

Creating an activity

The activity asset allows you to record any event or experience - normally directly related to your personal or professional development - for example a workshop or training course you have attended; a conference you presented, or a project you have been involved in.

Activity records are likely to provide useful evidence towards your overall CPD; for appraisal, or review; as well as providing a record that you can return to, to review or reflect upon your progress. You may find that recording your ongoing activities helps you to identify future development goals.

A completed activity will look like this:

The screenshot shows a web interface for the REFLECT system. At the top right, the REFLECT logo and 'Institute for Learning' are visible. Below the header, there are icons for a speech bubble and a printer. The main content area is titled 'Teacher Training January 2009' with a person icon. Below the title, there are four sections for reflection:

- Reason(s) for undertaking this activity**
Use this space to write about your motives
- Knowledge/skills gained**
Use this space to write about the benefits
- What was the impact of the activity?**
Use this space to write about the effects
- Reflection**
Use this space to write about how your views of the activity

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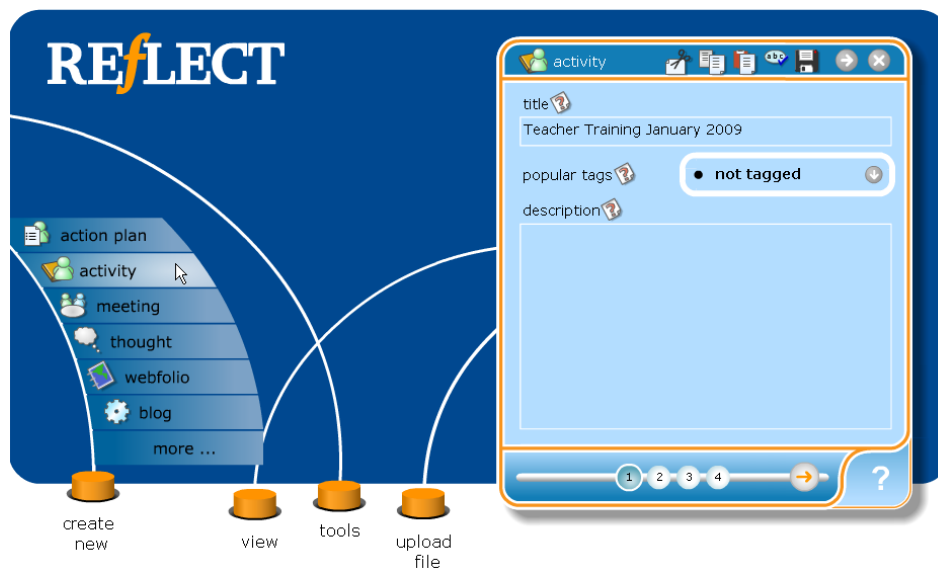
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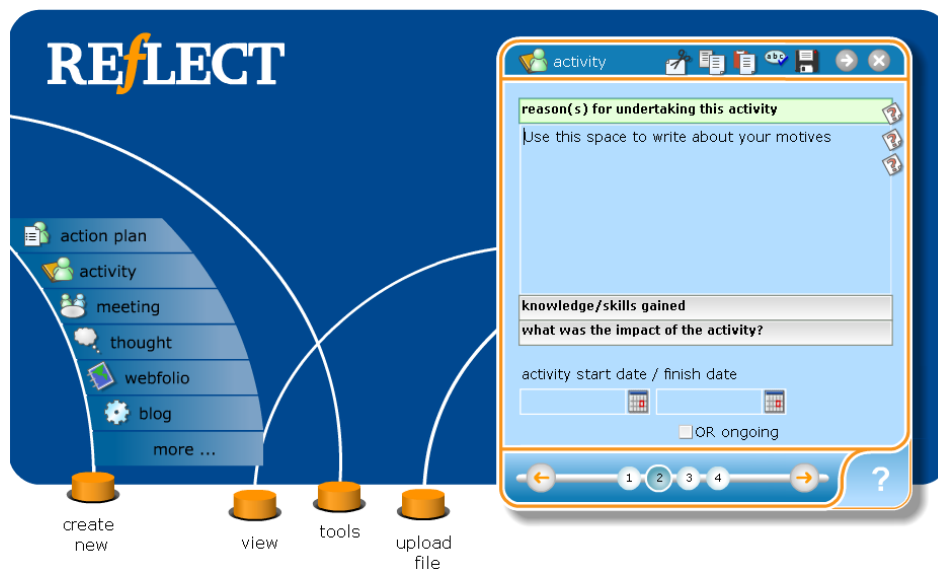
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To create an activity, click the **create new** button and choose **activity** from the menu.



In the pad that opens there are areas to add a **title**, select a **tag** and add a **description** for your activity. The drop down menu contains your most used tags. More information on adding tags can be found on the tip sheet 'tagging an asset'.

Move to the next step by clicking the **number 2** button or the **next arrow** at the bottom of the pad.



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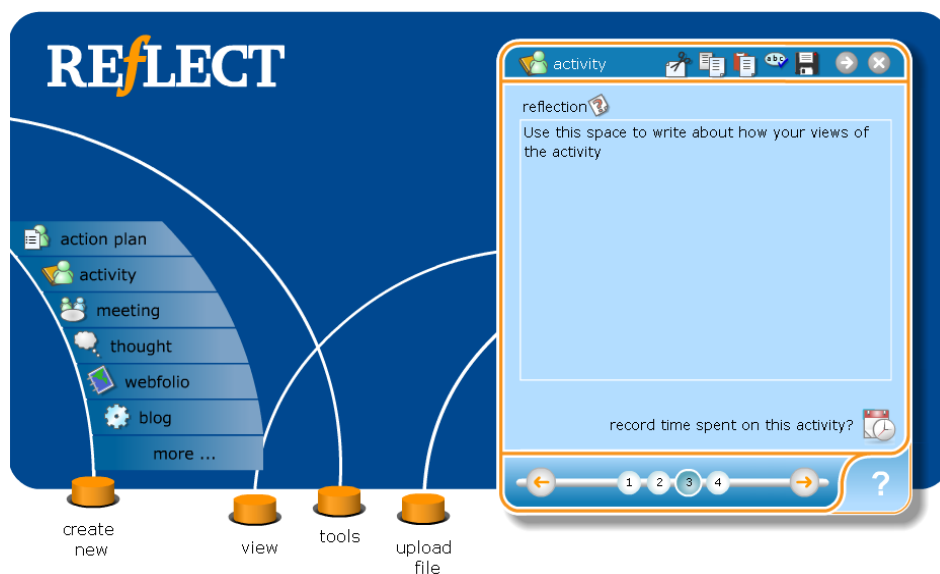
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In this step there are three **headers**. Click on a **header** to open a **text field**, where you can enter information about your activity. You may find you need to revisit this section some time after the initial recording as the impact becomes more apparent during the activity itself.

There are two **date boxes** for this step, the first enables you to create a start date when you open it, and the second is for the finish date. If the activity is ongoing, click the **ongoing tick-box** to indicate this, and leave the start and finish date blank.

Move to the next step by clicking the **number 3** button or the **next arrow** at the bottom of the pad.



In this step you can reflect on your particular activity. You may want to reflect on the importance of this activity and how it may affect your future practice, or how it has already affected it. You may also want to add what you have learnt from thinking and writing about this activity.

Move to the next step by clicking the **number 4** button or the **next arrow** at the bottom of the pad.

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The last page of the asset creation pad has a list of options;

- view
- send to a person, the web, a gateway, a blog, a CPD record, word or a printer
- add a review, add or edit a link or evidence
- tag the asset

More information on tagging and sharing/sending are available from their respective tip sheets.

Click the **green tick button** to save and close your asset.

Tip! Remember to **record time spent on this activity** during the process. Click this

button  whenever you see it.