

Grofar: Logging Your Activities

Student Guide Jan 2019

Step 1: Log into your Grofar Student Portal



1. Visit <https://auth.grofar.com/> and enter your log in details
2. If you have never logged into Grofar before speak with you teacher first to get an invitation email or your username and password



The screenshot shows the Grofar login interface. At the top left is the Grofar logo. The main heading is 'Welcome to Grofar' in white text on a green background. Below it, a subtitle reads 'Please enter your login details to proceed'. The login form is a white box with two input fields: 'USERNAME OR EMAIL ADDRESS' and 'PASSWORD'. A link for 'Forgot your password?' is next to the password field. There is a checked checkbox for 'Keep me logged in.' and a green 'Login' button at the bottom right of the form.

Step 2: Choose what type of activity you want log



Based on the below activity types, click on the relevant section as per the arrows

- Careers Activity
- Work Experience Activity
- Extra-curricular Activity

The screenshot shows the Grofar user dashboard. At the top, there are navigation links: 'LOG ACTIVITY', 'MESSAGE CAREERS SERVICE', and 'BOOK CAREERS MEETING'. Below these are four circular statistics: '76 12h Careers Provision', '16 Activities Logged', '8 Skills Developed', and '1 Business Engagements'. The 'LOG ACTIVITY' link is circled in black. Below the statistics are sections for 'Action Plan Progress', 'Goals Progress', 'Skills', 'My Events and Activities', 'Job Roles', 'Industry Sectors', 'Interests', and 'Extracurricular Activities'. The 'EXTRACURRICULAR ACTIVITIES' section is circled in black. Arrows from the list on the left point to these two circled elements.

Skill	Count
Communication	3
Team work	1
Problem solving	1
Learning	1
Initiative and enterprise	1
Drive	1
Planning and organising	0
Self-management	0
Technology	0
Persistence	0
Time Management	0
Flexibility	0

My Goal	My Target	Completed
Go to University next year	08 Jan 2019	COMPLETE

Completing the Form for a Careers or Work Experience Activity

1. Give the activity a name
2. Select the activity type (Careers or Work Experience)
3. Select the date it happened
4. In days, hours and minutes enter the time you spent doing it
5. Check the boxes next to the skills you worked on doing the activity
6. If relevant add a website, attachment or any photos of the activity
7. **Click on the green SAVE button**



LOG ACTIVITY MESSAGE CAREERS SERVICE BOOK CAREERS MEETING

Add a new Activity Log

* Required field

Activity *

Activity Type

Careers Activity

Date

04 Jan 2019

Time Spent

Days

00

Hours

0

Minutes

0

Skills that I have demonstrated

- | | |
|--|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Team work |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Planning and organising |
| <input type="checkbox"/> Self-management | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Initiative and enterprise |
| <input type="checkbox"/> Perseverance | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Flexibility | <input type="checkbox"/> Drive |

Website Address

Attachment

SELECT FILE

Photo


ADD A PHOTO



CANCEL

SAVE

Adding an Extra-Curricular Activity

1. Give the activity a name
2. Put in a date you started doing the activity in **From Date**
3. If you are still doing the activity, check the box by **Current Activity**
4. If the activity has ended put in an end date in **To Date**
5. Add a description of the activity in more detail than the title
6. Check the boxes next to the skills you work on doing the activity
7. **Click on the green SAVE button**
8. This Extra-Curricular Activity will now appear on the dashboard of your Student Portal in Grofar

Extracurricular Activities 

Running  

Nov 2018 - Present
Twice a week I run home from school to increase my fitness levels
Planning and organising - Perseverance - Drive

LOG ACTIVITY MESSAGE CAREERS SERVICE BOOK CAREERS MEETING

Add Extracurricular Activity

Activity

From Date

Current Activity

To Date

Activity Details

Skills

<input type="checkbox"/> Communication	<input type="checkbox"/> Team work
<input type="checkbox"/> Problem solving	<input type="checkbox"/> Planning and organising
<input type="checkbox"/> Self-management	<input type="checkbox"/> Learning Technology
<input type="checkbox"/> Initiative and enterprise	<input type="checkbox"/> Perseverance
<input type="checkbox"/> Flexibility	<input type="checkbox"/> Time Management Drive