

How to upload evidence onto eDofE

Once you have completed a section of your D of E award you need to upload your evidence for that section onto eDofE so that the section can be signed off.

Evidence required:

For each section of the award you will need to upload the following:

- 1) A photo of your completed "activity log"
- 2) A photo of your completed Assessor Report (or your assessor can upload their comments directly onto eDofE via this link <https://edofe.org/Assessor>)
- 3) Two or Three other supporting photos/videos of you taking part in the activity (if working with children .e.g. nursery ask if you have permission to take a photo)

Steps to upload evidence

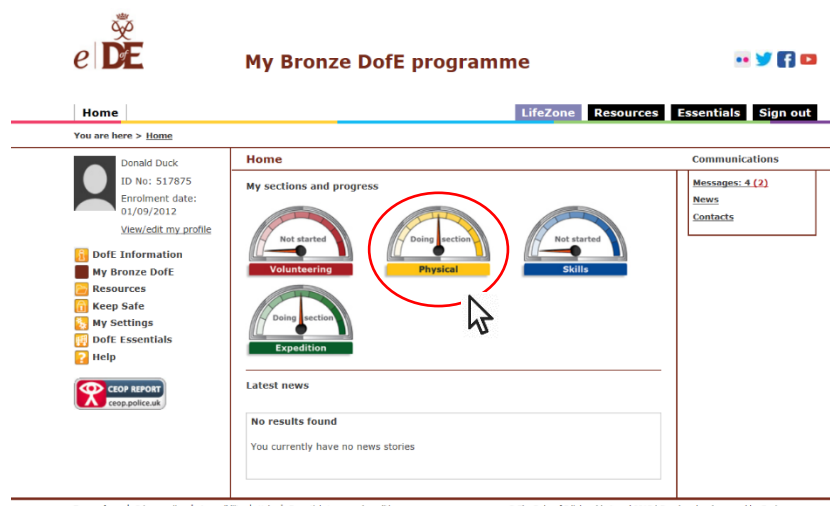
Step 1

Take photos of your evidence (see list above)



Step 2

Log in to your eDofE account and select the section you want to upload evidence for .e.g. your physical section



The screenshot shows the eDofE website interface for a user named Donald Duck. The page title is "My Bronze DofE programme". The user's profile information is displayed on the left, including their ID No: 517875 and enrolment date: 01/09/2012. The main content area is titled "Home" and "My sections and progress". It features three progress indicators for different sections: Volunteering (Not started), Physical (Doing section), and Skills (Not started). The Physical section is highlighted with a red circle and a mouse cursor. Below the progress indicators, there is a "Latest news" section with the message "No results found" and "You currently have no news stories". The footer contains links for Terms of use, Privacy policy, Accessibility, Help, and Essentials, terms and conditions, and a copyright notice for The Duke of Edinburgh's Award 2017.

Step 3

Once you have selected a section click the “add evidence” link that will have appeared on the right hand side

The screenshot shows the 'My Bronze DofE programme' interface. On the left, a user profile for Donald Duck (ID No: 517875, Enrolment date: 01/09/2012) is visible. Below the profile is a navigation menu with 'Physical' selected and 'Add evidence' circled in red. The main content area is titled 'My Physical section' and contains a table of details:





Status:	Programme planner approved
Timescale:	3 Months
Start date:	01/01/2017
Earliest completion date:	01/04/2017
Type/category of activity:	Team sports
Detailed activity chosen:	Netball
Where are you going to do it?:	Sandbach netball club
What are your goals? What do you want to achieve?:	To gain more confidence and to improve my shooting success
Assessor's name:	Joe Bloggs
Assessor's position:	Netball coach
Assessor's email:	
Assessor's telephone no:	01270 765 031

A gauge labeled 'Physical' shows the progress in the 'Doing' section.

Step 4

Select the link to add photos (or videos)

The screenshot shows the 'Add evidence' screen. The navigation menu on the left has 'Add evidence' circled in red. The main content area is titled 'Add evidence' and contains a table of options:

What evidence would you like to add?			
 Photos [.jpg, .jpeg, .jpe, .gif, .bmp, .png]	 Video [.mpg, .mpeg, .mp4, .avi, .mov, .wmv, .flv]	 Text	 Other [.doc, .docx, .xls, .xlsx, .pdf, .txt, .rtf, .ppt, .pptx, .pps, .ppsx]

Step 5

Choose the files that you want to upload

My Bronze DofE programme

Home | LifeZone | Resources | Essentials | Sign out

You are here > My Bronze DofE > Physical > Add evidence

Add evidence

What evidence would you like to add?

Choose File to Upload

Name	Date modified	Type
Photo netball match	26/02/2018 13:39	JP
Physical assessor report	26/02/2018 13:38	JP
Physical log sheet	26/02/2018 13:38	JP

File name: []
Files of type: [Custom Files (*.jpg;*.jpeg;*.jpe;*.jif;*.png;*.gif;*.bmp;*.png)]

Things to look out for

- ✓ You can upload multiple files, the maximum size per file is 10mb
- ✓ Please give your evidence a sensible name
- ✓ Ensure your photo files are really good quality (minimum 1mb)

Select files

Step 6

After you upload each photo click the “Save and Submit” button but ensure that the correct leader is selected

My Bronze DofE programme

Home | LifeZone | Resources | Essentials | Sign out

You are here > My Bronze DofE > Physical > Add evidence

Add evidence

What evidence would you like to add?

Photos [Selected] | Video | Text | Other

Things to look out for

- ✓ You can upload multiple files, the maximum size per file is 10mb
- ✓ Please give your evidence a sensible name
- ✓ Ensure your photo files are really good quality (minimum 1mb)

You can also select one piece of evidence to be the Assessor's report for this section.

Title	Assessor's report	Edit	Remove
Physicallogsheet.jpg	<input type="radio"/>		
None of these are the Assessor's report:	<input checked="" type="radio"/>		

* Select your Leader: [Pete Hilton]

Save and submit

At the end you should be able to see all of the evidence that you have submitted. This will then be reviewed by one of the DofE leaders who will approve the section for you and mark it as completed 😊

The screenshot shows the 'My Bronze DofE programme' interface. At the top, there is a navigation bar with 'Home', 'LifeZone', 'Resources', 'Essentials', and 'Sign out'. The user is logged in as Donald Duck (ID No: 517875, Enrolment date: 01/09/2012). The main content area is titled 'View evidence' and is divided into 'My Physical evidence' and 'Communications'. Under 'My Physical evidence', there are status indicators for 'Approved', 'Uploaded', 'Queried', 'Submitted', and 'Leader evidence'. The 'Evidence' section displays three items: 'physicalassessorrepo' (marked as an Assessor's Report), 'physicallogsheet.jpg', and 'photonetballmatch.jpg'. Below the evidence list, there is a dropdown menu to 'Select your Leader' (currently set to Pete Hilton) and buttons for 'Mark As Assessor's Report', 'Unsubmit', 'Delete', 'Submit', and 'Unmark as Assessor's Report'. A sidebar on the left contains navigation links for 'DofE Information', 'My Bronze DofE', 'Volunteering', 'Physical', 'Add evidence', 'View evidence', 'Skills', 'Expedition', 'Resources', 'Keep Safe', 'My Settings', 'DofE Essentials', and 'Help'. The footer contains links for 'Terms of use', 'Privacy policy', 'Accessibility', 'Help', 'Essentials terms and conditions', and copyright information for The Duke of Edinburgh's Award 2018.