

Advanced REfLECTing

This suggested session outlines the key elements that might be included in a workshop designed to introduce experienced users to further features within REfLECT. It aims to give an overview of the presentational functions within REfLECT, enabling users to display and share their CPD activity to not only IfL but potentially their own institution and other professional bodies that members are affiliated to.

Please note: Screen breaks haven't been included in the above framework but it is recommended that breaks are taken once every hour.

Time	Building Block	Overview	Tip Sheet / Resource	Scenario
00:10	Introduction / ice breaker	Introduce and welcome to the session with a general discussion about the purpose of using REfLECT for recording CPD activities in different ways and how the value of using the advanced tools to share and display can add to the impact of the CPD.		
00:30	Creating an Action Plan	The action plan tool can be used for either a simple scenario or to plan a whole year's CPD activity. The steps to success within the record permits you to attribute deadlines; whilst the SWOT and resource sections allow you to ascertain what support you will need to successfully reach your goal.	Creating an Action Plan <small>Connections/tipsheets/Creating an Action Plan</small>	A-Level English <small>Connections/Scenarios/A-Level English</small>

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00:20	Sharing and Commenting	Peer collaboration is an important part of developing and establishing communities of practise. The sharing and commenting tools enable this collaboration to take place between both REfLECT colleagues and non REfLECT users as needed.	<p>Sharing an asset Connections/tipsheets/Sharing an asset</p> <p>Commenting on assets Connections/tipsheets/Commenting</p>	<p>Developing Resources Connections/Scenarios/Developing Resources</p> <p>A-Level English Connections/Scenarios/A-Level English</p> <p>Annual Review Connections/Scenarios/Annual Review</p>
00:20	Blog	Blogs are a space to record thoughts and ideas as they arise and are useful for prompting further description and reflection when time permits. This building block shows how initial recordings can become more valuable with the addition of resources and links.	<p>Creating a blog Connections/tipsheets/Creating a blog</p>	<p>Mobile Learning Connections/Scenarios/Mobile Learning</p>
00:30	Webfolio	Using the Webfolio tool to present your activity or work, allows the recipient access to a multi faceted asset which could possibly contain links to other assets, websites, email addresses and information tips. The multimedia element within this tool also allows a visual way of supporting and illustrating activities.	<p>Creating a Webfolio Connections/tipsheets/Creating a webfolio</p> <p>Webfolio Editor Connections/tipsheets/Webfolio Editor</p>	<p>Personal Portfolio Connections/Scenarios/Personal Portfolio</p> <p>Academic Research Connections/Scenarios/Academic Research</p> <p>Collaborating with students Connections/Scenarios/Collaborating with students</p>

