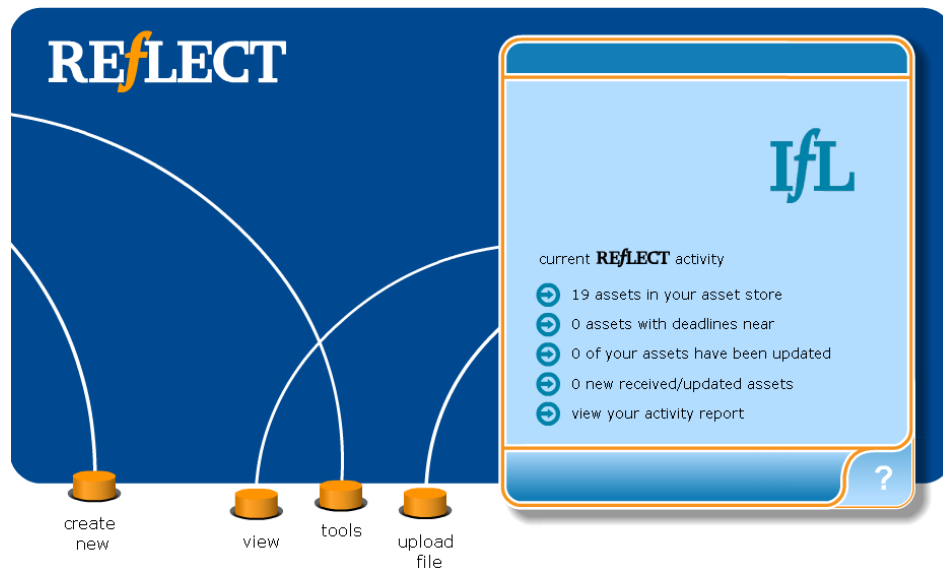


Tip sheet: Homepad

After logging into the IfL website and accessing REFLECT, you will see this screen.

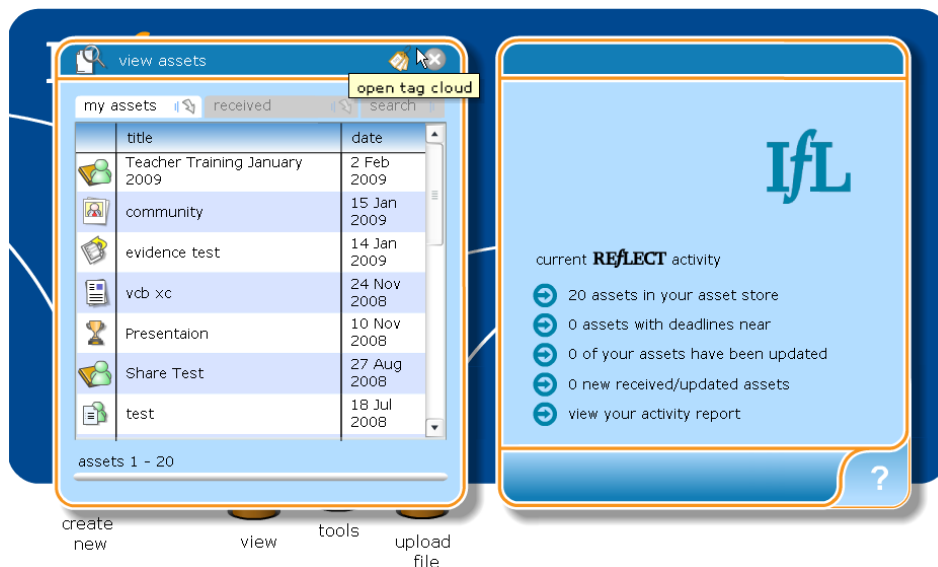


There are four buttons on the left, and the **homepad** on the right.

The **homepad** contains information related to your assets, when they were last updated, if anyone has commented on them, or if you have received any new ones.

You can create different types of assets to record different aspects of your CPD or other activities and interests. Assets can be thoughts you have written, files you have added, or a journal you are writing. Assets can be created by clicking the **create new** button. This will then display a list of 'wizards' which provide some structure for the things you record.

All your assets are stored together. To see them click the **view** button.



Organise, link, delete, or share assets by selecting them here. By sharing assets with other users you can allow them to view, comment, collaborate, or cascade.

You can share assets with anyone who has an email address; however they will be limited to viewing only.

Click **upload file** to send files to REFLECT. These can be single files such as lesson plans, powerpoints or videos, collections of files, galleries of pictures, a page from a website, or even a website you have created.

Clicking **tools** enables you to manage REFLECT. This menu allows you to manage your contacts, communication settings and your tags. You can change your settings for the sound and the appearance of REFLECT.