use it	18-Dec-2013	<input checked="" type="checkbox"/>
Route planning	18-Dec-2013	<input checked="" type="checkbox"/>
Navigation	18-Dec-2013	<input checked="" type="checkbox"/>
Camp craft, including food and cooking	18-Dec-2013	<input checked="" type="checkbox"/>
Team building and leadership training	18-Dec-2013	<input checked="" type="checkbox"/>
Competency in the mode of travel	18-Dec-2013	<input checked="" type="checkbox"/>
Observation and recording skills	18-Dec-2013	<input checked="" type="checkbox"/>
Understanding the impact of the journey on the environment	18-Dec-2013	<input checked="" type="checkbox"/>
Appreciating the culture within the journey's environment	18-Dec-2013	<input checked="" type="checkbox"/>

Added Preparation and Training Activities

User Activity*	User Activity Date*	User Is Completed*
Add a new Prep & Training User Added Activities		

Prep And Training Completed

I have completed all required Preparation and Training activities

Insert the date of your prep and training and tick the 'Is Completed' boxes.

Also tick that you have completed all prep and training activities at the bottom and then save.

Deakin College, NSW Dept. of Education & Communities, Australia, Asia Pacific
Your Award started on 18-Dec-2013

Payment has not yet been received for your award.

Adventurous Journey: Practice Journey

Practice Journey Details (Participant Entered)

Journey Type*

Journey Activity*

If Other Please Specify

Mode of Transport

Start Date

End date

Location

Country*

Notes

Adventurous Journey Files

Click here to upload a file

Practice Journey Goal

Journey Goal*

Practice Journey Goal

Journey Goal*

Assessors

Title

First Name Last Name

Name Phone

Email

Delete

Add a new Assessor

Supervisors

Supervisor Title

Supervisor First Name Supervisor Last Name

Supervisor Phone Supervisor Email

Delete

Add a new Supervisor

Save

Practice & Qualifying Journeys:

These are also to be set up by students themselves.

Complete the screen shown on the left using these details:

*Journey type – Expedition
Journey activity – Bushwalking
Mode – Foot*

Create a goal for your journey and then add the following assessor details:

Assessor:
*Mrs Jeanette Lans
Phone: 0245776455
Email:
jlans@parra.catholic.edu.au*

Supervisor:
*Mr Brett Windon
Phone: 0245776455
Email:
bwindon@parra.catholic.edu.au*

Then 'save'

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD
CHALLENGE YOURSELF

Welcome [Name] | My Award | Sign out

Bede Polding College, NSW Dept. of Education & Communities, Australia, Asia Pacific
Silver Award started on 18-Dec-2013

Payment has not yet been received for your award.

Section / Activity	Status	
Skills	Setup	Set Up Activity
Service	Setup	Set up Activity
Physical Recreation	Setup	Set Up Activity
Preparation and Training	Setup	Log
Practice Journey	Setup	Set Up Activity
Qualifying Journey	Setup	Set Up Activity



You can expand each section to see the details of your progress using the small arrow next to each section in the left hand menu.

Physical Recreation Setup Set up Activity

Skills 0%

Show section summary

Status	Major	First Activity Start Date	Hours Completed	Hours Counted	Weeks Completed	Hours Required	Weeks Required	% Complete
Setup	No		0	0	0	26	26	0

You must have an Activity Type, Activity, and Goal set before your percentages will be calculated

The screen will expand to show you a summary of your chosen section.

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD
CHALLENGE YOURSELF

Welcome [Name] | My Award | Sign out

Bede Polding College, NSW Dept. of Education & Communities, Australia, Asia Pacific
Silver Award started on 18-Dec-2013

Payment has not yet been received for your award.

Section / Activity	Status	
Skills	Setup	Set up Activity
Service	Setup	Set up Activity
Physical Recreation	Setup	Set Up Activity
Preparation and Training	Setup	Log
Practice Journey	Setup	Set Up Activity
Qualifying Journey	Setup	Set Up Activity

Clicking on 'My Award' will bring up a complete summary as shown overleaf.

Bede Polding College, NSW Dept. of Education & Communities, Australia, Asia Pacific
 Silver Award started on 18-Dec-2013

Payment has not yet been received for your award.

Award Summary

[Home](#)

Start Date 18-Dec-2013

Completion Date

[Download Award Summary](#)

Skills

Status	Major	First Activity Start Date	Hours Completed	Weeks Completed	Hours Required	Weeks Required	% Complete
Setup	No		0	0	25	25	0

[Download Summary For Assessor](#)

Service

Status	Major	First Activity Start Date	Hours Completed	Weeks Completed	Hours Required	Weeks Required	% Complete
Setup	No		0	0	25	25	0

[Download Summary For Assessor](#)

Physical Recreation

Status	Major	First Activity Start Date	Hours Completed	Weeks Completed	Hours Required	Weeks Required	% Complete
Setup	No		0	0	25	25	0

[Download Summary For Assessor](#)

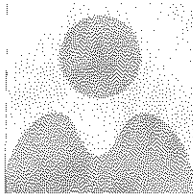
Adventurous Journey

[Preparation and Training](#)

[Practice Journey](#)

[Qualifying Journey](#)

[Download Summary For Assessor](#)



Award Progress

80%

Skills 0%

Service 0%

Physical Recreation 0%

Adventurous Journey 33%

This summary is where you will locate the form that your assessor must sign.

Click on 'Download Summary for Assessor' for a section that is 100% complete. A PDF will download with the details you have logged for the activity and a section for your assessor to complete.

YOU MUST HAVE THE FORM COMPLETED FULLY OR IT WILL BE RETURNED TO YOU TO BE FIXED. Your section will NOT BE SIGNED OFF if the form is not completed properly.

An annotated copy of this assessor form appears overleaf.

Bede Polding College, NSW Dept. of Education & Communities, Australia, Asia Pacific
Silver award started on 18-December-2013

This will need to be 100% complete before your assessor signs.

Skills

Status	Major	First Activity Start Date	Hours Completed	Weeks Completed	Hours Required	Weeks Required	% Complete
Setup	No		0.00	0.00	25.00	25.00	0

Your completed log entries will appear here

ASSESSOR REPORT

Certify That as the Assessor of this activity that the participant has met the requirements

Signed: _____

Date: _____

Name: _____

Contact Phone/Email: _____

ALL details MUST be completed or your form will be returned

Some important things to remember:

- The online record book is your responsibility. You are required to complete the details yourself.
- You are expected to keep your online record book up to date. This means regularly updating your logs and completing details as you finish each element.
- It should not be necessary to chase up students who are not logging their activities. You need to show this commitment, especially if you wish to participate in the expeditions.
- Completed assessor forms are to be returned to Mrs Lans or Mr Windon who will then sign that section off as complete.
- If you have any problems or questions you can email Mrs Lans: jlans@parra.catholic.edu.au

