## **ORB – VIEWS OF AL AND PARTICIPANT**

This is the first view a new participant has when he first logs in once his/her registration has been approved:



He/she can now start choosing his personal activities and setting smart goals (clicking on the information button will explain smart goals):

New Activity X	New Activity X	New Activity X
Activity Details	Activity Details	Activity Details
Category	Category	Category
Select	Select	Select
Goal	Goal	Goal
0		0
Assessor Details (1)	Assessor Details	Assessor Details (i)
Title	Title	Title
Select 🔹	Select	Select 🔹
Name	Name	Name
Email	Email	Email
Phone	Phone	Phone
Choose as Major activity	Choose as Major activity	Choose as Major activity
Major activity means that you have to spend an extended amount of time on this activity compare to others. For Gold and Silver the extra time required is six months, for Bronze it is three months.	Major activity means that you have to spend an extended amount of time on this activity compare to others. For Gold and Silver the extra time required is six months, for Bronze it is three months.	Major activity means that you have to spend an extended amount of time on this activity compare to others. For Gold and Silver the extra time required is six months, for Bronze it is three months.
SETUP	SETUP	SETUP

Once an activity has been chosen and sent off for approval to the Award Leader, a clock will appear for that section indicating that the Award Leader needs to validate the chosen activity:



Adventurous Journey

User Guides

PN001263885

The Award Leader will see the request on his To Do list once he logs into the system – click on Activity Approval:

i≡ My To Do List	Registration	Activity Approval 📘	Section Sign-off	Adventurous Journey	Award Sign-off	Unassigned Participants	
	Search	Email Con	firmation	Parent Approval	Payment S	State	
A Participants		Select	•	Select	▼ Select	•	
Ω, Leaders							
Click on Service:	Pagistratica	Activity Approval	Costion Cign off	Advanturaus Javenne	Award Sign off	Upgesigned Participan	**
	Registration		Section Sign-on	Adventurous Journey	Award Sign-on	Unassigned Participan	ts
i≡ To Do List	Physical Pace	nation 🔗 skills	Sanvica 💶 🔗	Adventurous Journeys	Posidential P	roject	
A Participants	Physical Rech	Skills		Adventurous Journeys	Residentiat P	Toject	
Ω, Leaders	ID 🔻 First N	ame 🔻 Last N	lame 🔻 Le	vel 🔻 Activity Typ	e v Ad	ctivity 🔻 Goal	Assessor
Adventurous Journey				No res	sults		
<b></b>							
Click on approve:							
i≡ My To Do List	Registration Activ	ity Approval 1 Section	n Sign-off Adventure	ous Journey Award Sign-	off Unassigned Pa	articipants	
i To Do List	Physical Recreation	A Skills Servic	e 💶 🔗 Adventura	Is Journeys 🛞 Residenti	ial Project		
A Participants				w nesidenti			
ूर्. Leaders	ID First	Last Vevel V	Activity Type Activity	v	Goal 🔍	Assessor 🔍 Act	on

<u>Mit Hund älterer Menschen</u> spazieren gehen

BRONZE

Tierschutz

Vanessa Masing

vanessa.masing@ award.de

I want to make sure that I ...

Once the activity has been approved, the participant will be able to start logging:

	Bronze Level Completed 0 / 4		Walking Dog of Elderly / Disabled Person						
			LOGS	OVERVIEW	FILES				
<b>(</b> )	<b>Choose Activity</b> Skills	+							
6	Choose Activity Physical Recreation	+							
	Walking Dog of Elderly / Di Voluntary Service	is		You have no	o logs yet.				
*	Adventurous Journey								
	Preparation and Training								
	Practice Journey	+							
	Qualifying Journey	+							
						+ ADD LOG			

Once all logs are entered, the participant will automatically see the following – please note that "SEND" in the black box at the bottom of the page with all activities must be clicked!

THE DUI	THE DUKE OF EDINBURGING OF EDINBURGIN OF EDINBURGING OF EDINBURGIO									
	Bronze Level Completed 0 / 4	Discus 13 h / 13 h								
0	Choose Activity +	7.     □       12/08/2021     ○       4h 0min								
6	<b>Discus</b> Physical Recreation	7:        ⊡ 08/07/2021     ③ 4h 0min								
	Walking Dog of Elderly / Disabled P Voluntary Service	7								
8	Adventurous Journey	3/3     □       13/05/2021     ○       1h 0min								
	Practice Journey									
	Qualifying Journey +	You can send now your Activity to Assessor for Authorisation. SEND	+ ADD LOG							

The participant will see a congratulation sign once he/she clicked on SEND. He/she can now enter a note (optional) for the assessor und then click "send for assessment".



Alternative: Participant prints out summary (see screenshot below and the red arrow), gives it to his/her assessor and uploads the assessment after receiving it from the assessor.

THE DUK INTER	or commences 5	ward L	.eader	Nutzerhandbücher			E Test SchuelerIn Duke für unabhängige Teilne Y
( and the second	Bronze Stufe 0 / 4 abgeschlossen		NACH	Türkisch lernen 13 h / 13 h weise ÜBERSICHT D			
Ø	<b>Türkisch lernen</b> Talente	C	ZUSAMM	ENFASSUNG FÜR GUTACHTER*IN HERUNTERLADEN	Bericht herunterladen und unterschrieben	hochladen HOCHLAD	EN
6	Bogenschießen Fitness			30 m 15.7.2021 Ostd. 30Min.			
0	Educating about Children's Rights		Ť	30 (iii) 05td. 30Min.			
8	Expedition			<b>30 m</b> 1.7.2021 ③ OStd. 30Min.			
	Vorbereitung und Ausbildung	_		45 m			
	Probe Expedition	+					
	Auschluss expedition	T		<b>45 m</b> 17.6.2021 ③ 0Std. 45Min.			
				Grammatik 45 min  10.6.2021 ③ 0Std. 45Min.			

The following email will be received by the assessor, either in English or German depending on the settings of the account:

## ORB@onlinerecordbook.org <ORB@OnlineRecordBook.org>

Anforderung Gutachten

An: vanessa.masing@dofe-germany.de



The Duke of Edinburgh's International Award - Gutachten für eine Aktivität

## Liebe(r) Ms sf,

Test SchuelerIn, der/die am Duke of Edinburgh's International Award teilnimmt, hat seine/ihre Aktivität abgeschlossen und benötigt nun Ihr Gutachten. Bitte klicken Sie auf den unten stehenden Link, um Ihr Gutachten zu erstellen.

https://www.onlinerecordbook.org/bo/assessor-assessment/activities/4354929?authorizationCode=a7f3f7a7-7a85-46a1-b9b1-810ca754cc5e&locale=de

## Mit freundlichen Grüßen,

The Duke of Edinburgh's International Award Foundation

(Bei Rückfragen kontaktieren Sie uns gerne direkt über info@duke-award.de)

Dies ist eine automatisierte E-Mail. Bitte antworten Sie nicht direkt auf diese E-Mail-Adresse. Wenn Sie Probleme mit dieser E-Mail haben, können Sie sich an den Award Leader des/der Teilnehmenden wenden. Diese E-Mail ist nur für die Person bestimmt, an die sie gerichtet ist. Wenn Sie nicht der beabsichtigte Empfänger sind, dürfen Sie diese E-Mail nicht verwenden, offenlegen, kopieren oder drucken und müssen sie sofort aus Ihrem E-Mail-System löschen.

This is what the assessor will see when clicking on the link in the email he/she received:

	Franke a	keluleite t	sonnen	Echiman	.Let	Extediat/off	Abmarchisson
	Erste A	ktivitat be	gonnen	Schwerpun	ĸt	Ertedigt/offen	Abgeschlossen
	1.4.20	21		Nein		13 h / 13 h	100%
Talente							
Art der Aktivität: Fremd	lsprachen						
Aktivität: Türkisch lerne	n						
Ziel:							
Ich möchte in 3 Monaten	eine einfa	ache Un	terhaltung mit einen	n/einer türkis	chen Mutters	prachlerin führen kö	nnen.
Nachricht von Teilnehm	ner*in: Ha	allo, hier	sind meine Aktivität	ten. Ich würde	e mich freuen	wenn	
Nachweise Teilneh	mer*in						
Datum			Stunden		Beschreibung		
15.7.2021			0:30		30 m		
8.7.2021			0:30		30		
1.7.2021			0:30		30 m		
1.4.2021		з	3:00 Vokabeln				
Gutachter in Berici	nt						
Free		Name					
Frau	× •	SI					
Email		Telefon	nummer				
vanessa.masing@dofe-	gern	<b>38</b> •	+44				
Bericht Gutachter*in							
Die Testschülerin hat au	ıßerorden	tliches B	Engagement				
						li.	
Meine Qualifikation							
Türkischlehrerin							
Meine Erfahrung							
12 Jahre Unterrichtserfa	ahrung						
<ul> <li>Ich bestätige in meiner</li> </ul>	Eigenscha	ft als Gut	achter*in, dass der/die	e Teilnehmer*ir	n die Anforderu	ngen erfüllt	
hat							

Once the assessment was sent off by the assessor, the participant will receive a note saying that the section is ready to be sent to his/her Award Leader for final approval:



The participant can enter a note when sending the section off:



The Award Leader will see the request in his To Do list once he/she logs into the ORB:

	Section Sign	-off					Search	Q Vanessa Duke für t	<b>Masing</b> unabhängige Teilnehmende (Dı		
∃ My To Do List	Registration	Activity Approval	Section Sign-off 💶	Adventurous	Unassigned Participants						
To Do List	C Physical B										
Participants	Physical P	Physical Recreation V Skill U Service D Residential Project									
Leaders	ID $ au$	First Name 🛛 🔍	Last Name 🛛 🔻	Level $ abla$	Finished $ vert$	Logs	Assessor approval	Note for Award Leader	Action		
△ Adventurous Journey	<u>1153185</u>	Test	SchuelerIn	BRONZE	7.9.2021	<u>View</u>	<u>View</u>	View	Approve Revise		

The following shows that 3 sections are signed-off, just the expedition section has yet to be completed:

	THE DUIG INTER	tor EDINBURGES 2 Mein A		<b>P</b> C	Test SchuelerIn Duke für unabhängige Teilne					
	Ø	Bronze Stufe 3/4 abgeschlossen		Abschlu Abgeschloss	ss Expedition					
				BERICHT						
	6	Türkisch lernen Talente	~							
10	6	Bogenschießen Fitness	~							
	0	Educating about Children's Rights	~				( O )			
	1	Expedition			D	ein Bericht wurde deinem/	'deiner Gutachter*in zur Gen	ehmigung geschickt.		
		Vorbereitung und Ausbildung	~							
		Probe Expedition	C							
		Abschluss Expedition	C							
-			_							

Once all sections are finished and have received their assessment, the entire Award can be sent to the Award Leader for approval (participant needs to click on send in the black box at the bottom):

Please note that these entries would not be sufficient – participants need to describe accurately what they have been doing in each log!



This is what the Award Leader will see when logging in:

Registration	Activity Approval	Section Sign-off	Adv	enturous Journey	Award Sig	gn-off 🚺	Unassigned Participan	nts
Search	Email	Confirmation	1	Parent Approval		Payment St	tate	
	Cala	-+		Calaat		Calast		
	Sele	ect	•	Select	•	Select	•	
	Registration	Registration     Activity Approval       Search     Email       Selection     Selection	Registration     Activity Approval     Section Sign-off       Search     Email Confirmation       Select	Registration     Activity Approval     Section Sign-off     Adv       Search     Email Confirmation     Image: Confirmation     Image: Confirmation     Image: Confirmation       Select     Image: Confirmation     Image: Confirmation     Image: Confirmation     Image: Confirmation	Registration     Activity Approval     Section Sign-off     Adventurous Journey       Search     Email Confirmation     Parent Approval       Select     Select     Select	Registration     Activity Approval     Section Sign-off     Adventurous Journey     Award Signed	Registration     Activity Approval     Section Sign-off     Adventurous Journey     Award Sign-off       Search     Email Confirmation     Parent Approval     Payment St       Select     Select     Select     Select	Registration     Activity Approval     Section Sign-off     Adventurous Journey     Award Sign-off     Unassigned Participant       Search     Email Confirmation     Parent Approval     Payment State       Select     Select     Select     Select

Once the AL has approved the Award it will automatically be sent to the National Award Association for final approval. Once approved, Award Leaders can order the respective Awards for their participants.

Congratulations!

