



eJass User Guide for School Mentors

V1.4: Updated August 2017

Junior Award scheme for Schools (JASS)

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Introduction

Welcome to e-Jass. E-Jass is essentially an on-line version of the standard JASS Folder and Pack and follows the same processes of setting activity objectives, planning, gathering evidence and reflection on completion. As well as removing the need to retain bulky folders and evidence records, e-Jass allows the teacher or mentor to view all the Students' records in one place and to review progress at individual levels.

There are three JASS levels that can be completed through the e-Jass online system - Bronze, Silver, and Gold. Records are retained after an Award has been completed and can be passed on to the Student's next class or school if they are also using e-Jass.

This is the guide for the School Admin. The admin is responsible for setting up e-Jass for your school/organisation. This role sets up classes, teachers (mentors) and students.

Terms

e-Jass Administrator – person appointed by school or organisation to manage e-Jass

Mentor – teacher or other individual responsible for group of students. There can only be one Mentor per class or group. Note: same person can hold both Mentor and Administrator roles.

Accreditation Officer – Based within the school / organisation, this individual must be independent of the delivery of e-Jass as they have the final quality check of e-Jass awards.

Students – Jass participant. All students must be assigned to a Group and a Mentor Group or Class – group of students can be assigned to a Mentor too.

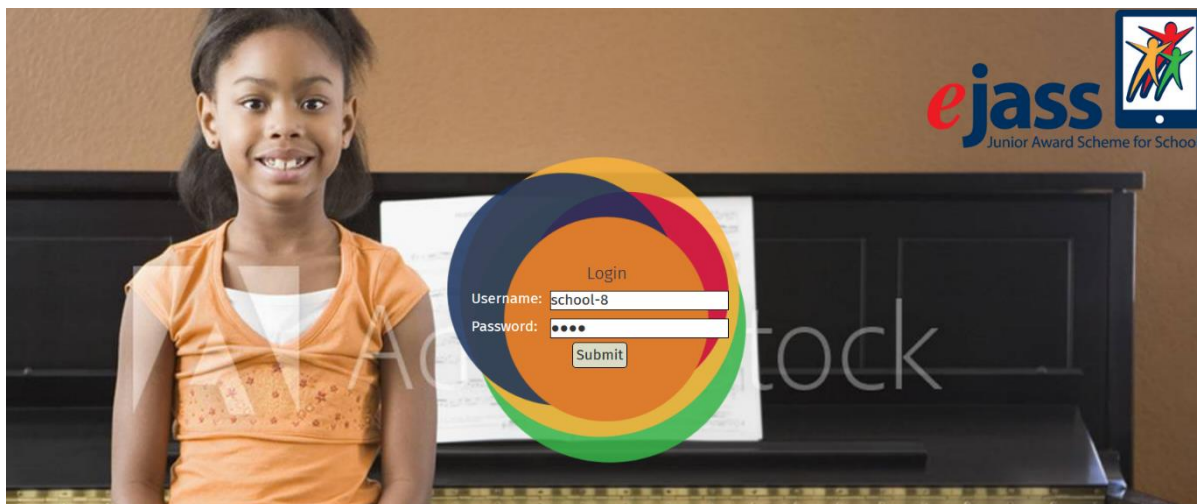
Troubleshooting

This guide is designed as a quick guide to the e-Jass mentor view, as well as an overview of the students view. If you have any further queries or for technical issues please contact our development team on admin@jassschools.org.uk or 0131 538 4028.

How does e-JASS work?



Guide to Mentor's View



Log on. To log into the e-Jass site, please head to: <https://online.jassschools.org.uk/>

Your password and user name will have been provided by your designated school e-Jass administrator. If you have any issues, please contact your designated school e-Jass administrator who should be able to help.

When you login you will see the home screen.

Home screen

The first time you log in, the home screen will have no entries, unless you are added to an existing class. As more students are added in they will appear as below.



Name	Last Active	Award	Adventure	Get Active	My Interests	Me and My World
Logan, Marion	NA	Bronze	0.0/3h	0.0/8h	0.0/8h	0.0/8h
Macmillan, Fiona	NA	Bronze	3.0/3h	8.0/8h	8.0/8h	8.0/8h
Alexander, Scott	NA	Bronze	3.0/3h	0.0/8h	8.0/8h	0.0/8h
Brown, George	NA	Bronze	0.0/3h	0.0/8h	0.0/8h	0.0/8h

Classes brings you back to list of students' page, and allows you to see a brief overview of each students' progress.

Activities takes you to the sign off screen and shows a list of activities waiting to be signed off.



Clicking on the students name brings you to the students personal record.

Classes Activities

Award Profile for Alexander, Scott (salexander)

Current award level: Bronze Change Student Password

Current award status: In Progress

Adventure

Activity	Hours	Status	
Jersey holiday	3.00	Completed	Edit

Get Active Stay Active

No records yet in this section.

My Interests

Activity	Hours	Status	
Family History	8.00	Completed	Edit

Me and My World

Activity	Hours	Status	
Toad and Amphibian conservation	2.00	In progress	Edit

Clicking on **Edit** allows you to view and edit the students' activity and sign it off **by ticking the box at the bottom of the page**. We would encourage mentors to leave a comment in the box provided, as this encourages the participant.



Mentors can sign off an activity before the student has submitted it for sign off. Comments are encouraged, and you can add a comment before signing off the activity to give the student guidance or encouragement.



No changes will be saved until the **Save** button is selected.

Completion

Mentor comment

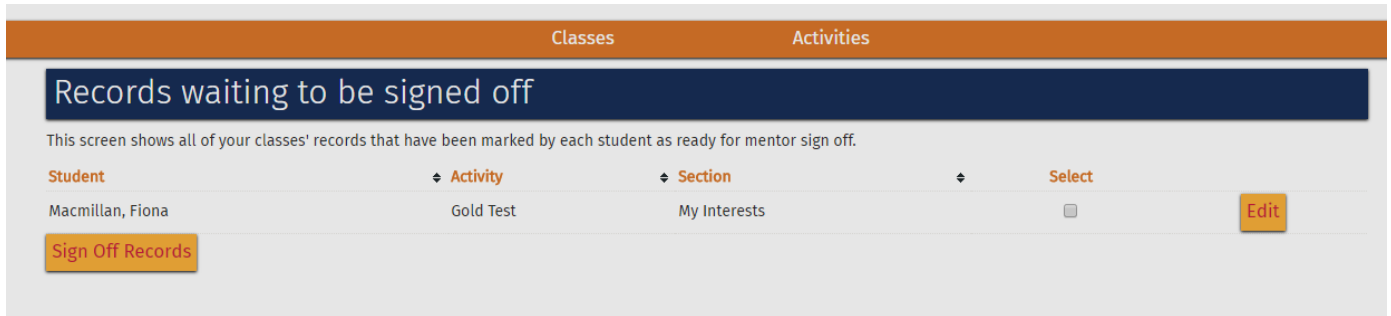
Great effort Alex. You should be proud of the work you have put into this section.

Sign off activity

Save

Activities Tab

This tab allows you to view the students records which you need to sign off or comment on.



The screenshot shows a web interface with two tabs: 'Classes' and 'Activities'. The 'Activities' tab is active. Below the tabs is a dark blue header that reads 'Records waiting to be signed off'. Underneath this header is a descriptive sentence: 'This screen shows all of your classes' records that have been marked by each student as ready for mentor sign off.' Below the text is a table with the following columns: 'Student', 'Activity', 'Section', and 'Select'. The table contains one row of data: 'Macmillan, Fiona', 'Gold Test', 'My Interests', and a checkbox. To the right of the table is an 'Edit' button. Below the table is a 'Sign Off Records' button.

Click on **Edit** to view their record and make comments on it or **Sign-Off Records** if you are happy that this section is completed.



Students have to mark their activity ready for mentor before you will see anything in this tab.

Final Certification

Pre-Certification Verification

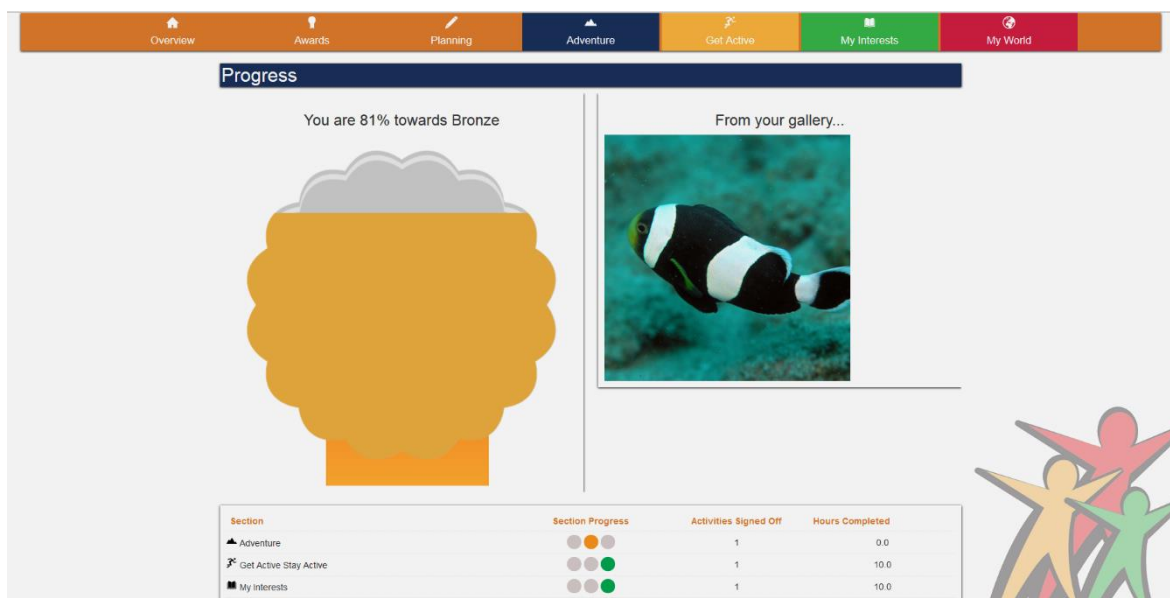
As a final check before final certification, we ask that the **Jass Champion** - an independent member of staff - monitors the quality of the e-Jass programme. This can be done by liaising with the school mentor to briefly overview the students' e-Jass account prior to final completion of the e-Jass award.

Certification

Once a participant has completed all four sections of their e-Jass award (Bronze, Silver, or Gold), a certificate and badge can be presented to the student (these are sent out when an order is originally received).

Student view (for mentors)

Login page / Overview



Section	Section Progress	Activities Signed Off	Hours Completed
Adventure	●●●○	1	0.0
Get Active Stay Active	●●●●	1	10.0
My Interests	●●●●	1	10.0

This page shows the student homepage. In this case the student has been progressing through their bronze award.

Progress bar. Students' progress is shown as a %. This is matched by the rosette below this which fills up in the colour of the e-Jass award level.

From Your Gallery. This shows a picture from the students' uploaded evidence

At the bottom the student can view their progression through each section using a traffic light system. Red = Not started, Amber = Progress made, Green = Complete.



Students can have more than one actively per section, and all hours count towards the completed award.

Additional Tabs

Awards. A more detailed run through of each of the students awards as well as a picture gallery from each of their sections.

Planning. The profile page allows students to record information about themselves, hobbies, interests etc.

Adventure. Tab for recording activity related to the student's *Adventure* section

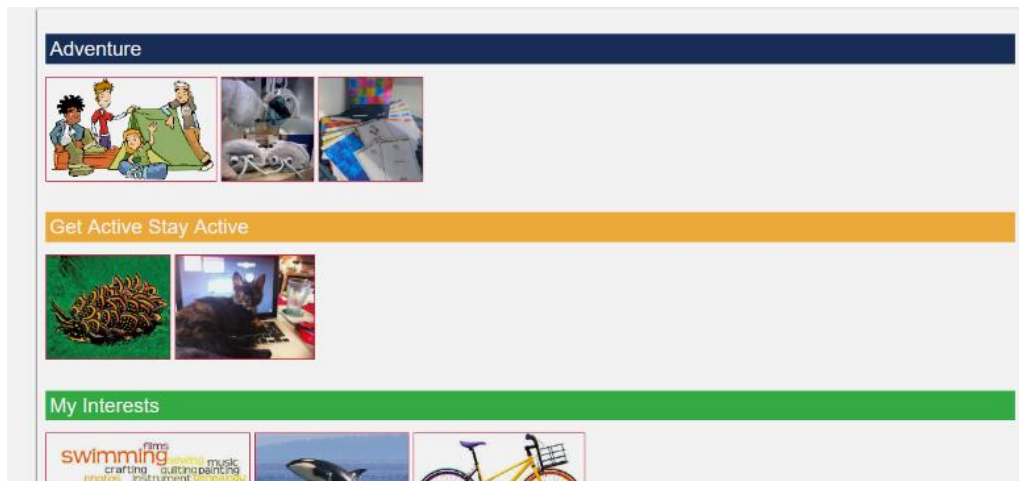
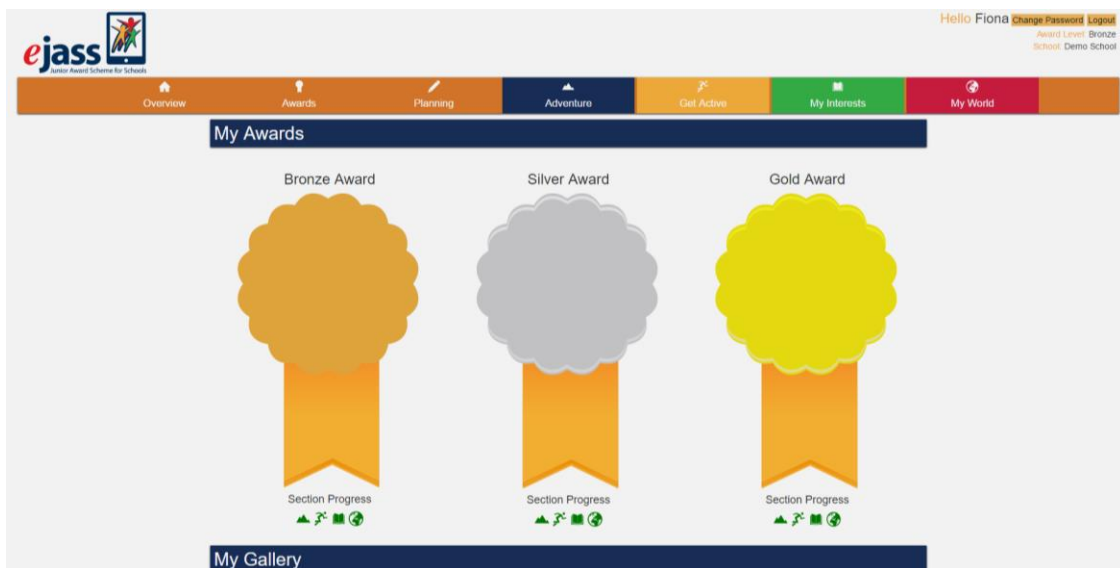
Get Active. Tab for recording activity related to the student's *Get Active* section

My Interests. Tab for recording activity related to the student's *My Interest* section

My World. Tab for recording activity related to the student's *Me and My World* section

We will run through each of these tabs in more detail below.

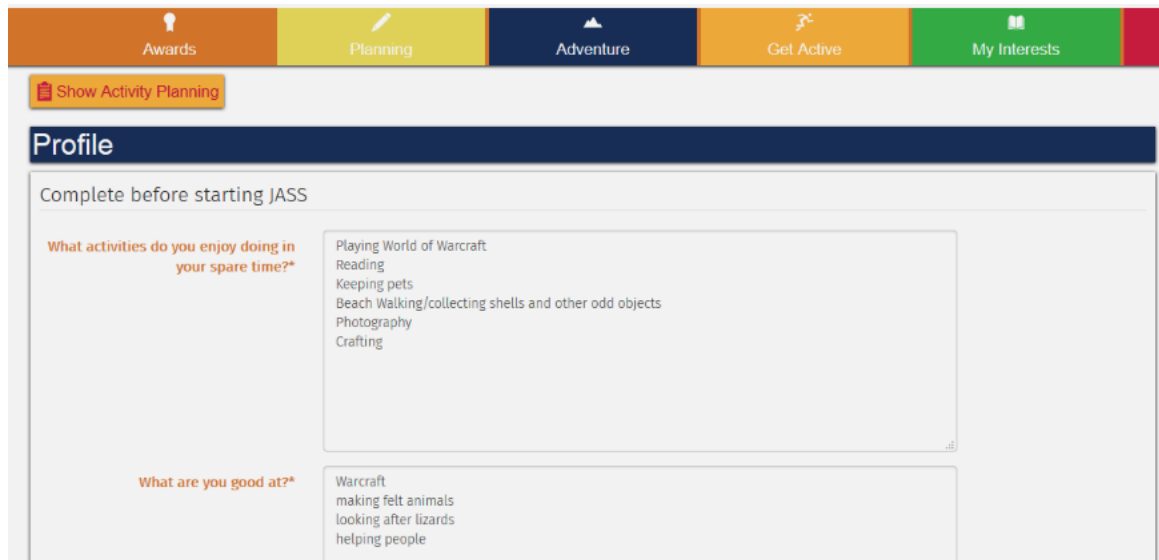
Awards



This page shows the awards the student has achieved, when each award is completed the ribbon will fill with the corresponding award colour (i.e. bronze/silver/gold).

Below this is a selection images from the students gallery, divided by section.

Planning

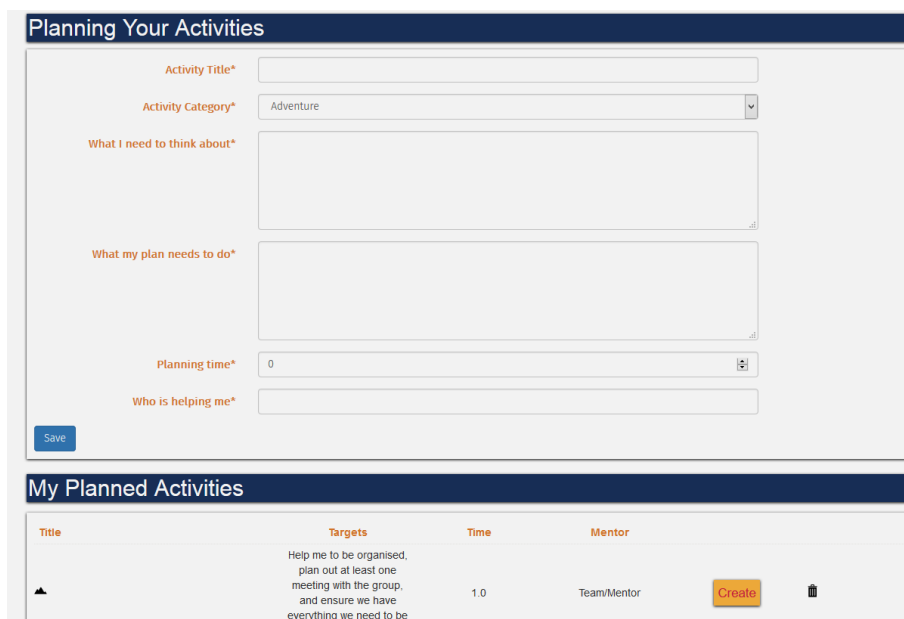


The screenshot shows the 'Profile' page in the eJASS system. At the top, there is a navigation bar with tabs for 'Awards', 'Planning', 'Adventure', 'Get Active', and 'My Interests'. Below the navigation bar is a 'Show Activity Planning' button. The main content area is titled 'Profile' and contains a section 'Complete before starting JASS'. This section has two text input fields: 'What activities do you enjoy doing in your spare time?*' and 'What are you good at?*', both containing lists of hobbies and skills.

This page has two parts:

Profile Page (see image above). This should be completed by each student before planning activities, allowing students to record information about themselves, hobbies, interests etc. These are useful for the mentor to get to know the student and also for the student to reflect on themselves.

Show Activity Planning (toggled by the button at the top of the page). This page can be used to set out how the student is going to approach their activity. Saving this creates an activity plan which can be viewed under the relevant tab. For example, if the student was making a plan for *Me and My World*, the plan would be saved under that section.



The screenshot shows the 'Planning Your Activities' form. It includes several input fields: 'Activity Title*', 'Activity Category*' (set to 'Adventure'), 'What I need to think about*', 'What my plan needs to do*', 'Planning time*' (set to 0), and 'Who is helping me*'. A 'Save' button is located at the bottom left of the form. Below the form is a section titled 'My Planned Activities' which contains a table with columns for 'Title', 'Targets', 'Time', and 'Mentor'. The table has one row with the following data:

Title	Targets	Time	Mentor
▲	Help me to be organised, plan out at least one meeting with the group, and ensure we have everything we need to be	1.0	Team/Mentor

There is a 'Create' button and a trash icon next to the row in the table.



Once an award has been completed this screen will bring up the reflection page where students can reflect and learn on their experience.

Activity Section

The *Adventure/ Get Active/ My Interests / Me and My World* sections all are identical in layout, so we will use *Adventure* for an example.



Activity	Level	Date Started	Status
Holiday in Bute	●	April 22, 2015	👍 View
Mermaid tail	●	May 11, 2015	Ready for mentor Update

Recent Activity

- ✎ You updated your activity record called Mermaid tail
- 👍 Your mentor signed off your activity 'Holiday in Bute' and left the comment "

The main *Adventure* page shows the activity records and recent activity. Clicking on the Update button will allow the student to edit their record.



Edit Activity Record

Activity Information

Activity Title*

Activity category*

Description*

Have you done something like this before?

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

What do you want to achieve by doing this activity?


Here the student can fill in the boxes about their chosen activity.

Once the **activity title** is completed (first part of record), the rest of the page opens up to allow for uploading evidence and final completion.

Evidence can be added in many different formats (e.g video / picture / webpage / word document) by selecting the **upload evidence** button and selecting the correct file.

Evidence...

Web Link

 DOC

You can upload image, movies and documents

I've now completed the activity...

Time Taken* hrs

How did you get on with the activity?

What did you learn about the activity/about yourself?

Completion

Ready for mentor

Once the activity has been completed, the student ticks the **ready for mentor** box and the activity is ready to be signed off by the mentor. If the activity has yet to be completed, then pressing the **save** button is essential to ensure that the data is saved within the students account.

Once all activities have been completed and the minimum time scale has been reached for each award level you can return to profile page.

Contact Us

We are constantly looking to develop both the JASS and eJASS award, and welcome your suggestions and feedback. Customer satisfaction is of paramount importance to us, please contact us at the following with further input.

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