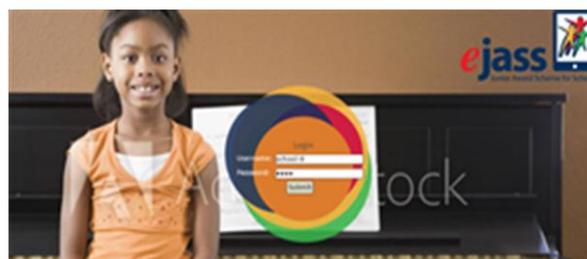# e-Jass User Guide for Participants

Welcome to e-Jass. This is your guide to get you started on e-Jass. If you have any questions as you go along ask your e-Jass mentor and they will help you out.

Logging in

Go to **https://online.jasschools.org.uk/**

…and then type in your username and password and click **Submit.**

Navigation Area

At the top of each page is the navigation area which can be used to navigate between different areas of your e-Jass.

We'll run through them in order now, why not click on them to see where they take you?

Hello Fiona Change Password Logout
Award Level: Bronze
School: Demo School

| Overview | Awards | Planning | Adventure | Get Active | My Interests | My World |

Overview / Homepage

The first page you'll see is the overview page where you can quickly see how much progress you have made with your award!

The ribbon on this page will fill up as you complete more of your award.

So This   Will Become This!

Overview / Homepage

Under this is the **Section Progress** area

As you complete more hours of your sections, the lights will change from red to orange, and then to green. Green shows you have completed that section!

Awards

Here you'll see how you have progressed at each award level as well as a quick gallery of any pictures you have uploaded.

Planning

When you first visit this page you will need to fill in some information about you, including your hobbies and what you're looking forward to with e-Jass.

Planning

Once you've competed this you can press the **Show Activity Planning** button to start creating your activity planner for each of your e-Jass sections.

Activity Planning

It is important to create a plan for each of your e-Jass sections. This will help you and your mentor think about the activities you carry out to complete your award.

Planning Your Activities

Plan Title* Garden Building

Activity Category* My Interests

What I need to think about*

Share with my class ☐

Save

Planning

When you have saved an activity it will show up like this:

My Planned Activities

Title	What I need to think about	
Community Garden	Who, where, what and when what will we need who will be involved m...	Create

Shared Plans From My Class

Title	What I need to think about

If you click **Share** you will be sharing this activity with everyone else in your class.

Adventure / Get Active / My interests / My World

Overview	Awards	Planning	Adventure	Get Active	My Interests	My World

These pages are to plan and record activities for each section. Each page works the same way so make sure you chose the right section before you start! We'll use the adventure section to show you how.

Creating a New Activity

When you start a new activity you will need to enter information about it into e-Jass.

Create new activity record

Activity Information

Activity Title*

Activity category* Adventure

Describe what you are going to do*

Have you done something like this before? ☐

Are you looking forward to doing this part of JASS and why?

Once you have filled this in then press **Save** to make sure it is stored safely on your e-Jass account.

Adventure

The adventure page shows a list of all your planned adventure activities.

Adventure Records

⊕ Add new plan

Activity	Status	Mentor Comment	
School camp	👍	Not yet	View
Gold Test	👍	Not yet	View
Silver Test	👍	Not yet	View

Recent Activity

✈ You updated your activity record called Silver Test

👍 Your mentor signed off your activity 'Silver Test' and left the comment "

To add a new adventure click on **Add new plan**.

Updating your Progress

Once you have saved a new activity you can update it at any time by pressing the **Update** button in the section page.

Activity	Status	Mentor Comment		
test	👍	Not yet	View	🗑
Gold Test	👍	Not yet	View	🗑
Silver Test	👍	Not yet	View	🗑
Scout Camp	In progress	Not yet	Update	🗑

To progress through your e-Jass award you will have to update each activity on a regular basis to let your mentor know how you're doing. Part of this can be done through uploading evidence on e-Jass.

Uploading Evidence

To progress through your e-Jass award you will have to update each activity on a regular basis to let your mentor know how you're doing. Part of this can be done through uploading evidence on e-Jass.

Evidence…

Web Link	
Attachment 1	Choose File No file chosen
Attachment 2	Choose File No file chosen
Attachment 3	Choose File No file chosen
Attachment 4	Choose File No file chosen
Attachment 5	Choose File No file chosen

Evidence can be anything from pictures, videos, documents and so on. Click on **Upload Evidence**, and select the file you want to upload.

Uploading Evidence

As well as evidence you need to complete the boxes below this, describing how the activity went and what you learnt form the activity.

I've now completed the activity…

Time Taken*	0.00	hrs
How did you get on with the activity?		
What did you learn about the activity/about yourself?		

Completion

Ready for mentor ☐

Once you have completed all of this you can tick the **Ready for Mentor** box and this will send it to your mentor to check over for you.

Other Sections

All four e-Jass sections work the same way, so follow these steps again to start working on your other sections!