

Your eIDP

The electronic Individual Development Portfolio is your record of ongoing progress.

As explained in the programme handbook, you will need to share access to it with university and school tutors and mentors, as they will refer to the documents to support and evaluate your progress. You should keep it up to date, maintaining it on a weekly basis.

You can upload documents in any standard format, so if you choose to handwrite on a hard copy form for something like a demonstration record or lesson evaluation, you can upload it as a photo or scanned PDF rather than typing it up.

There are just a few documents which you should always complete electronically:

- Your FRAPs (formative assessment on achievement and progress)*
- Your formative and summative Masters assignments
- Your Career Entry and Development Profile

*Your mentor in school might handwrite their bit and scan it to PDF, but your section should be typed.

How to access your eIDP

IDPs are stored on a University Sharepoint, which you will find here:

School Direct Distance trainees:	https://universityofexeteruk.sharepoint.com/sites/PGCEeIDP/School%20Direct%20Distance/Forms/AllItems.aspx
Primary PGCE (including Primary SD@Exeter) trainees:	https://universityofexeteruk.sharepoint.com/sites/PGCEeIDP/Primary%20PGCE/Forms/AllItems.aspx
Secondary PGCE (including Secondary SD@Exeter) trainees:	https://universityofexeteruk.sharepoint.com/sites/PGCEeIDP/Secondary%20PGCE/Forms/AllItems.aspx

You will be prompted to log in with your university IT account details.

When you access it, you should only be able to see your own folder. If you can see a folder belonging to anyone else, please immediately email exeterpartner@exeter.ac.uk to let them know.



PGCE eIDP

Private group

Export to Excel Power Apps Automate

School Direct Distance

Name ▾	Modified ▾	Modified By ▾	Upload In Here
Martin Osborne	3 hours ago	Watson, Annabel	

Once you've logged in, please bookmark the page so that it's easy for you to find it again!

Inside your IDP folder:

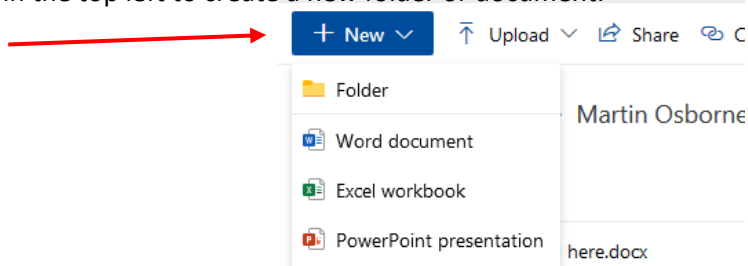
The structure of your folder will look slightly different depending on which PGCE programme you're on. However, they will all have a series of folders with instructions about what you should upload in each one. There are folders for each term for your ongoing weekly or fortnightly use of the Exeter model training tools. Other folders should be self-explanatory, but do contact your UVT or Pathway/Subject Lead if you have any questions about what to put into them.

To begin with, you will probably be bamboozled by the range of different documents referred to - but once you've completed the Exeter Model induction training and started to work with the tools in school, you will get the hang of it quickly.

School Direct Distance > **Martin Osborne**

Name	Modified	Modified By	Upload In Here
Anticipating Practice and Entry Profile	43 minutes ago	Watson, Annabel	1. Updated Curriculum Vitae 2. Anticipating Practice Formative Reflection on Achievement and Progress (FR) 3. Anticipating Practice Tasks set by your Lead School 4. Initial Needs Analysis and/or Subject Knowledge Audit(s), and any subject knowledge development work you've done before the course 5. Fundamental English and Maths audits, and any development work you have as a consequence.
Framework Tasks	43 minutes ago	Watson, Annabel	1. Working (and eventually final) copies of framework tasks PRIMARY TRAINEES ONLY (including Primary 3-7) 2. Please create folders in here specifically for Phonics and Mathematics. You can upload any evidence of learning to teach these key skills to these folders - you need it in order to meet S3.
Important Documents to Read	43 minutes ago	Watson, Annabel	-

You can simply drag and drop files from your desktop into the folders, or use the upload option to add files saved elsewhere. You can use the 'New' button in the top left to create a new folder or document.



Clicking the tick button next to a file opens options for you to download, delete or rename a file.

Open Share Copy link Download Delete Rename

School Direct Distance > Martin Osborne > **Anticipating Practice**

✓ Name Modified

✓ What to upload here.docx 4 hours ago

Managing access to your IDP folder:

Your folder and all documents which you upload will already be accessible by the Partnership Office, your Programme Lead, and other key university personnel. However, you will need to give access to a few people who are linked specifically to your personal training.

-In school: your PST, your Mentor, your ITEC

-At the university: your UVT.

It is your responsibility to manage this access so that people working with you day to day can review your training tools and offer support. Please remember to remove access for colleagues in school when you move placement.

1. Click the triple vertical dots

2. Click 'manage access'


3. In the pop out on the right hand side of the page, click the + sign next to 'Direct access'

4. Type the email address of the person you want to grant access to in the space that appears.


Grant access



Martin Osborne (12 items)

 annabel.watson@[redacted] 

Add another

 annabel.watson@[redacted] is outside of your organization.

 Can edit 

Add a message (optional)

Notify people

Grant access

5. If the email address is not linked to the university (i.e. it's a school colleague) you will be notified that the address 'is outside of your organization'.

6. Check that you've given permission to 'edit' (so that they can upload documents too) and adjust using the dropdown menu if you need to.

7. Leave the 'Notify people' box checked so that the link is sent to the person you're adding by email. You have an option to add a message if you like to.

