



Memory Stick User Guide

Overview



The elp-Desk Memory Stick allows you to:

- access information about the elp-Desk project, its partner organisations and the Europass Language Passport (ELP)
- view a selection of other Europass related documents and useful relevant websites
- complete, save, edit and print your own ELP
- create an e-portfolio of evidence to support your self-assessed competency levels in a language

Information Pages

Project:

An overview of the project. Click on the flags to view the information in different languages.



Partners:

Information on each of the partners in the project. Click on the flags to see the partner in each country. You can also click on the flags alongside the country name to view the information in either English or partner language(s).



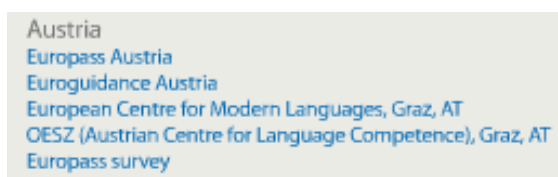
Europass Language Passport:

An overview of the ELP. This information can be viewed in all partner languages.



Links:

A set of links to related relevant websites in each partner country. Clicking on a link will display the webpage in your default internet browser (internet access is required).



File Pages

FILE NAME	FILE DESCRIPTION
ELPTemplate_en_GB-1.doc	My ELP - Word version
ELPTemplate_en_GB.odt	My ELP- Open Office version
ELPInstructions_en_GB.pdf	Instructions
ELPExamples_en_GB.pdf	Examples

OPEN FILE

There are two sets of files on the memory stick, **My ELP** and **Other Europass Documents**, which can be accessed. To view them, click on the file name then click on the 'Open File' button.

My Portfolio






The My Portfolio section consists of two screens, an overview of language competency and a list of supporting files.

Competency Overview

My Portfolio Language **French**

Forename(s): Martin
Surname(s): Twigg
Date of Birth: 13/05/1981
Mother tongue: English
Email: martin@crystalpresentationns.com

SKILL AREA
Rollover and click on a Skill Area.

SKILL AREA	MY SELF-ASSESSED LEVEL	NUMBER OF FILES
 Listening	B1	1
 Reading	A2	2
 Spoken interaction	C2	1
 Spoken production	B1	5
 Writing	C2	1

PRINT

This screen has four elements:

Language: Clicking on 'Language' displays a drop down menu of the 23 official European languages, plus the three other most widely spoken. This defines the language in which competency is being assessed.

You may create a different portfolio for each language and may freely swap between languages.


Personal Details: Forename(s), Surname(s), Date of Birth, Mother tongue and Email should be entered in the boxes provided.

Skill Area: This area is both a summary of information and a menu. Rollover and click on a skill area to add files which support your self-assessed competency level to your linguistic portfolio for the currently selected language. You can not add files until a language has been selected.

Print: This button creates a printout of your complete e-portfolio for the currently selected language (i.e. not just the summary displayed).

Supporting files

My Portfolio



SKILL AREA
The files listed below provide evidence of my skills and competence in **writing** and indicate my self-assessed level of competence.

FILE NAME	FILE DESCRIPTION	FORMAT	LEVEL
Writing.txt	This is an example of my writing. This, :	Text	C2

ADD FILE DELETE FILE

OPEN FILE DONE

This screen displays the files which are related to the selected skill area. Files which support the highest level are displayed first (e.g. C1 would display before B2).

The options are:

Add File: Adds a file to this list and copies it to the stick (the original file is not modified in any way). See below for details.

Open File: Clicking on a file name highlights it. Use this button to open the file using the relevant default program on the computer you are currently using.

Delete File: Click on a file and then use this button to remove the file from this list and the stick.

Done: Returns to the previous screen.

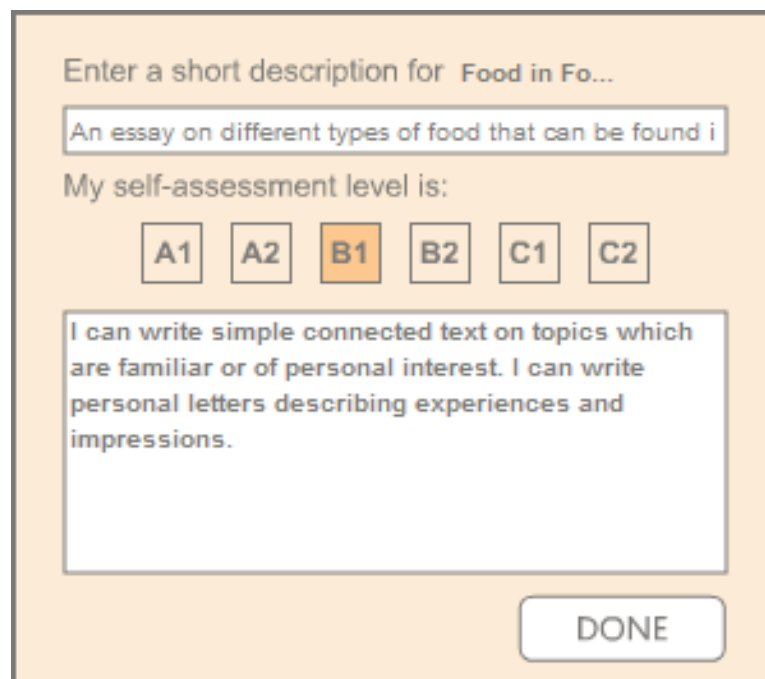
Adding a file



Clicking on Add File displays six buttons showing different media types.

On selecting a media type a standard windows file selection window appears.

When the file is selected the following appears:



A short description of the file should be entered in the top box.

A self-assessed level should be selected by clicking on one of the six buttons. Rolling over each button displays its descriptor in the box below.

Click 'Done' to save your choice and return to the file list.

Closing the program

Use **Exit** on the main menu to close the program.

All **My Portfolio** entries are automatically saved as you are working on the section.

Files and web pages opened from the program will remain open.

Backing up your elp-DESK memory stick

The contents of the elp-DESK memory stick should be backed up on a hard drive from time to time – just in case you lose the stick.
