

tessello

Experiences





Have you read an interesting article?
Attended an event? Or perhaps just read a
document that you want to make a record of.

This user guide will show you how to add an
Experience. This allows you to **record any
learning** you have achieved or wish to save
for later consumption.



Experiences Tab

The Experiences tab allows you to quickly and easily capture any type of experience.

The screenshot shows the 'Your CPD Log' interface. At the top, there's a navigation bar with a search bar containing 'Leadership Basics' and a user profile icon for 'John Smith' with a score of 20,150. Below this is a banner for 'Your CPD Log' with a description: 'Your CPD Log section is a complete record of all your learning – both online and offline. Use the handy tools below and the form to capture any learning you do – wherever it happens!'. On the left, there's a 'Filter and export CPD Log' sidebar with options for 'Activity Type', 'Start date', 'End date', 'Evidence', 'View', 'Export', 'Sort by' (set to 'Date Added'), and 'Bookmarklet'. The main area displays a list of experiences. The first experience is by 'John Smith' on '20/09/2023', 'Duration: 30 minutes', 'Read a book', titled 'Chapter 2 of 'Communicating with Agencies'', with a description 'I learned: - How to communicate with Neighbourhood Policing (with a template)' and a link 'http://www.communicatingwithagencies.com'. The second experience is by 'John Smith' on '14/09/2023', 'Duration: 1 hours', 'Attended an event', titled 'Webinar on ways to make your teams comfortable with giving feedback.', with a description 'I learned: - the Losada Ration (circa 3 pieces of good feedback for every one constructive) - you need to start by asking for feedback from your team about you before changing your approach to...'. A 'What do you want to capture?' form is overlaid on the screen, showing a text input field, an 'Add link' field, a date field set to '23/05/2024', and a dropdown menu with 'None' selected. A second dropdown menu is open, showing options: 'Read an article', 'Read a book', 'Attended an event', 'Watched a video', 'Had a discussion', 'Participated in a course', 'Other', 'Completed a work project', and 'Gave a presentation'. The 'Read an article' option is highlighted.

This is a close-up of the 'What do you want to capture?' form. It features a text input field for a description, an 'Add link' field, and a date field set to '23/05/2024'. Below these fields are two dropdown menus. The first dropdown menu has 'None' selected. The second dropdown menu is open, showing a list of experience types: 'Read an article', 'Read a book', 'Attended an event', 'Watched a video', 'Had a discussion', 'Participated in a course', 'Other', 'Completed a work project', and 'Gave a presentation'. The 'Read an article' option is highlighted. There are also 'Help' and 'Attach' icons next to the dropdown menus.

When in the Experiences tab simply fill the capture form to add an experience. You can add in a description, the experience type, any internet links, and even add in attachments.



If you are experiencing any difficulties with adding an Experience, please contact your administrator.

Capita



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