

Introducing REfLECT

This suggested session outlines the key elements that might be included in a workshop designed to introduce new users to REfLECT. It aims to give a complete overview of the core functions within REfLECT, enabling users to record and submit their CPD activity to IfL.

Time	Building Block	Overview	Tip Sheet / Resource	Scenario
00:15	Introduction / ice breaker	Introduction and welcome to the session with a general discussion about the purpose of CPD and the requirements of IfL for membership and professional practice.		
00:30	Introduction to REfLECT	Navigating and being familiar with the home screen is important to the success of using REfLECT. Use this time to show the REfLECT interface and introduce the home screen and functions.	Home pad	
00:15	Uploading a File	This building block shows how to upload single and multiple files into REfLECT which members can then use to support and evidence their CPD.	Uploading	Peer observation
00:30	Activity Record	For members, activity records are the core of recording individual CPD activities. Demonstrate the structure that is present within this record to highlight the process of successful CPD.	Creating an Activity	A-level English

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00:20	CPD Record	Creating a CPD record allows you to aggregate all your CPD activities into one place and is the tool to submit your CPD activities to IfL if you are asked to do so. The CPD record will automatically total up any hours you have allocated to individual activities and will show any tags that have been added.	Creating a CPD Record Adding to a CPD Record	Annual Review Developing Resources
00:30	Tagging	Tagging is vital in organising, finding and making synoptic links between assets and files you have in REfLECT. These tags can then be utilised by placing relevant assets within your CPD record.	Tagging an asset	Peer Observation Annual Review Collaborating
00:15	Linking	Having a website, file or asset linked to another existing asset allows you to collect together useful pieces of information which all could contribute towards and illustrate a particular activity that you have undertaken.	Linking	Mobile Learning

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